



Ready Set Kinder Safeguarding Policy

THE PURPOSE AND SCOPE OF THIS POLICY STATEMENT

Ready Set Kinder Pty Ltd is a School Readiness program operating in Smeaton Grange, NSW. Ready Set Kinder employs only qualified and trained teachers to devise and deliver its programs. Programs are delivered for children aged 0–5 years and focus on developing social, emotional and cognitive skills through planned activities and learning experiences.

The purpose of this policy statement is:

- to protect children and young people who receive Ready Set Kinder’s services from harm. This includes the children of adults who use our services
- to provide staff, volunteers, children, young people and their families with the overarching principles that guide our approach to child safeguarding and protection

This policy applies to anyone working on behalf of Ready Set Kinder, including senior managers, directors, paid staff, volunteers, sessional workers, agency staff and students.

Sexual Abuse Prevention & Response

Purpose

Ready Set Kinder Pty Ltd is committed to protecting all children in its care from sexual abuse and exploitation. This policy outlines how we prevent, identify, and respond to sexual abuse in accordance with NSW legislation and national child protection standards.

Definition

Sexual abuse includes any sexual activity, exploitation, or inappropriate sexual behaviour towards a child by an adult or another child that causes harm or has the potential to cause harm.

Prevention Measures

- **Recruitment & Screening:** All staff, contractors, volunteers, and students undergo thorough screening, including Working With Children Checks, reference checks, and interviews to ensure suitability to work with children.
- **Supervision & Ratios:** Children are supervised at all times, including during transitions, toileting, and first aid situations. Special attention is paid when parents are absent from the premises.
- **Staff Training:** All staff receive induction and regular refresher training in recognising, preventing, and responding to sexual abuse.

- **Professional Boundaries:** Staff maintain appropriate physical, emotional, and digital boundaries with children at all times, guided by the Staff Code of Conduct.
- **Environment:** Activities, facilities, and programs are designed to minimise opportunities for abuse and promote child safety.

Identification & Reporting

- Staff must be vigilant for signs of sexual abuse, including changes in behaviour, disclosure by a child, or concerning interactions between children or adults.
- Any suspicion, disclosure, or allegation of sexual abuse must be **reported immediately** to the Nominated Child Protection Lead.
- All reports are documented in line with Ready Set Kinder's recording and information-sharing procedures.
- Serious matters are reported promptly to **NSW Department of Communities and Justice (DCJ) Child Protection**, police, or other relevant authorities as required by law.

Response

- Ready Set Kinder will act immediately to protect the child, including ensuring their safety, separating alleged perpetrators, and providing appropriate support.
- Parents/guardians are notified as soon as practicable, except where notification may place the child at further risk.
- Staff, children, and parents are supported throughout any investigation in accordance with child protection legislation and organisational procedures.

Review & Monitoring

- This section is reviewed annually or following any incident, legislative change, or identified risk.
- Compliance is monitored through staff training records, supervision checks, and policy acknowledgements.

PARENT ABSENCE DURING CLASS TIME

Ready Set Kinder permits parents and guardians to leave the premises during class time once their child has been formally signed in.

During this period, Ready Set Kinder assumes full duty of care and responsibility for the supervision, safety and wellbeing of the child until the child is signed out and collected by a parent or authorised person.

All safeguarding procedures, child protection obligations, supervision requirements and staff codes of conduct apply at all times, regardless of whether parents or guardians are present on-site.

Children will only be released to authorised persons listed on the child's enrolment records and in accordance with Ready Set Kinder's Arrival and Departure procedures. Any concerns relating to a child's safety, wellbeing, unauthorised collection, or late collection will be managed in line with Ready Set Kinder's safeguarding and escalation procedures.

LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in NSW, Australia. A summary of the key legislation and guidance is available from:

<https://aifs.gov.au/resources/resource-sheets/australian-child-protection-legislation>

SUPPORTING DOCUMENTS

This policy statement should be read alongside our organisational policies, procedures, guidance and related documents, including:

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints

- whistleblowing
 - health and safety
 - induction, training, supervision and support
 - adult to child supervision ratios
 - arrival, departure and collection procedures
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WE BELIEVE THAT

- children and young people should never experience abuse of any kind
 - we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them
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WE RECOGNISE THAT

- the welfare of children is paramount in all the work we do and in all the decisions we take
 - working in partnership with children, young people, their parents, carers and other agencies is essential in promoting children's welfare
 - all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have an equal right to protection from all types of harm or abuse
 - some children are additionally vulnerable because of previous experiences, dependency levels, communication needs or other factors
 - extra safeguards may be required to keep children who are additionally vulnerable safe from harm
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WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY

- valuing, listening to and respecting them
- appointing a nominated child protection lead, a deputy and a lead board member for safeguarding
- adopting child protection and safeguarding best practice through policies, procedures and codes of conduct
- providing effective supervision, training and support so staff understand and follow safeguarding procedures confidently
- recruiting staff safely and ensuring all required checks are completed
- recording, storing and sharing information professionally and securely
- sharing safeguarding information with children and families
- ensuring children and families know how to raise concerns
- working with external agencies when required
- managing allegations appropriately

- maintaining an anti-bullying environment
- ensuring effective complaints and whistleblowing processes
- providing a safe physical environment through effective health and safety measures
- building a safeguarding culture where concerns can be raised openly and respectfully

CONTACT DETAILS

Natalie Balcon

0434 996 869

admin@readyssetkinder.com.au

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 2nd January 2026



Signed:

Date:: 2nd January 2026