



Child Safe Environment & Wellbeing Policy

Simple Overview

Purpose

This policy explains how **Greenbrook Kindergarten** keeps children safe, healthy and supported. It ensures that every decision made by the kindergarten puts **children's safety, wellbeing and best interests first**.

The policy also outlines what staff, volunteers, families and management must do to:

- prevent harm
 - recognise concerns
 - respond appropriately
 - meet legal child protection requirements.
-

Our Commitment

Greenbrook Kindergarten is committed to:

- Providing a safe, caring and inclusive environment for every child.
 - Listening to children and respecting their voices.
 - Having zero tolerance for child abuse, neglect or inappropriate behaviour.
 - Supporting children of all cultures, abilities, identities and family backgrounds.
 - Creating culturally safe environments for Aboriginal children.
 - Supporting children from culturally and linguistically diverse backgrounds.
 - Supporting children with disabilities.
 - Ensuring LGBTIQ+ children and families feel welcomed and respected.
-

Everyone Has a Responsibility

Child safety is everyone's responsibility, including:

- Approved Provider
- Committee and management
- Nominated Supervisor
- Educators and teachers
- Staff
- Volunteers and students
- Families

Everyone must:

- follow the Child Safe Policy
 - follow the Code of Conduct
 - report concerns immediately
 - always act in the best interests of children.
-

How We Keep Children Safe

The kindergarten does this by:

Safe recruitment

Before anyone works with children they must:

- hold a valid Working with Children Check (or VIT registration)
 - complete reference and background checks
 - receive child safety induction
 - complete mandatory child protection training.
-

Safe environments

The kindergarten:

- supervises children at all times
 - regularly assesses risks
 - keeps buildings, playgrounds and online environments safe
 - ensures visitors and volunteers are never left alone with children.
-

Child participation

Children are encouraged to:

- speak up
 - express their feelings
 - understand body safety
 - know they can tell a trusted adult if something feels wrong.
-

Cultural safety and inclusion

The kindergarten promotes:

- respect for Aboriginal culture
- inclusion of all cultures

- equity
 - anti-racism
 - support for children with additional needs
 - respect for different family structures and identities.
-

Staff training

All staff complete regular training in:

- child protection
 - mandatory reporting
 - recognising abuse
 - responding to disclosures
 - cultural safety
 - Child Safe Standards
 - online safety.
-

Recognising Concerns

Staff are expected to recognise signs of:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- family violence
- grooming
- inappropriate behaviour
- concerning sexual behaviours.

Any concern is taken seriously.

If a Child Discloses Abuse

Staff should:

- ✓ Stay calm.
- ✓ Listen carefully.
- ✓ Believe the child.
- ✓ Reassure them they have done the right thing.
- ✓ Record exactly what the child says.

- ✓ Never promise secrecy.
 - ✓ Never investigate themselves.
 - ✓ Report the concern immediately.
-

Reporting Concerns

If staff believe a child is at risk, they must:

1. Keep the child safe.
2. Report concerns to management.
3. Contact Child Protection and/or Victoria Police where required.
4. Notify the Regulatory Authority when legally required.
5. Keep accurate written records.
6. Continue supporting the child.

Mandatory reporters must report suspected physical or sexual abuse when they form a reasonable belief.

Information Sharing

The kindergarten may share confidential information with authorised agencies when it is necessary to:

- protect a child
- support a child's wellbeing
- manage family violence risks.

When sharing information, the child's safety always comes before privacy where the law allows.

Continuous Improvement

The service regularly:

- reviews risks
 - reviews incidents
 - updates policies
 - consults staff and families
 - completes child safety self-assessments
 - improves practices to meet the Victorian Child Safe Standards
-

Key Message from the Child Safety & Wellbeing Policy

Every child has the right to be safe, respected and heard!

Greenbrook Kindergarten is committed to creating an environment where:

- children's safety always comes first,
- all adults understand their responsibilities,
- concerns are acted on immediately,
- abuse is prevented wherever possible, and
- every child feels included, valued and protected.