

Child Safe

West Ryde BASC Policy and Procedure

National Quality Standards (NQS)		
Quality Area 2: Children's Health and Safety		
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 4: Staffing arrangements		
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
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.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
Quality Area 6: Collaborative partnerships with families and communities		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
Quality Area 7: Governance and leadership		
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.

Child Safe Standards	
1	Child safety is embedded in organisational leadership, governance and culture.
2	Children participate in decisions affecting them and are taken seriously.
3	Families and communities are informed and involved.
4	Equity is upheld and diverse needs are taken into account.
5	People working with children are suitable and supported.
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8	Physical and online environment minimise the opportunity for abuse to occur.
9	Implementation of the Child Safe Standards is continuously reviewed and improved.
10	Policies and procedures document how the organisation is child safe.

NSW Education and Care Services National Law and Regulations	
Reg. 84	Awareness of child protection law.
Reg. 149	Volunteers and students.
Reg. 168	Education and care service must have policies and procedures.
Reg. 170	Policies and procedures to be followed.
Reg. 171	Policies and procedures to be kept available.
Reg. 172	Notification of change to policies or procedures.
Reg. 176	Time to notify certain information to Regulatory Authority.
S.5AA	Meaning of inappropriate conduct.
S. 162A	Child protection training. Offence relating to child protection training.
S. 162B	Child safety training is due to commence in 2026.
S.166A	Offence to subject child to inappropriate conduct.
S. 167	Offence relating to protection of children from harm and hazard.
S. 174	Offence to fail to notify certain information to Regulatory Authority.
S.174AA	Educators and other staff members of education and care service to notify certain information [NSW].
S.178	Suspension of education and care by certain persons [NSW].
S. 178A	Supervision of certain persons providing education and care [NSW].
S. 269B	National Early Childhood Worker Register.
S. 269E	Approved provider must give information to the National Authority for the National Early Childhood Worker Register.

Purpose

All children at WRBASC have a right to feel safe, to be safe, and to be treated with dignity and respect. The safety and wellbeing of every child in our care is paramount, it guides all decisions made by our service.

This policy is part of our ongoing commitment to protecting children from harm and abuse. It:

- outlines the child safe practices our service has put in place to prevent and minimise risks to child safety.
- sets out what is required of all staff, educators, volunteers, students on placement, contractors, and committee members.
- demonstrates our commitment to implementing and embedding the NSW Child Safe Standards across every aspect of our service's operations.
- reflects the paramountcy principle, that the safety, welfare and wellbeing of children is the primary consideration in all that we do.

This policy is distinct from the service's Child Protection Policy, which addresses mandatory reporting obligations and the identification and reporting of children at risk of significant harm under the Children and Young Persons (Care and Protection) Act 1998 (NSW). Both documents are required and work together as part of the service's complete child safety framework.

Statement of Commitment to Child Safety

The following is WRBASC's Statement of Commitment to Child Safety. This statement is also displayed at the service premises, provided to families on enrolment, and published on the service's communication platforms.

WRBASC Commitment to Child Safety

WRBASC is committed to providing a safe environment for children and young people. We understand our responsibilities and statutory duty of care to implement the National Child Safe Principles and embed the Child Safe Standards to build our capacity as an organisation to prevent and respond to allegations of child abuse.

We are committed to implementing and abiding by our Child Safe Environment Policy, incorporating the Child Safe Standards which emphasises our zero tolerance for child abuse and raising awareness about the importance of child safety in our service and the community.

For the children, we commit to:

- Protecting you from abuse and neglect and promoting your wellbeing in a safe, inclusive environment.
- Promoting cultural safety for all children and young people, including First Nations children and children from culturally and linguistically diverse backgrounds.
- Believing you are unique and have the right to be protected, we value diversity and do not tolerate any discriminatory practices.
- Working in collaboration with the United Nations Convention on the Rights of the Child and educating you about your right to be safe.
- Teaching you what to do if you feel unsafe and encouraging you to express your views and thoughts on matters that directly affect you.
- Listening to you and empowering you to act on any concerns you or others may raise.

For the families, we commit to:

- Communicating regularly with you and valuing your input into our child safe practices.
- Reviewing our policies and procedures at least annually to ensure continuous improvement, with your child's safety at the centre.
- Being transparent about our Child Protection Policy and our mandatory reporting responsibilities to protect children from physical, sexual, emotional and psychological abuse and neglect.

As a child safe organisation, we commit to:

Ensuring all staff engaged are suitable to work with children and young people through rigorous employment procedures and Working with Children Checks.

Adhering to our comprehensive Child Protection Policy and standing by our mandatory reporting responsibilities.

Providing ongoing professional development for educators to maintain their ability to identify and respond to situations of abuse and neglect.

Embedding the Child Safe Standards across all policies, procedures and practices.

Reviewing this Statement of Commitment to Child Safety every year, or sooner if a critical incident occurs.

Scope and Audience

This policy applies to all people who work, volunteer, or participate in any capacity at WRBASC, including:

- All paid staff and educators, including permanent, casual, and agency staff.
- Volunteers and students on placement.
- Contractors and incursion providers who attend the service.
- Committee members and the approved provider.
- Any other adults who have contact with children in the course of the service's operations.

This policy applies to all activities, programs, excursions, and events delivered by WRBASC, including Before School Care, After School Care, and Vacation Care programs, whether on-site, off-site, or online.

Children and families are not bound by this policy but are expected to be aware of it and the behaviours it describes. The service welcomes their input in reviewing and improving it.

Responsibility for Child Safety

Child safety is everyone's responsibility at WRBASC. The following outlines the specific responsibilities held by each role.

Approved Provider, Nominated Supervisor & Supervisor (RP).

- Ensures this policy and all related child safe documents are current, implemented, and reviewed annually.
- Champions a child safe culture across all levels of the service.
- Ensures all child safe training obligations are met.
- Notifies the NSW Early Learning Commission within 24 hours of any allegation or incident of physical or sexual abuse under S.174 of the NSW National Law.
- Notifies the Office of the Children's Guardian (OCG) of reportable allegations within 7 days under the Children's Guardian Act 2019.

Nominated Supervisor & Supervisor (RP).

- Implements and monitors compliance with this policy in daily operations.
- Ensures all staff and volunteers are inducted into the service's child safe practices before working with children.
- Leads the response to any child safety concern, disclosure, or allegation and ensures the Child Protection Concerns Register is completed.
- Supports staff to meet their mandatory reporting obligations and use the NSW Mandatory Reporter Guide.
- Ensures the service's child safe documents are accessible to all staff, families, and children.

All Staff, Educators, and Volunteers

- Read, sign, and uphold the behaviours set out in the Child Safe Code of Conduct.
- Complete all required child safety training, including mandatory national child safety training (Geccko). (commenced 27 February 2026).
- Report all breaches of this policy, the Code of Conduct, or any child safety concern to the Nominated Supervisor or Responsible Person immediately.
- Meet mandatory reporting obligations under S.27 of the Children and Young Persons (Care and Protection) Act 1998 (NSW).
- Participate in annual reviews of child safe policies and procedures.

For any child safety concerns or child related questions should be directed to:

Nominated Supervisor | WRBASC Phone: 9858 5114 MB: 0480 343 881 | Email: director@westrydebasc.com.au

Assistant Director | WRBASC | Phone: 9858 5114 MB: 0483 784 910 | Email: assistant@westrydebasc.com.au

Active Participation of Children, Families and Communities

WRBASC is committed to ensuring children, families, and communities have a genuine voice in how the service keeps children safe.

Children

- Children aged 5 to 12 are supported to understand their right to be safe through age-appropriate conversations, children's meetings and or discussions, and child-centred programs.
- Children are encouraged to identify trusted adults at the service and to speak up if they feel unsafe.
- Children's views and feedback are sought when reviewing child safe practices and the physical environment.
- The service uses My Time Our Place v2.0 outcomes to support children's agency, voice, and sense of belonging.

Families and Carers

- All child safe documents, including this policy, are available at the service premises, provided on enrolment, and accessible through the service's communication platforms.
- Families are informed of any changes to child safe policies at least 14 days before changes take effect, in accordance with Reg 172.
- Families are invited to participate in the annual policy review process.
- The service communicates regularly with families about child safe practices through newsletters, noticeboards, and the OWNA platform.

Communities

- The service actively builds relationships with the school community, P&C, and local agencies to promote shared responsibility for child safety.
- WRBASC Statement of Commitment to Child Safety is displayed publicly at the service and shared through community communications.

Definitions of Harm and Abuse: All staff must understand what constitutes harm and abuse in order to identify, respond to, and report concerns appropriately.

Psychological abuse (emotional abuse) Includes bullying, threatening or abusive language, intimidation, shaming, ignoring or isolating a child, and exposure to domestic and family violence.

Physical abuse: Includes physical punishment such as pushing, shoving, punching, slapping, or kicking resulting in injury, burns, choking, or bruising.

Sexual abuse: Includes the sexual touching of a child, grooming, and the production, distribution, or possession of child abuse material. Any sexual behaviour between an adult and a child is sexual abuse, adults in outside school hours settings hold a position of power and authority over children.

Grooming: A process where a person manipulates a child, and sometimes those caring for the child, to build trust and gain access with the intent to abuse. Grooming may appear innocent and can include gifts, special attention, private communication, or seeking one-on-one time with a child.

Neglect: Includes failing to provide adequate supervision, nourishment, clothing, shelter, education, or medical care to a child.

Misconduct: Inappropriate behaviour that may not reach the threshold of abuse but is a breach of the service's Code of Conduct, for example, showing a child something inappropriate on a phone, having inappropriate conversations, or sitting a child on an adult's lap.

Reportable allegation: An allegation that a staff member, volunteer, or contractor has engaged in reportable conduct as defined in sections 20 –25 of the Children's Guardian Act 2019 (NSW). The Approved Provider must notify the OCG within 7 days of becoming aware of a reportable allegation.

Risk of significant harm (ROSH): The threshold for mandatory reporting under S.27 of the Children and Young Persons (Care and Protection) Act 1998 (NSW). A mandatory reporter must report to DCJ as soon as practicable where they have reasonable grounds to suspect a child is at risk of significant harm arising from their work role.

What This Policy Covers

The following section describes the service's approach to situations that carry a higher risk of harm to children. Staff are required to understand and follow these guidelines as part of their role at WRBASC.

7.1 Supervision of Children and Ratios

Active supervision is one of the most important safeguards for children in outside school hours care settings. At WRBASC:

- Educators supervise children at all times in accordance with the service's Supervision Policy and educator-to-child ratio requirements under the National Regulations.
- Children are never left alone with a single adult who is not a verified staff member or educator.
- Supervision plans are developed for all environments, indoor, outdoor, and during transitions, with particular attention to spaces with limited visibility.
- Children accessing toilets, change areas, or other semi-private spaces are supervised in a manner that balances safety with respect for children's privacy and growing independence.
- Supervision arrangements are reviewed as part of the service's annual Child Safe Environment Risk Assessment.
- Staff must never leave children unsupervised to take personal calls, attend to administrative tasks, or for any other reason.

7.2 Drop Off and Safe Arrival from School

The transition between school and WRBASC is a recognised high-risk period. The service's Safe Arrival Policy and Procedure sets out the full requirements. Key principles are:

- A risk assessment is conducted annually in accordance with Reg 102AAC to identify and mitigate risks during children's travel between school and the service.
- Attendance is recorded at arrival and any absent child triggers immediate follow-up by the Nominated Supervisor or Responsible Person.
- Children are not released from the service's care until verified collection by an authorised person in accordance with the service's collection procedures.
- Any child who does not arrive as expected is followed up with the school and family within the timeframes set in the Safe Arrival Procedure.
- Staff must never allow a child to leave the service premises without proper authorisation.

7.3 Photography and Use of Images

The inappropriate use of images of children is a child protection risk. At WRBASC:

- Photos and videos of children may only be taken with documented consent from parents or carers, obtained at the time of enrolment and reviewed annually.
- Images of children may only be taken on service-owned devices, staff and educators must not photograph or video children on personal devices.
- Images must only be used for the purpose for which consent was given for example, program documentation, newsletters, or the service app.
- Images may not be shared on personal social media or messaging platforms.
- Parents and carers must approve any images used on the service's public-facing communication channels before publication.
- If a parent or carer withdraws consent, images must be removed from all platforms promptly.
- Children in statutory care may not be photographed or have images shared without the written permission of the relevant authority.
- Any breach of these requirements must be reported to the Director immediately.

7.4 Online Communication and Use of Digital Devices

Refer to the service's Safe Use of Digital Technologies Policy and Procedure for the full requirements. Key principles are:

- Staff and educators must not communicate privately with children online or through personal messaging platforms.
- Children's use of personal digital devices during BASC hours is governed by the service's Digital Technologies Policy.
- Staff must actively supervise children's online activity in accordance with the service's supervision obligations.

7.5 Physical Contact with Children

- Physical contact must always serve the child's needs and be consistent with the child's right to bodily autonomy and safety.
- Physical contact with children should be age-appropriate, minimised, and never secretive.
- Staff must ask a child's permission before physical contact where it is appropriate to do so, for example, when correcting posture during an activity.
- Adults must not sit children on their laps, hug from the front, or engage in physical contact that could be experienced as intimate.
- Children are supported to understand that they have the right to say no to physical contact that makes them uncomfortable.
- Any physical contact that appears concerning should be reported to the Nominated Supervisor immediately.

7.6 Gifts and Benefits

- Giving gifts to children is a known grooming technique and is not permitted at WRBASC unless there is a clear, legitimate program purpose and prior approval from the Director.
- Staff and educators must not give personal gifts to individual children in the service's care.
- Any arrangement that singles out an individual child for special treatment or attention must be disclosed to the Director.

7.7 Secondary Employment and Out-of-Hours Contact

Staff and educators must not provide babysitting or private care services to children enrolled at WRBASC unless they know the family outside the service and the arrangement is disclosed to and documented by the Director. Out-of-hours contact with children from the service must be disclosed and must not compromise professional boundaries.

7.8 Appropriate Conversations

Staff and educators must maintain appropriate professional boundaries in all conversations with children. Sexual, discriminatory, or adult content is never appropriate. Conversations must not seek to establish secrecy, discourage a child from telling a trusted adult, or create a special exclusive relationship between an adult and a child.

8. Reporting Requirements

WRBASC has a Child Safe Reporting Policy that sets out all internal and external reporting requirements, procedures, and obligations. This includes:

Internal reporting pathways for child safety concerns, disclosures, and allegations.

Mandatory reporting obligations under S.27 of the Children and Young Persons (Care and Protection) Act 1998 (NSW).

Notification obligations to the NSW Early Learning Commission under S.174 of the NSW National Law.

Reportable Conduct Scheme obligations under the Children's Guardian Act 2019.

The use of the NSW Mandatory Reporter Guide (MRG) at reporter.childstory.nsw.gov.au to inform reporting decisions.

The Child Safe Reporting Policy is a separate required document from this Child Safe Policy. Both are required. The Child Safe Reporting Policy can be accessed at the service premises and through the service's policy management system.

The service also maintains a Child Protection Concerns Register, Observation Record and Report Form, which documents all child protection concerns, disclosures, and suspicions from first identification through to closure and ongoing monitoring.

Related Child Safe Documents

This Child Safe Policy is the overarching document in WRBASC's child safety framework. The following documents form part of that framework and are referenced by this policy:

Document	Purpose
Statement of Commitment to Child Safety	Public commitment to child safety displayed at service and shared with community.
Child Protection Policy	Mandatory reporting obligations, identifying abuse and neglect, DCJ reporting, NQF required (S.162A / S.162B)
Child Safe Reporting Policy	Organisational reporting culture, internal pathways, Reportable Conduct Scheme, OCG / CSS Standards 6 & 7
Child Safe Code of Conduct	Daily behavioural standards for all adults working with or near children.
Child Safety Risk Management Plan	Identifies organisational risks of harm and abuse and documents protective strategies, CSS Standards 1 & 8.

Child Safe Recruitment and Induction Policy
Child Protection Concerns Register
Safe Use of Digital Technologies Policy

Recruitment, screening, WWCC verification, induction, and training requirements, CSS Standard 5.
Combined observation record, reporting form, and monitoring log for all child protection concerns.
Safe management of digital devices, online access, and staff conduct online, Reg 168(2) (ha).

Publication, Communication and Engagement

This policy and all related child safe documents are:

- Available at the service premises at all times in accordance with Regulation 171.
- Provided to families at the time of enrolment and whenever the policy is updated.
- Accessible to staff through the service's policy management system.
- Discussed with all new staff and volunteers as part of induction before they begin working with children.
- Reviewed with the full team at least annually and following any critical incident
- Published on the service's communication platforms and noticeboards.

Families are notified of any significant changes to this policy at least 14 days before the change takes effect, in accordance with Regulation 172.

Children are supported to understand the key principles of this policy, including their right to be safe, who to talk to if they feel unsafe, and that they will always be taken seriously, through age-appropriate conversations and program activities.

Related Legislation, Regulations and Standards

This policy has been developed in accordance with the following:

NSW Child Safe Scheme

- Children's Guardian Act 2019 (NSW), Child Safe Scheme, Reportable Conduct Scheme.
- NSW Child Safe Standards 1 to 10 (Office of the Children's Guardian).

Child Protection Legislation

- Children and Young Persons (Care and Protection) Act 1998 (NSW) S.27 mandatory reporting, S.29A ongoing obligations.
- Child Protection (Working with Children) Act 2012 (NSW).

Other Legislation

- Disability Discrimination Act 1992 (Cth).
- Anti-Discrimination Act 1977 (NSW).
- Privacy Act 1988 (Cth).
- Health Records and Information Privacy Act 2002 (NSW).

Standards and Frameworks

- United Nations Convention on the Rights of the Child.
- National Principles for Child Safe Organisations.
- My Time Our Place v2.0, Framework for School Age Care in Australia 2022.

Reflection and Authorisation This policy is reviewed annually by the Director, Approved Provider & Supervisor (RP) or immediately following a critical incident, a change in relevant legislation, or an OCG compliance assessment.

Children, families, and staff are invited to contribute to the review process. Feedback can be provided to the Director or leadership team at any time.

Document Control	Child Safe Policy
Policy Owner	Approved Provider/ Director
Review Cycle	Annually
Next Review Date	30.03.2027

Developed with reference to the OCG Child Safe Policy sample template and the OCG Reporting Obligations and Processes handbook.