



CHILD SAFE ENVIRONMENT POLICY

1. POLICY STATEMENT

Kilkenny Primary School OSHC is committed to providing a child safe environment where the safety, wellbeing and dignity of every child and young person is paramount.

We have zero tolerance for harm, abuse or neglect. We actively promote and maintain a culture that protects children from physical, emotional, psychological and sexual harm.

This policy complies with:

- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016
- Education and Care Services National Law (South Australia) Act 2010
- Education and Care Services National Regulations
- Criminal Law Consolidation Act 1935
- Work Health and Safety Act 2012

This policy supports our Child Safe Environments Compliance Statement lodged with the South Australian Department of Human Services.

2. SCOPE

This policy applies to:

- Approved Provider
- Nominated Supervisor
- Responsible Persons
- Educators and staff
- Volunteers and students
- Contractors and visitors
- Children and families attending Kilkenny OSHC





3. LEGISLATIVE OBLIGATIONS

Under the National Law and Regulations (as applied in South Australia), Kilkenny OSHC must:

- Take **reasonable precautions to protect children from harm and hazards** (s167)
- Ensure **adequate supervision at all times** (s165; Reg 115)
- Provide a **child safe environment policy** (Reg 168)
- Ensure staff are aware of **child protection law and obligations** (Reg 84)
- Notify the Regulatory Authority of serious incidents and complaints (Reg 175)

Under South Australian child protection law:

- All educators are **mandatory notifiers**
- Reports must be made to the Child Abuse Report Line (CARL) on 13 14 78
- Immediate danger must be reported to SAPOL on 000
- Failure to report child sexual abuse may constitute a criminal offence

4. CHILD SAFE COMMITMENT

Kilkenny OSHC will:

- Embed the National Principles for Child Safe Organisations
- Promote children's participation and voice
- Respect diversity and inclusion
- Provide culturally safe environments
- Maintain transparent complaint processes
- Act immediately on any concern, suspicion or disclosure

Children are encouraged to speak up and will be listened to respectfully and taken seriously.





5. CODE OF CONDUCT EXPECTATIONS

All staff, volunteers and students must:

- Maintain professional boundaries
- Provide adequate supervision
- Treat children with dignity and respect
- Never use inappropriate discipline (s166 National Law)
- Report concerns of harm immediately
- Avoid favouritism or “special relationships”
- Not use personal devices to photograph or record children
- Not smoke, vape, consume alcohol or be affected by drugs at the service

Breaches may result in disciplinary action, termination, and/or reporting to authorities.

6. WORKING WITH CHILDREN CHECK (WWCC)

In accordance with the Child Safety (Prohibited Persons) Act 2016:

- All staff, volunteers and students must hold a valid **Not Prohibited WWCC**
- WWCCs are verified and linked through DHS Screening Unit
- Records are maintained including expiry dates
- Individuals without a valid WWCC will not work with children
- Management will notify the Screening Unit of relevant misconduct

7. CHILD PROTECTION & MANDATORY REPORTING

All educators at Kilkenny OSHC:

- Are mandatory notifiers
- Complete approved child protection training
- Refresh mandatory reporting knowledge annually
- Follow internal reporting procedures after making a CARL report

Reports are confidential and handled sensitively. The child’s safety is the primary consideration at all times.





8. SAFE RECRUITMENT

Kilkenny OSHC implements robust recruitment practices including:

- Structured interviews
- Reference checks
- Screening for child safe values
- Verification of prohibition notices
- Induction training in child protection and code of conduct

New staff must complete induction prior to working unsupervised.

9. SUPERVISION & PHYSICAL ENVIRONMENT

Kilkenny OSHC ensures:

- Educator to child ratios are maintained at all times (Reg 123)
- Only educators working directly with children are counted in ratio (Reg 122)
- Students and visitors are never alone with children (Reg 166)
- Premises are safe, clean and in good repair (Reg 103)
- Daily safety checks are conducted and recorded
- Fencing, gates and exits are secure (Reg 104)

Active supervision strategies are used indoors, outdoors and during excursions.

10. RISK MANAGEMENT

Kilkenny OSHC maintains a structured risk management system:

1. Identify hazards
2. Assess risks
3. Implement controls
4. Monitor effectiveness
5. Review regularly

Risk assessments are completed for:

- Excursions and transport
- Safe arrival of children
- Medication and medical conditions
- Water activities
- Online technologies
- Hazardous chemicals
- Environmental risks





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

11. ARRIVAL & DEPARTURE

Kilkenny OSHC:

- Releases children only to authorised persons
- Maintains accurate attendance records
- Verifies identification where required
- Adheres strictly to court orders and parenting plans
- Implements safe arrival procedures in line with Regulations 102AAB–102AAC

12. ONLINE & DIGITAL SAFETY

Kilkenny OSHC:

- Uses service-issued devices only
- Prohibits personal device use for images/videos
- Obtains written authorisation for photographs
- Supervises children when using technology
- Maintains secure storage and retention of images
- Implements internet filtering and cyber safety practices

13. COMPLAINTS & FEEDBACK

Kilkenny OSHC promotes open communication.

- Complaints may be made verbally or in writing
- Serious complaints are reported to the Regulatory Authority within 24 hours
- Procedural fairness and natural justice apply
- Children are supported to raise concerns in age-appropriate ways

Contact details for the Regulatory Authority are displayed at the service.

14. EMERGENCY & EVACUATION

Kilkenny OSHC:

- Displays evacuation diagrams
- Practices evacuation and lockdown drills at least every 3 months
- Maintains drill records
- Ensures educators are familiar with procedures





15. STORAGE OF HAZARDOUS SUBSTANCES

Kilkenny OSHC:

- Stores chemicals securely and out of reach
- Maintains a hazardous substances register
- Keeps current Safety Data Sheets (SDS)
- Conducts regular audits of storage areas

16. CONTINUOUS IMPROVEMENT

This policy is reviewed:

- Annually
- Following legislative change
- Following a serious incident
- Prior to submitting Child Safe Environment Compliance Statement (every 5 years)

Families and staff are notified of policy changes within 14 days.

17. RELATED POLICIES

This policy operates in conjunction with:

- Child Protection Policy
- Code of Conduct
- Recruitment Policy
- Safe Use of Digital Technologies Policy
- Supervision Policy
- Emergency and Evacuation Policy
- Safe Arrival of Children Policy
- Work Health and Safety Policy





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

CONTINUOUS IMPROVEMENT

This statement of philosophy will be reviewed:

- Annually
- Following legislative change
- Following any serious misconduct
- Following regulatory advice

Families will be notified of changes within 14 days.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS	• Condensed the previous policy into an easier to read policy in dot points		
PREVIOUS MODIFICATIONS			

