

## 1. Policy Statement

St Nicholas will nurture children’s overall development and create a child safe culture within our services. All St Nicholas staff are instrumental in providing an environment where children feel secure, develop a sense of belonging in their surroundings, and which encourages children to be actively involved in decisions which influence them.

St Nicholas endeavours to provide well maintained indoor and outdoor environments, where children play, rest, learn and build relationships with their peers and educators. The environments aim to be responsive to the needs of all children assisting them to reach their potential.

St Nicholas recognises the use of technology as an extension to the daily program and will ensure team members are aware of the risks to children when including use of technology and the internet in learning. *(Refer to St Nicholas Safe Use of Digital Technologies an Online Environments Policy and Procedure)*

## 2. Purpose

The purpose of this Policy and Procedure is to ensure:

- All team members are aware of their position to take every reasonable precaution to keep children safe from harm and hazards,
- All St Nicholas staff understand their responsibility in responding appropriately in the event of an incident, emergency, or event where children’s safety and wellbeing may be compromised.
- St Nicholas early education services meet all regulatory requirements in relation to protecting children from harm and hazards

## 3. Procedure Direction

| Step                     | Detail  |
|--------------------------|---|
| The physical environment | <p>To promote a safe physical environment at St Nicholas services, staff will:</p> <ul style="list-style-type: none"> <li>• Take all reasonable steps to ensure learning environments are established that provide appropriate child groupings, sufficient space, and include carefully chosen and well-maintained, age appropriate resources and equipment.</li> <li>• Conduct daily safety checks of the environment and equipment.</li> <li>• Conduct a risk assessment of the service’s indoor and outdoor environments on a regular basis to determine any risks to children’s health and safety, or at any other time if something in the environment changes.</li> <li>• Analyse and evaluate the risks associated with identified hazards.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Ensure Risk Assessments are completed on all potential hazards in the environment.</li> </ul>  |
| <p>Environment Risk Assessments</p> <p>Activity Risk Assessments</p>                 | <p>It is the responsibility of all St Nicholas staff (Nominated Supervisors and Responsible Persons) to complete a risk assessment where children’s safety may be at risk and when organising an excursion and/or in-service event (workshop).</p> <p>Hazards which may require a risk assessment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Indoor and outdoor learning environments</li> <li>• Infectious diseases</li> <li>• Building and equipment (including storage)</li> <li>• Inadequate space for conducting activities and experiences</li> <li>• Hazardous chemicals</li> <li>• Electrical appliances</li> <li>• Food preparation and storage</li> <li>• Environmental factors such as shade, noise etc</li> <li>• Fire equipment</li> <li>• Pets and/or animals</li> <li>• Inadequate supervision of children</li> <li>• Work Health and Safety including manual handling</li> <li>• Non-Compliance risk</li> <li>• Transitions of children from one approved space to another, or between different education and care services (example from School to a Parish space for OOSH)</li> </ul> |
| <p>Smoking, alcohol, illicit substances and vaping devices and vaping substances</p> | <ul style="list-style-type: none"> <li>• No St Nicholas staff member will smoke or vape on St Nicholas premises. All smoking and vaping items must be stored in lockers and inaccessible to children at all times.</li> <li>• All St Nicholas environments are to be free from illicit drugs and alcohol.</li> <li>• Any staff member determined to be under the influence of illicit drugs or alcohol on a St Nicholas early education or OOSH site, will be removed from the site immediately.</li> </ul>   |
| <p>Storage of dangerous substances</p>   | <ul style="list-style-type: none"> <li>• All cleaning and other hazardous substances must be stored in locked cupboards or remain inaccessible to children at all times</li> <li>• First Aid kits will be stored in locations which are inaccessible to children, but in a clearly identifiable location with easy access to educators when required</li> <li>• Children’s emergency medication will be stored in clearly marked medication bags and be inaccessible to children at all times</li> </ul>  |

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## 4. Roles and Responsibilities

| Role                                    | Responsibility   |
|---|--|
| Approved Provider                       | <ul style="list-style-type: none"> <li>• Ensure that the obligations under the Education and Care Services National Law and National Regulations are met.</li> <li>• Take reasonable steps to ensure that the Nominated Supervisor, employees and visitors follow the policy and procedures.</li> <li>• Ensure all staff have access to relevant professional development and training.</li> <li>• Must not permit an additional child or additional children to be educated and cared for at the service in an emergency in the circumstances set out in Regulation 123 (5), unless the Approved Provider is satisfied on reasonable grounds that this will not affect the health, safety and wellbeing of all the children attending the service</li> </ul>  |
| Nominated Supervisor Responsible Person | <ul style="list-style-type: none"> <li>• Ensuring that all staff who work with children are supported to implement this procedure in the service.</li> <li>• Maintain currency in complying with any relevant changes in legislation and practices in relation to this procedure.</li> <li>• Promote a culture of child safety and wellbeing by regularly communicating about the service's commitment to and collective responsibility for child safety</li> <li>• Identify and provide appropriate resources and training to assist staff, contractors, visitors, volunteers and students to implement this policy.</li> <li>• Take reasonable steps to ensure that the policy and procedures current, reviewed regularly, and communicated to educators, staff and stakeholders</li> <li>• Take reasonable steps to inform and support educators and staff their responsibilities in implementing the policy and procedures all times</li> <li>• Guide and mentor educators and staff to be able to follow the policy and procedures</li> </ul> |
| St Nicholas staff/educators             | <ul style="list-style-type: none"> <li>• Act in accordance with the obligations outlined in this procedure.</li> <li>• Maintain currency and compliance with any relevant changes in legislation and practices.</li> <li>• Raise concerns when barriers or threats to the protection of children and young people's safety and wellbeing are identified.</li> <li>• Follow all record keeping requirements.</li> </ul>   |

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|                  | <ul style="list-style-type: none"> <li>• Identify any potential for risk and harm to a child at the service and develop and implement effective prevention strategies in consultation with the Nominated Supervisor.</li> <li>• Notify the Nominated Supervisor or the Operations Manager immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the service.</li> <li>• Offer support to the child and their family, and to other staff in response to concerns or reports relating to the health, safety and wellbeing of a child at the service.</li> <li>• Maintain confidentiality at all times.</li> <li>• Adhere to St Nicholas policies and procedures</li> </ul> |
| Parent/Guardians | <ul style="list-style-type: none"> <li>• Be aware of, support and follow the service's policies and procedures</li> </ul>  |

## 5. Related Documents

### Policies and Procedures

- Safe use of Digital Technology and Online Environments Policy and Procedure
- Administration of Medication Policy and Procedure
- Emergency and Evacuation Policy and Procedure
- Administration of First Aid Policy and Procedure
- Interactions with Children Policy and Procedure
- Child Safe Policy and Procedure
- Staff Code of Conduct
- Sun Protection Policy and Procedure
- Supervision of Children Policy and Procedure
- Workplace Health and Safety CDMN

### Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)  
Regulations: 82, 83, 103, 104
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)  
Sections: 167

### Other References

1. Guide to the National Quality Standard. [www.acecqa.gov.au](http://www.acecqa.gov.au)
2. Providing a Child Safe Environment Policy guidelines. ACECQA September 2025

### National Quality Standard

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- QA 2.1 Each child's health and physical activity is supported and promoted  
 QA2.2 Each child is protected  
 QA 3.1 The design of the facilities is appropriate for the operation of a service

## 6. Definitions

| Term                 | Definition   |
|----------------------|--|
| CDMN                 | Catholic Diocese of Maitland-Newcastle   |
| Serious Incident     | As per Regulation 12 in the National Regulations   |
| ACECQA               | Australian Children's Education & Care Quality Authority) is the independent national authority guiding the implementation of the National Quality Framework (NQF) for early childhood education and care across Australia. It works with state governments to ensure national consistency in quality standards, compliance, and qualification assessments |
| Approved Provider    | The legal entity with ultimate responsibility for the service under the National Law   |
| Nominated Supervisor | A person with management or control of an education and care service, responsible for its day-to-day management.   |
| Responsible Person   | A Responsible Person is present at an education and care service to ensure compliance, safety, and wellbeing when the Approved Provider or Nominated Supervisor is not.  |
| Service              | Education and care service providing, or intended to provide, education and care on a regular basis to children under 13 years of age  |
| Educator             | A St Nicholas team member whose primary role is working directly with children   |
| Staff                | A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers   |
| Early Education      | St Nicholas service providing education and care to children aged 0 – 5 years  |
| OOSH                 | St Nicholas service providing education and care to school aged children   |

## 7. Document Review

This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 - 2 years to ensure it continues to be current and effective.

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