

9. Providing a Child-Safe Environment

Purpose

At all times, reasonable precautions and adequate supervision will ensure children are protected from harm and hazards.

Management, educators and staff will be aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

Scope

NQF Quality Area 2	Children's Health and Safety
NQF Standard 2.2 Safety	Element 2.2.1 Supervision
NQF Standard 2.2 Safety	Element 2.2.3 Child Protection

Processes

It is expected that Nailsworth Primary School OSHC is a child-safe and friendly environment where children are to feel respected, valued and encouraged to reach their full potential. Hiring of suitably qualified and screened staff, expectations of staff behaviour and ongoing performance management all support a quality child-safe environment.

Screening of Staff

The service ensures that all staff/volunteers are appropriately screened, supervise children appropriately, and do not pose a threat to children's safety or well-being.

Before starting work or volunteering at the NPS OSHC, the following original screening documents are required to be sighted. This usually occurs at an interview with copies taken by the service.

- An approved Department for Education, Criminal History Screening issued by the Department for Human Services Screening Unit. This check is the responsibility of the applicant to provide.
- Responding to Abuse and Neglect Education and Care certificate.
- Undertake an induction into the service, which includes being informed of the NPS Staff, OSHC Code of Conduct and NPS policies and procedures.

OSHC Employment Selection Procedures:

- Minimum of two people on the selection panel - two of either the OSHC Director, Principal or their nominee, or a representative of the Governing Council.
- Applicant will provide a resume and the names of two referees.
- One referee must be contacted before an offer of employment.

When hiring an OSHC Director, Department for Education HR is also required to be contacted before any offer of employment.

Expectations of Staff Behaviour

Prior to starting work each staff member will undertake an NPS OSHC induction process.

This process is documented in a checklist that on completion is verified and signed by the OSHC Director.

This process will include being informed of expected staff behaviour as outlined in the code of conduct and the requirement of active supervision while working on the site. They will be informed of how to access the NPS OSHC policies and procedures and be required to read them as part of their responsibility as a staff member. Induction records are kept in the staff record files,

Performance Management

Where in-experienced staff are appointed, it is considered important that more experienced staff and OSHC leaders mentor new staff members until they feel confident to work independently.

Ongoing monitoring of staff performance occurs daily. This also includes staff meetings that are held once per term where reminders are relayed, good practice is recognised, areas of concern are discussed and new learning is scheduled. Any areas of concern are raised with employees by the Director, and always with an opportunity to firstly provide their perspective and support to change behaviour if required.

Within the performance management process, staff are encouraged to work towards identified goals or areas where they would like to improve. Where possible, opportunities are provided to assist staff to access additional learning. Performance Management records are kept in the staff record files. It is expected that twice a year a formal performance management meeting would occur between staff and the Director.



Providing a Child-Safe Environment (continued)

Roles and responsibilities

The Director will:

- Ensure that established procedures for staff selection are followed.
- Ensure that an induction process is undertaken with any new staff member or volunteer.
- That informally, staff behaviour is monitored on an ongoing basis.
- That any concerns are raised promptly with staff members including providing an opportunity to present their perspective.
- Staff meetings are scheduled once a term.
- Formal performance meetings are held twice a year with all staff.
- Written documentation is to be kept securely in the staff information folders.

This is to include

- records of relevant certificates, qualifications, notes taken from referee statements that are required as part of the recruitment process
- induction records,
- performance management records
- records of conversations where areas of concern have been raised with the staff member

Monitor, report and review

Author	School Principal Sharron Ward	March 2020
Recommended	OSHC Management Committee	April 2020
Approved	Governing Council	June 2020
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