



Child Protection Policy (Child Safe environments)

All children who attend Port Lincoln Children's Centre have a right to feel valued and be safe. The Centre aims to create an environment that minimises the risk to children being harmed in any way whilst in the care of the centre and no staff members are placed in positions which could compromise them.

Procedures

The Centre will ensure there is clear observation of child occupied areas. Correct staff/child ratios will be maintained at all times.

Visitors and tradespeople will be screened when entering the centre to ensure they have a valid reason for being on site. Visitors will be greeted in the administration area and only have access to child occupied areas if necessary. The main door is fitted with bells to alert staff when someone enters. A bell is also situated at the administration desk for visitors to use to attract attention if no-one is in attendance.

All visitors need to sign in and out.

If a staff member is unsure of a visitor, an appointment will be made for the visitor to return.

The centre will use tradespeople referred by DECD and they will sign an induction form before working on the premises. Trades people will not be left alone in the presence of children.

Staff and volunteers are made aware of the Child Protection Policy, required to read it at induction and sign a statement stating they have read it

Recruitment and employment of staff

Staff are selected on the basis of their general attitudes of respect for themselves and others, on their capacity to enhance the self-esteem of children and on their willingness to take their work as Early Years Educators seriously.

The centre require all staff have a National Criminal History Check and Screening Assessment. This information is confidential and stored securely.

Within the recruitment process the applicants knowledge and experience of child protection issues will be determined and referees will be checked.

New employees will be oriented to the service's child protection policies and procedures.

Staff must abide by the Code of conduct.

Supervision of Children

Children will be supervised at a level appropriate to age and as regulated in the Education and Care Services National Act 2011.

Times of day when staffing is at a minimum staff to be aware of the risks this creates and will ensure they know the whereabouts of children and each other.

Rosters are planned to ensure appropriate supervision of children is maintained and staff on non contact duties are replaced to ensure correct staff: child ratio.

Children will only be released to authorised persons.

Supervision and support of staff

Volunteers, students, and other visitors or tradespeople will not be left alone with children.

Casual relief staff will be rostered on to a shift when someone is working with them at all times.

Staff will not leave the centre alone with individual children except in emergencies and in accordance with other centre policies.

Child protection issues are discussed regularly at staff meeting. Staff are encouraged to share any observations or concerns in regard to child and staff protection risks. Strategies will then be sought to eliminate risks and management informed of risk and current strategies.

Staff Training

All staff will participate in Child Safe Environment Training organised by a recognised provider and/or DECD RAN training

The centre will ensure staff are aware of their legal obligation to notify child abuse. Refer to Policy on Children at risk and Mandatory Reporting.

All staff are regularly reminded about the centre's policies, procedures and confidentiality requirements in regard to child protection and issues at staff meetings.

All staff have access to training and support so that their performance is developed and enhanced to promote the establishment and maintenance of child safe environment.

Kindy staff are trained in 'Keeping Children Safe' Child Protection Curriculum.

Children's Education

'Keeping Children Safe' Child Protection Curriculum is part of the Centre

Staff will foster children's self esteem and positive self image through their interaction with children.

Centre behaviour management policy will be followed to positively guide children's appropriate behaviour.

Staff will encourage children to be assertive and to communicate their needs and concerns.

Staff will role model assertive behaviour and language.

Staff will talk about keeping safe and encourage children to believe they have a right to feel safe at all times.

Staff will build trusting relationships so that children feel comfortable and know its safe to talk about concerns they may have displayed, during their normal daily communication exchange with the parent.

Staff will be aware that children are naturally curious about their bodies and will occasionally explore and compare while interacting with other children through everyday play experience, these are a normal part of a child's development. Staff will inform parents of particular occurrences and the environment which the behaviour was displayed, during their normal daily communication exchange with the parent,

Information for Families

The Centre will make available the Child Protection policy to families.

The director and team leaders are available to discuss any issues parents might have.

Parents will be informed through the centre newsletter of relevant staff / parent training.

Child Abuse Report Line 131478

National Quality Standards

QA 2 Standard 2: Each child is protected.

Sources:

Issue No: 2
Date
Review date
Signed