



Kids on Queens Parade Child Care Centre &
Registered Kindergarten
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Child Safe Standards Policy

Commitment to Child Safety Statement

As a service we are committed to providing a safe and nurturing environment for all children. We at Kids on Queens Parade strive to ensure that we create a culture of child safety, not only through our Early Childhood Professionals, but by engaging with external organisations, embracing the families at our service and empowering the children in our care.

As part of all the child safe standards we ensure we are:

- promoting the cultural safety of Aboriginal and Torres Strait Islander children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability

We do this by ensuring that our service is programming and planning based on each individual child and their individual strengths. When taking observations we look at the child as a whole and do not use generic checklists to determine where someone is at in their development.

We promote the safety of all children regardless of their gender, race or culture by treating all children as individuals. We as a Centre have a zero-tolerance policy for bullying, racism and discrimination of any kind (*see Anti-Bullying Policy*).

We recognise that every family is different and may seek assistance from professional support services to determine the best course of action based on each individual's needs.

Standard 1: Services establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children are respected and valued

- An Acknowledgement to the Country is displayed in the foyer
- All morning group times and staff meetings begin with an Acknowledgment of Country
- During group times, discussions are had with the children about the importance of doing an Acknowledgement to Country every morning
- Displays and teachings of the Aboriginal and Torres Strait Islander flags are done in every room in an age-appropriate way

Source: <https://www.vic.gov.au/early-childhood-services-child-safe-standards>

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Reviewed: 28/2/18, 5/4/19, 17/4/20, 8/3/21, 10/12/25

- Including educational planning and programmes that highlight Aboriginal and Torres Strait Islander culture and teachings that are age-appropriate
- Recognise key events and anniversaries in the Aboriginal and Torres Strait Islander communities
- Staff members engage in professional development relating to learning about Aboriginal and Torres Strait Islander recognition, culture and practices
- Inviting Elders to conduct workshops with the children

Standard 2: *Ensure that child safety and wellbeing are embedded in service leadership, governance and culture*

- A commitment to child safety is publicly displayed in the foyer of the service and on the service website
- Embedding Child Safe policies (see *Child Protection Policy, Child Safe Environment Policy, Child Safe Standards Policy, Code of Conduct & Code of Ethics*)
- Actively reviewing policies and risk management strategies focused on ensuring the safety and wellbeing of the children
- All new and existing staff members and volunteers must sign and understand the Code of Conduct, and the consequences associated with breaching it
- Communicating any child safety issues between staff members, volunteers and families where appropriate
- Creating an environment where children, families, staff and volunteers can safely disclose any child safety concerns or complaints and be taken seriously
- All staff members must complete a yearly Mandatory Reporting & Child Protection and biennially Child Safety training course
- Conducting an annual Child Safe Standards Risk Management Register

Standard 3: *Children are empowered about their rights, participate in decisions affecting them and are taken seriously*

- All staff and volunteers are trained in children's rights, age-appropriate ways for children to express their views, take part in decision-making, and be able to raise their own concerns
- Children are taught and informed of their rights in an age-appropriate way
- Inviting children to give feedback and ideas on ways to improve the service and their immediate surroundings in their respective rooms, asking what matters to them
- All staff and volunteers take the children's concerns seriously and make sure that they are acted on accordingly and appropriately
- Children are given support in learning what to do when they feel unsafe; such as who they can turn to either in the service, at home, or in the community, and how
- Children build strong friendships with their peers and are taught how to advocate for one another

Standard 4: *Families and communities are informed and involved in promoting child safety and wellbeing*

- Parents and families are asked about their child's needs upon drop-off and pick-up
- All families are able to contact the service at any time with any concerns they have regarding child safety and/or wellbeing
 - o via email: kidsonqueens@gmail.com or admin@kidsonqueensparade.com.au
 - o via phone 6:30am-6:30pm: (03) 9489 3405

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- All families are encouraged to volunteer their time to come in and engage with the children; such as discussions about their career, reading books during group time, or planning an experience/activity surrounding their culture
- Families are asked to provide feedback and collaborate on policy changes, and are informed when and what policies change

Standard 5: Equity is upheld and diverse needs are respected in policy and practice

- We recognise and respect the diverse backgrounds and needs of all children, families, and educators at the service
- All staff members and volunteers use inclusive, contemporary, and culturally sensitive language and resources, recognised through specialised and targeted professional development training
- Bullying or discrimination of any kind is not tolerated (*see Anti-Bullying Policy*)
- All staff members and volunteers check in with children and families to make sure their needs are being met and accommodated
- The different cultures and languages of the children and families at the centre are adequately represented throughout the centre (*see Bilingual Policy*)
- Staff members are encouraged to seek expert advice on inclusion support and communicate to families about intended decision/s
- Recognition and celebration of dates that connect with children and families such as:
 - o Cultural Diversity Week
 - o IDAHOBIT Day
 - o National Reconciliation Week
 - o Crazy Hair Day
 - o World Mental Health Day
- Rooms are provided with age-appropriate resources that explore diversity, such as books, posters, toys
- Staff receive training in working with children and families with diverse backgrounds and needs

Standard 6: People working with children are suitable and supported to reflect child safety and wellbeing values in practice

- All job applicants are provided with information about the service's child safety policies and procedures, and must sign off a document stating that they understand
- All new and current staff members and volunteers must make sure that their documentation stays valid and current
- All new staff members, students and volunteers must undergo a new mandatory police check that is verified and approved by management prior to commencing their work with the children at the Centre, regardless of if they already hold one
- All current staff members must update and undergo a new mandatory police check every 2-3 years
- All job applicants are required to provide the following documentation which are checked and verified by the Director and Approved Provider prior to commencing:
 - o Working with Children's Check
 - o New police check or VIT registration (if applicable)
 - o Proof of identity
 - o Qualifications (certificate or transcript)
- Reference checks completed asking about any concerns relating to applicant's ability to commit to Child Safety

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- All new and current staff members must complete a Mandatory Reporting & Child Protection and Child Safety training course every year and every 2 years respectively
- All staff members are trained to recognise the signs of harm

Standard 7: Ensure that processes for complaints and concerns are child focused

- Children are encouraged to raise any concern they have with a trusted adult if they ever feel unsafe, such as their educators or parents
- All staff members and volunteers make sure that all children are heard and take care to validate their emotions and experiences
- Complaints Policy is available to view in the foyer of the service which outlines staff members that can be contacted about any concerns raised
- Children are given opportunities to provide feedback on their experiences at childcare
- Suggestion box is available for families in the foyer

Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training

- All new staff members are on a 6-month probation training period with an assigned mentor
- All new staff members go through a thorough induction that includes discussions about the service's Child Safety policies and procedures they are expected to follow
- All staff members are required to keep their relevant training up to date; such as CPR & First Aid training, Child Protection, and Child Safety training
- Staff training is kept on record to ensure all are appropriately trained and that training is refreshed and required
- All staff members undergo professional development training in different areas that is targeted towards the Centre's goals
- Resources from individual or small group trainings are shared amongst all relevant staff members
- Staff are provided additional trainings if requested or required

Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children to be harmed

- Follow and abide by the National Code for Taking Images in Early Childhood (*see Taking & Storing Images and Videos of Children Policy*)
- Maintaining a respectful, sensitive and safe environment for children and families that may be experiencing hardships
- Children are always asked for their permission before taking their photo
- Children's faces are covered across all service digital public platforms (i.e. website, social media such as Facebook and Instagram)
- Detailed risk assessments are conducted regularly by at least two different staff members within the service and on excursions, which are shared with all staff members and volunteers involved
- Daily outdoor checks must be conducted before taking the children outside to play
- Adequate supervision of the children in learning environments is maintained at all times (*see Staff Supervision Policy*)
- Preschool children using the service devices for online learning programs are supervised at all times (*see Technology Policy*)
- Contractors working in the building must provide a valid Working with Children's Check, sign-in, and are supervised

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Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved

- Child Safe policies and procedures are regularly reviewed to ensure that they are relevant and effective practices
- Review any complaints and incidents to see where improvements can be made
- All staff members are informed of any changes to the policies to ensure they have the right information

Standard 11: Policies and procedures document how services are safe for children

- All new and current staff members are trained on the service policies and procedures, as well as their responsibilities in upholding them
- Feedback is welcomed on developing and implementing Child Safety policies from families
- Hard copy of all service policies is available in the foyer at all times, as well as a digital copy on the website and via a QR code in the foyer
- Policies are updated in accordance with changing laws, regulations and official recommendations of practice