



Child Safe Environment Policy

Birra-Li is committed to ensuring the safety, wellbeing and best interests of all children in every aspect of our operations. We uphold a zero tolerance for all forms of child abuse and neglect and are dedicated to implementing high-quality, child-safe practices that protect children from physical, sexual, emotional and psychological harm.

We embed the National Principles for Child Safe Organisations and foster a culture in which child safety and wellbeing are actively promoted and risks of harm are identified, reduced and responded to promptly. We strive to create environments where children feel safe, secure, respected and have a strong sense of belonging.

National Quality Standard (NQS):

Quality Area 2: Children’s Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
2.2.3	Child safety and protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect
Quality Area 5: Relationships with Children		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service

Education and Care Services National Law and National Regulations:

S. 2A	Paramount consideration – safety, rights and best interests of children
S. 51	Conditions on service approval
S.162A	Child protection training

S.162 B	Child safety training
S.165	Offence to inadequately supervise children
S.165A	Offence relating to children leaving the education and care service premises unauthorised
S.166	Offence to use inappropriate discipline
S. 166A	Offences relating to inappropriate conduct
S.167	Offence relating to protection of children from harm and hazards
Part 6A	Devices in education and care services
S. 188	Offence to engage person whom prohibition notice applies
12	Meaning of a serious incident
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
99	Children leaving the education and care service premises
102AAB	Safe arrival of children policies and procedures
102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
104-105	Fencing - Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
115	Premises designed to facilitate supervision
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios- centre based services
136	First aid qualifications
145	Staff record
149	Volunteers and students
155	Interactions with children
162	Health information to be kept in enrolment record
165-166	Record of visitors. Children not to be alone with visitors
168	Education and care services must have policies and procedures

170-171	Policies and procedures to be followed and kept available
172	Notification of change to policies or procedures
175	Prescribed information to be notified to regulatory authority

Purpose:

Birra-Li has a legal and ethical responsibility to provide a safe environment where all children are respected, valued and encouraged to reach their full potential. We aim to take all practical steps to protect children from harm or risk of harm, ensuring a healthy and safe environment.

This policy will provide direction and guidance for all educators, staff and visitors (including students and volunteers) to comply with and adhere with the Education and Care Services National Law and Education and Care Services National Regulations and the Child Safe Standards to ensure the Service places the safety, health, wellbeing and best interests of children as paramount in all operational decisions, actions and practices.

Our *Child Safe Environment Policy* forms part of an integrated framework of child safety policies and procedures that together support a strong child safe culture within the Service and community.

Scope:

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of Birra-Li.

Implementation:

Our focus is to build a child safe environment which is reflected in our policies and procedures and understood and practiced by all children, educators, staff, families, visitors, volunteers and students.

We adhere to our *Child Protection Policy*, standing by our mandatory reporting responsibilities to protect children from physical, sexual, emotional and psychological abuse and neglect.

Commitment to the safety of children:

Birra-Li is committed to being a child safe organisation and embeds the National Principles for Child Safe Organisations, placing the protection of children as a priority of our responsibilities and obligations. Birra-Li has a zero tolerance to child abuse, and we are committed to the safety, participation and empowerment of all children. We ensure all staff, educators, volunteers and students have undertaken current child protection training and understand their obligations as

mandatory reporters. We ensure children participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations or suspicions of harm by reporting to the relevant authorities.

Birra-Li implements the [National Model Code and Guidelines](#) and child safe practices regarding the use of electronic devices for taking images or videos of children whilst providing education and care. Our priority is to ensure the safety and wellbeing of children and encourage positive relationships.

Communication:

Birra-Li aims to build and maintain positive and respectful relationships with children, families, staff and educators. We communicate regularly and clearly with all stakeholders and ensure our policies and procedures are available. We welcome and encourage families to share their response and evaluation of our policies and procedures through feedback or discussions with management. Birra-Li ensures families are always welcome and feel comfortable asking questions on how we prioritise child safety.

Code of conduct:

Management, educators, staff, volunteers and students will adhere to our Service's *Code of Conduct Policy*. Our *Code of Conduct Policy* clearly outlines expectations regarding behaviour and describes the principles, values, and ethical guidelines that guide our staff and stakeholders in their interactions and activities.

Recruitment:

Birra-Li maintains a rigorous and consistent recruitment, screening and selection process to ensure the best staff members and educators are employed based on skills, qualifications, experience and suitability for the position available. All staff and educators participate in interviews and have reference checks completed to ensure the applicant's suitability to the role, previous experiences and their commitment to child safe values and practices. All prospective applicants must declare that they do not hold any prohibition notices preventing them from working with children. The Nominated Supervisor will verify prohibition notices. Candidates applying for roles such as Nominated Supervisor or responsible person must also complete a Compliance History notice. All staff and educators are provided with a comprehensive induction process. New employees (including the Nominated Supervisor and staff members), students and volunteers are to familiarise

themselves with the *Child Protection Policy* to understand the Child Protection Law, their obligations and mandatory reporting duties.

Working with children check:

Working in conjunction with the Child Protection Act and National Regulations, the safety, welfare and wellbeing of children is paramount within our Service and community. A Working with Children (WWCC) Check is a requirement for people who work in child-related work (see *Child Protection Policy*).

Management will review and maintain up-to-date records of employees' WWCC. Management will verify all student and volunteer WWCC prior to placement. Any visitor who has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children.

Child protection - Reportable conduct scheme:

To comply with legislation and ensure a child safe environment, all educators, staff and students are advised of current child protection law and understand any obligations under the law.

All management, educators, staff, volunteers and students are mandatory reporters and have a legal obligation to make reports if they suspect on reasonable grounds, a child is at risk of significant harm. Neglecting these obligations could potentially be deemed a criminal offence. All staff are provided with up-to-date training about child protection law and their obligations of following and reporting guidelines within Western Australia and adhere to our *Child Protection Policy*. Management will ensure training and development are provided for all educators and staff in child protection on an annual basis.

Through continual education and training, educators and staff are equipped with the knowledge, skills and awareness to keep children safe.

To protect children and ensure their safety, welfare and wellbeing, management is legally required to report allegations or convictions of harm or risk of harm to a child and child related misconduct by any staff member, educator, volunteer or contractor to the Department of Communities WA. Birra-Li is committed to providing support to children, families, educators or staff who have made a report regarding child protection, with a focus on upholding strict confidentiality throughout the process. Our primary concern is the well-being and safety of the child, and we will work closely with relevant authorities, professionals, and support networks to ensure that the child's best interests

are met throughout the process. Our dedicated support system will assist educators and staff in navigating this challenging process while safeguarding their privacy and professional well-being.

Child protection - allegations against employees:

To protect children and ensure their safety, welfare and wellbeing, management will report allegations or convictions of child abuse and child related misconduct by any staff member, volunteer or contractor to the Department of Communities WA as part of the *Reportable Conduct Scheme*.

Reporting and responding to general complaints:

Feedback from children, families, educators, staff and the wider community is fundamental in creating a high standard of care and education. We ensure educators, staff, volunteers and students are well informed about the different ways children may express concerns, distress and disclose harm as well as the process for responding to disclosures from children.

We aim to investigate all complaints and grievances with a high standard of equity and fairness. Birra-Li believes in procedural fairness and natural justice that govern the strategies and practices, which include:

- The right to be heard fairly.
- The right to an unbiased decision made by an objective decision maker.
- The right to have the decision based on relevant evidence.

All grievances and complaints will be treated seriously and as a priority, in accordance with the *Dealing with Complaints Policy*.

Any complaints that declare a breach of the National Law and Regulations or alleges that the health, safety and wellbeing of a child at the Service may have been compromised will be documented and reported to the Regulatory Authority within 24 hours. In the event that the child or family is dissatisfied with the complaints process, they are advised they have the option to reach out to the regulatory authority for further assistance.

Physical environment – supervision and safety checklists:

Birra-Li ensures effective and adequate supervision is provided to children at all times, whilst ensuring educator to child ratios are met at all times (see *Supervision policy*).

Educators have a sound understanding of their duty of care and responsibilities in ensuring a child safe environment. Educators conduct regular safety checks to maintain basic standards of safety

within our Service. Educators will complete daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child. Educators and staff implement child safe practices outlined in the *Safe Use of Digital Technologies and Online Environments Policy* to ensure children are always supervised and never left unattended whilst using any electronic devices.

Risk assessment:

It is a legislative requirement that management, staff and educators implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment.

It is the responsibility of all staff and educators at the Service to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion or any transportation of children. Children's safety must be incorporated into everyday practice within the Service.

To maintain a child safe environment, all staff and educators will adhere to Service policies and procedures and conduct a variety of checklists and audits.

Emergency and evacuation procedures:

Management will ensure that copies of the emergency and evacuation floor plan is displayed in prominent positions near each exit of the service premises. All staff and educators are familiar with emergency evacuation procedures and regulatory requirements. Rehearsals for emergency and evacuation procedures, including lock downs, are conducted at least once every 3 months. Records will be kept for all rehearsals.

Arrival and departure authorisation:

Birra-Li prioritises children's safety at all times. Staff and educators will only release children to an authorised person as named on the child's enrolment form. Management will request families to provide current court orders, & parenting plans to ensure records are up to date.

National Regulations require our Service to keep a record of children and visitor's arrival and departures, with the signatures of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child.

Educators will work in collaboration with our *Attendance, Delivery and Collection of Children Policy* and *Student and Volunteer Placement Policy* to promote a culture of child safety and wellbeing. To

ensure children's safety, staff and educators have a clear understanding of their legal obligation to check identification when a person is collecting a child. To maintain compliance, parents and educators will complete an *Authorisation to Collect Form* if they authorise a person who is not on their emergency contact form to pick up their child.

Online safety:

Birra-Li is committed to create and maintain a safe environment with support and collaboration with children, educators, staff, families and the wider community. Management ensures anti-virus and internet security systems are installed to block access to unsuitable web sites.

Software and devices are updated regularly to avoid any breach of confidential information (see *Safe Use of Digital Technologies and Online Environments Policy*).

All staff and educators have knowledge of and adhere to legislative requirements and not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or videos when educating and caring for children at the Service. Only Service supplied electronic devices are used and strict controls are in place to ensure the appropriate storage and retention of images and videos of children.

Storage of hazardous substances:

Birra-Li will endeavour to provide a safe environment where necessary chemical and hazardous equipment are safely stored away from children and handled appropriately.

Management will keep a register of hazardous chemicals used at the Service, including relevant Safety Data Sheets (SDS).

To maintain a safe environment for children, audits and checklists are conducted regularly (see *Safe Storage and Handling of Hazardous Materials Policy*).

Equipment, furniture and maintenance record:

To ensure a child safe environment free from hazards, Birra-Li has implemented practices to ensure the premises and all equipment and furniture used within the Service are audited to ensure all aspects are safe, clean and in good repair. Regular checks occur within the Service to ensure that all toys, furniture and equipment are in good condition and working order (see *Furniture and Equipment Safety Policy*).

Management will:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met and child's safety and wellbeing are prioritised at all times.
- All educators, staff, students and volunteers have knowledge of and adhere to this policy, the Child Safe Standards and associated child safe and Privacy and Confidentiality policies and procedures.
- Promote a culture of child safety and wellbeing in all aspects of our Service's operations.
- Ensure all staff, educators, students have undertaken current child protection legislation training.
- Provide adequate and effective supervision of children at all times.
- Ensure the safe use of online environments.
- Ensure the Service premise is free from the use of vapes, vaping substances, tobacco, illicit drugs and alcohol.
- Be a positive role model to children and young people.
- Respect children's privacy and dignity at all times.
- Listen and respond appropriately to the views and concerns of children.
- Report any allegations of child abuse to the Nominated Supervisor and relevant authorities and report to the regulatory authority within 24 hours of any serious incident or complaint.

Staff, educators, students and volunteers will:

- Promote the welfare, safety and wellbeing of children at the Service by creating and maintaining child safe environment and adhere to the Child Safe Standards.
- Not discriminate against any child, because of age, gender, cultural background, race, ethnicity or disability.
- Not put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos).
- Not develop any 'special' relationships with children or young people that could be seen as favouritism such as the offering of gifts or special treatment.
- Understand their legal responsibilities to report any allegations or disclosures that a staff member or volunteer is engaging or has engaged in inappropriate conduct to notify the regulatory authority and Nominated Supervisor within 24 hours.

Continuous improvement:

Our *Child Safe Environment Policy* will be reviewed every 18 months in consultation with staff, management and families of Birra-Li.

Sources:

Australian Children’s Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Children’s Education & Care Quality Authority. (2023). [Embedding the National Child Safe Principles](#).

Australian Government. Department of Skills (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#)

Australian Human Rights Commission (2020). *Child Safe Organisations*.
<https://childsafeframework.gov.au/>

Australian Children’s Education & Care Quality Authority. (2025). Policy and procedure guidelines. [Providing a Child Safe Environment](#).

Australian Children’s Education & Care Quality Authority. (2024). [Taking Images & Video of Children While Providing Early Childhood Education & Care. Guidelines For The National Model Code](#).

Child Protection (Working with Children) Act 2012

Commission for children and young people. [A guide for creating a Child Safe Organisation](#)

Early Childhood Australia. (2016). *Code of Ethics*

[Education and Care Services National Law Act 2010](#).

[Education and Care Services National Regulations](#). (Amended 2025)

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

Work Health and Safety Act (2011).

Review:

Policy Review	Modifications	Next Review Date
August 2025	New policy created.	February 2027
March 2026	Updated out of review date to include child safety reforms for Education and Care Services National Law – Mandatory National Child Safety Training and inappropriate conduct offences.	September 2027