

(Revised September 2025)

Policy Statement:

Mueller College Outside School Hours Care (OSHC) strives, through the following specific policies and procedures, to provide a Child Safe Environment. This Encompassing all elements of Safety and the Wellbeing of the children and young people attending the Service including child safe practices, health and safety prevention and education, having a clean, healthy environment where safety and hygiene procedures are practised at all times to promote and support the health, wellbeing and safety of students, recognising particular needs of students in this respect, and of educators, families and others coming to the Service.

Background:

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for providing a child safe environment to minimise risk of harm and hazard to children attending education and care services.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Responsible Person in day to day charge	Refers to the person responsible at the Service for the day-to-day operations and compliance in the absence of the Nominated supervisor. This person must meet legislative requirements and be formally appointed in accordance with them. A responsible person must be present at all times, care is provided.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.

Legislation:

National Quality Standard (NQS)

Quality Area 2: Children's Health & Safety

3: Physical Environment

5: Relationships with Children

6: Collaborative partnerships with families & communities

7: Governance & Leadership

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture, and equipment are safe, clean and well maintained.
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
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.
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

84	<p>Awareness of child protection law</p> <p>(1) The approved provider of an education and care service must ensure that a person specified in subregulation (2) who works with children is advised of—</p> <ul style="list-style-type: none"> (a) the existence and application of the current child protection law; and (b) any obligations that the person may have under that law. <p>Penalty: \$1100.</p> <p>(2) The following persons are specified—</p> <ul style="list-style-type: none"> (a) a nominated supervisor of the service; (b) a staff member of the service; (c) a volunteer at the service; (d) a student who participates in the service.
103 (1)	<p>The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair.</p> <p>Penalty: \$2200.</p>
115	<p>The approved provider of a centre-based service must ensure that the education and care service premises (including toilets and nappy change facilities) are designed and maintained in a way that facilitates supervision of children at all times that they are being educated and cared for by the service, having regard to the need to maintain the rights and dignity of the children.</p>
123	<p>Educator to child ratios—centre-based services</p> <p>(1) The minimum number of educators required to educate and care for children at a centre-based service is to be calculated in accordance with the following ratios—</p> <ul style="list-style-type: none"> (a) for children from birth to 24 months of age—1 educator to 4 children; (b) for children over 24 months and less than 36 months of age—1 educator to 5 children; (c) for children aged 36 months of age or over (not including children over preschool age)—1 educator to 11 children; (d) for children over preschool age, 1 educator to 15 children. <p>(2) If children being educated and cared for at a centre-based service are of mixed ages the minimum number of educators for the children must meet the requirements of subregulation (1) at all times.</p> <p>(3) If an early childhood teacher or a suitably qualified person is required under Division 5 to be in attendance at a centre-based service, subject to regulation 122 that early childhood teacher or suitably qualified person is counted as an educator at the service for the purposes of this regulation.</p> <p>(4) If a centre-based service is required under regulation 130 or 131 to have access to an early childhood teacher for a period, subject to regulation 122 that teacher is counted as an educator at the service for the purposes of this regulation.</p> <p>(5) In subregulations (1) and (2) a reference to children does not include a child who is, or 2 or more children from the same family who are, educated and cared for at a centre-based service in an emergency for a period of not more than 2 consecutive days on which the service operates.</p> <p>Examples—</p> <ul style="list-style-type: none"> 1 A child is determined to be in need of protection under a child protection order. 2 The parent of a child needs urgent health care that prevents them caring for the child. <p>(6) An approved provider of a centre-based service 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 subsection (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.</p> <p>Note— The <i>Education and Care Services National Regulations 2012</i> of Western Australia include an extra subregulation before subregulation (1) as follows—</p> <p>“(1A) In this regulation—</p> <p>emergency, in relation to a child, means a serious and unexpected short term care emergency that requires the child to be provided with immediate education and care.</p> <p>Examples—</p> <ul style="list-style-type: none"> 1 A child is determined to be in need of protection under a child protection order. 2 The parent of a child needs urgent health care that prevents them caring for the child.”.
155	<p>An approved provider must take reasonable steps to ensure that the education and care service provides education and care to children in a way that—</p> <ul style="list-style-type: none"> (a) encourages the children to express themselves and their opinions; and (b) allows the children to undertake experiences that develop self-reliance and self-esteem; and (c) maintains at all times the dignity and rights of each child; and (d) gives each child positive guidance and encouragement toward acceptable behaviour; and (e) has regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service.
171	<p>(1) The approved provider of an education and care service must ensure that copies of the current policies and procedures required under regulation 168 and, in the case of a family day care service, regulation 169 are readily accessible to nominated supervisors and staff members of, volunteers at, and family day care educators engaged by or registered with, the service.</p> <p>Penalty: \$1100.</p> <p>(2) The approved provider of an education and care service must ensure that copies of the current policies and procedures required under regulation 168 and, in the case of a family day care service, regulation 169 are available for inspection at the education and care service premises at all times that the service is educating and caring for children or otherwise on request.</p> <p>Penalty: \$1100.</p>
175	<p>(1) For the purposes of section 174(1)(b) of the Law, the following matters are prescribed—</p> <ul style="list-style-type: none"> (a) any change to the address of the approved provider or the principal office of the approved provider, or the contact details of the approved provider; (b) the appointment of receivers or liquidators or administrators to the approved provider or any other matters that affect the

	<p>financial viability and ongoing operation of the education and care service.</p> <p>(2) For the purposes of section 174(2)(c) of the Law, the following matters are prescribed—</p> <p>(a) any change to the hours and days of operation of the education and care service;</p> <p>(ab) in the case of a centre-based service, any change to the ages of children being educated or cared for by the service;</p> <p>(ac) in the case of a centre-based service, any change to the nature of education and care offered by the service;</p> <p>Example</p> <p>If a centre-based service educates and cares for children over preschool age and the service proposes to offer education and care to children who are preschool age and under.</p> <p>(b) any incident that requires the approved provider to close, or reduce the number of children attending, the education and care service for a period;</p> <p>Example.</p> <p>A flood or a fire that requires an approved provider to close the education and care service premises (or part of those premises) while repairs are undertaken.</p> <p>(c) any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service;</p> <p>(ca) the attendance at the approved education and care service of any additional child or children being educated and cared for in an emergency in the circumstances set out in regulation 123(5), including—</p> <p>(i) a description of the emergency; and</p> <p>(ii) a statement by the approved provider that the approved provider had taken into account the safety, health and wellbeing of all the children attending the education and care service when deciding to provide education and care to the additional child or children.</p> <p>(d) any incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service;</p> <p>(e) allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service (other than an allegation that has been notified under section 174(2)(b) of the Law);</p> <p>(f) for a centre-based service that starts providing, or arranging for, regular transportation of children—the first time the service provides, or arranges for, the transportation of children;</p> <p>(g) for a centre-based service that stops providing, or arranging for, regular transportation of children—the final time the service provides, or arranges for, the transportation of children.</p>
181	<p>The approved provider of an education and care service must ensure that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than—</p> <p>(a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or</p> <p>(b) a parent of the child to whom the information relates in accordance with regulation 177 (except in the case of information kept in a staff record); or</p> <p>(c) the Regulatory Authority or an authorised officer; or</p> <p>(d) as expressly authorised, permitted or required to be given by or under any Act or law; or</p> <p>(e) with the written consent of the person who provided the information. Penalty: \$2200</p>
183	<p>(1) The approved provider of an education and care service must ensure that records and documents set out in regulation 177 are stored—</p> <p>(a) in a safe and secure place; and</p> <p>(b) for the relevant period set out in subregulation (2).</p> <p>(2) The records must be kept—</p> <p>(a) if the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the education and care service, until the child is aged 25 years;</p> <p>(b) if the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged 25 years;</p> <p>(c) if the record relates to the death of a child while being educated and cared for by the education and care service or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death;</p> <p>(d) in the case of any other record relating to a child enrolled at the education and care service, until the end of 3 years after the last date on which the child was educated and cared for by the service;</p> <p>(e) if the record relates to the approved provider, until the end of 3 years after the last date on which the approved provider operated the education and care service;</p> <p>(f) if the record relates to a nominated supervisor or staff member of an education and care service, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service;</p> <p>(g) in case of any other record, until the end of 3 years after the date on which the record was made.</p>

Education and Care Services National Law

162A	Requires that each nominated supervisor and each person in day-to-day charge of the service has successfully completed the child protection training (if any) required by or under the law of this jurisdiction, a Government protocol applying to the approved provider in this jurisdiction or otherwise required by this jurisdiction.
167	Requires The approved provider and Nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.
171	<p>Offence relating to direction to exclude inappropriate persons from education and care service premises</p> <p>(1) The Regulatory Authority may direct an approved provider, a nominated supervisor or a family day care educator to exclude a person whom the Authority is satisfied is an inappropriate person from the education and care service premises while children are being educated and cared for at the premises for such time as the Authority considers appropriate.</p> <p>(2) A person to whom a direction is given under subsection (1) must comply with the direction.</p> <p>Penalty: \$10 000, in the case of an individual. \$50 000, in any other case.</p> <p>(3) In this section—</p> <p><i>inappropriate person</i> means a person—</p> <p>(a) who may pose a risk to the safety, health or wellbeing of any child or children being educated and cared</p>

	<p>for by the education and care service; or</p> <p>(b) whose behaviour or state of mind or whose pattern of behaviour or common state of mind is such that it would be inappropriate for him or her to be on the education and care service premises while children are being educated and cared for by the education and care service.</p> <p>Example</p> <p>A person who is under the influence of drugs or alcohol.</p>
301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
263	<p>Application of Commonwealth Privacy Act</p> <p>(1) The Privacy Act applies as a law of a participating jurisdiction for the purposes of the National Quality Framework.</p> <p>(2) For the purposes of subsection (1), the Privacy Act applies—</p> <p>(a) as if a reference to the Office of the Privacy Commissioner were a reference to the Office of the National Education and Care Services Privacy Commissioner; and</p> <p>(b) as if a reference to the Privacy Commissioner were a reference to the National Education and Care Services Privacy Commissioner; and</p> <p>(c) with any other modifications made by the national regulations.</p> <p>(3) Without limiting subsection (2)(c), the national regulations may—</p> <p>(a) provide that the Privacy Act applies under subsection (1) as if a provision of the Privacy Act specified in the national regulations were omitted; or</p> <p>(b) provide that the Privacy Act applies under subsection (1) as if an amendment to the Privacy Act made by a law of the Commonwealth, and specified in the national regulations, had not taken effect; or</p> <p>(c) confer jurisdiction on a tribunal or court of a participating jurisdiction.</p> <p>(4) In this section—</p> <p>Privacy Act means the Privacy Act 1988 of the Commonwealth, as in force from time to time.</p>
271	<p>Disclosure of information to other authorities</p> <p>(1) The National Authority may disclose information in respect of an education and care service for a purpose listed in subsection (4), to—</p> <p>(a) a relevant Commonwealth Government Department; or</p> <p>(b) any State or Territory Government Department; or</p> <p>(c) any Commonwealth, State or Territory public authority; or</p> <p>(d) any State or Territory local authority; or</p> <p>(e) a Regulatory Authority of a participating jurisdiction.</p> <p>(2) The Regulatory Authority may disclose information in respect of an education and care service for a purpose listed in subsection (4), to—</p> <p>(a) a relevant Commonwealth Government Department; or</p> <p>(b) any State or Territory Government Department; or</p> <p>(c) any Commonwealth, State or Territory public authority; or</p> <p>(d) any State or Territory local authority; or</p> <p>(e) a Regulatory Authority of another participating jurisdiction.</p> <p>(3) The National Authority, the Regulatory Authority and any Government Department, public authority or local authority may disclose information to each other in respect of an education and care service for a purpose listed in subsection (4).</p> <p>(4) The purposes for disclosure of information under this section are—</p> <p>(a) the disclosure is reasonably necessary to promote the objectives of the national education and care services quality framework; or</p> <p>(b) the disclosure is for the purposes of enabling or assisting the other entity to perform or exercise any of its functions or powers under this Law; or</p> <p>(c) the disclosure is for the purposes of research or the development of National, State or Territory policy with respect to education and care services; or</p> <p>(d) the disclosure is for a purpose relating to the funding of education and care services; or</p> <p>(e) the disclosure is for a purpose relating to the payment of benefits or allowances to persons using education and care services, provided the disclosure of information is not otherwise prohibited by law.</p> <p>(5) The Regulatory Authority must disclose to the Regulatory Authorities of other participating jurisdictions the suspension or cancellation of a working with children check, working with children card or teacher registration of a nominated supervisor of which it is notified under this Law.</p> <p>(6) The Regulatory Authority may disclose to the head of the government department responsible for the administration of a working with children law, any prohibition notice given under this Law as applying in any participating jurisdiction in respect of the person.</p> <p>(7) A disclosure of information under this section is subject to Division 1 and any protocol agreed for the purposes of this section by—</p> <p>(a) the National Authority, all participating jurisdictions and the Commonwealth; and</p> <p>(b) subject to any protocol referred to in paragraph (a), the National Authority and the Regulatory Authority, or the National Authority, the Regulatory Authority and any Regulatory Authority of another participating jurisdiction.</p> <p>(8) Information disclosed under this section for the purpose of research or the development of National, State or Territory policy with respect to education and care services must not include information that could identify or lead to the identification of an individual other than—</p> <p>(a) an approved provider or a nominated supervisor; or</p> <p>(b) a family day care educator who has been suspended from providing education and care to children as part of a family day care service; or</p> <p>(c) a person to whom a prohibition notice applies; or</p> <p>(d) a person who is being prosecuted for an offence against this Law.</p>

272	<p>Disclosure of information to education and care services</p> <p>(1) At the request of an approved provider, the National Authority or the Regulatory Authority may disclose the following information to the provider, if the National Authority or Regulatory Authority considers on reasonable grounds that the provider requires the information to comply with the provider's obligations under this Law—</p> <p>(a) whether a person named in the request is subject to a prohibition notice given under section 182;</p> <p>(b) whether a family day care educator named in the request has been suspended from providing education and care to children as part of a family day care service under section 178.</p> <p>(2) A disclosure of information under this section is subject to Division 1 and any protocol agreed for the purposes of this section by—</p> <p>(a) the National Authority, all participating jurisdictions and the Commonwealth; and</p> <p>(b) subject to any protocol referred to in paragraph (a), the National Authority and the Regulatory Authority, or the National Authority, the Regulatory Authority and any Regulatory Authority of another participating jurisdiction.</p>
273	<p>Duty of confidentiality</p> <p>(1) An individual who is, or who has been, a person exercising functions under this Law must not disclose to another person protected information.</p>

Principles

The Mueller College OSHC is guided by the 10 Child Safe Principles and provides a child-safe environment through the implementation of various policies and procedures. This specific policy serves primarily as a summary of these policies but does not, on its own, provide a full understanding of the practices employed by the Service.

The 10 Child Safe Principles are:

- **Leadership and Culture:** Child safety and wellbeing are embedded in organisational leadership, governance, and culture.
- **Voice of Children:** Children and young people are informed about their rights, participate in decisions affecting them, and are taken seriously.
- **Family and Community:** Families and communities are informed and involved in promoting child safety and wellbeing.
- **Equity and Diversity:** Equity is upheld, and diverse needs are respected in policy and practice.
- **People:** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Complaints Management:** Processes to respond to complaints and concerns are child focused.
- **Knowledge and Skills:** Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children safe through ongoing education and training.
- **Physical and Online Environments:** Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed.
- **Continuous Improvement:** Implementation of the Child Safe Standards is regularly reviewed and improved.
- **Policies and Procedures:** Policies and procedures document how the Service is safe for children and young people.

Procedures

In providing a child-safe environment, Mueller College OSHC has established a Health and Safety Prevention Plan, which includes the following:

Physical Environment

- **Hazard Identification and Removal:** All play spaces are inspected regularly for potential hazards. Processes to eliminate or mitigate risks are implemented and reviewed on an ongoing basis.
- **Safe Storage:** Chemicals, cleaning supplies, medications, and other potentially dangerous items are stored securely and kept out of the reach of children and young people.
- **Emergency Exits:** Emergency procedures are established, and regular drills are conducted to ensure all individuals are familiar with them. Emergency exits are clearly signed and kept free from obstruction.
- **Supervision:** Service supervision plans are established, regularly reviewed, and discussed with educators to ensure active supervision and effective implementation of supervision strategies.

Hygiene and Infection Control

- **Handwashing:** Procedures are in place to promote frequent handwashing with soap and water, including before and after eating, after using the restroom, and after outdoor play. Hand sanitiser is also available at all times.
- **Cleaning and Disinfecting:** Surfaces, toys, and equipment are regularly cleaned and disinfected. These processes are supported by checklists and weekly auditing to ensure compliance.
- **Illness Management:** Children and young people with contagious illnesses are not permitted to attend the Service. Those who become unwell while in care are required to be collected promptly to prevent the spread of infection.

Health and Medical Management

- **First Aid and CPR Training:** All educators are trained in first aid and CPR, and fully stocked first aid kits are readily available.
- **Medication Management:** Clear procedures are in place for the safe administration of medications, including obtaining parental consent and maintaining medication logs.
- **Medical Conditions:** Individual health plans are developed, reviewed, and maintained for children and young people with specific medical needs, such as allergies, asthma, or other conditions.

Staff Training and Qualifications

- **Suitability Notices:** All employees, visitors, volunteers, and practicum students must hold a current positive suitability notice before having contact with children and young people in the care environment.

- **Training:** Ongoing training is provided to employees, including child protection, first aid, CPR, and emergency procedures.

Communication and Collaboration

- **Parent Communication:** Regular communication with parents/guardians is maintained regarding health and safety policies, illness management, and any concerns about their child's wellbeing.
- **Collaboration with Professionals:** Continuous improvement is pursued through networking with healthcare professionals, and by staying up to date with legislative requirements and current pedagogical research.

Some of the service procedures to support a child safe environment, include but are not limited to:

- Daily safety checks
- Cleaning registers
- Chemical Safety Data Sheets in accordance with the GHS system
- Record of Incident, Injury, Trauma and Illness Reports
- Emergency and Evacuation Drills
- Student Health needs
- Risk Assessments pertaining to the operation of the Service
- Behavioural, confidential and child safety reports

Families will:

- Advise the Service of any particular health issues (including medications, special dietary needs, or other requirements) and any other specific needs of their child or young person upon enrolment, or as soon as they become aware of the condition.
- Comply with all Service policies and procedures.

Educators will:

- Uphold child protection policies and procedures as a highest priority.
- Ensure that equipment is cleaned in accordance with the cleaning checklist, used safely by children and young people, and used only for its intended purpose.
- Uphold hygiene practices.
- Use technology in line with the Children and Young People Technology Policy, Employee Code of Conduct, Child Safe Code of Conduct, Staff Technology and Personal Device Policy, and Photographic Images and Video Policy.
- Actively supervise children and young people within their area, in accordance with the Service supervision plan.
- Follow first aid, medical, and medication requirements, including all necessary reporting, as outlined in policy.
- Stay up to date with the medical conditions and needs of children and young people.
- Be aware of their duty of care and comply with all reporting requirements, including internal reporting, health records, incidents, injuries, trauma, serious incidents, and child protection concerns.

- Be guided by the Sun Safety Policy and actively support and promote sun safety practices.
- Maintain quiet areas within the care environment where children and young people can rest and relax.
- Ensure that all food handling and storage procedures are followed to prevent the risk of contamination.
- Ensure safe storage of food, chemicals, and medication at all times.
- Act in accordance with Service risk assessments.
- Conduct all necessary safety checks, following policy and procedure at all times.
- Create authentic learning experiences that include educating children and young people in protective behaviours.

Approved Provider and Nominated Supervisor will:

- Ensure all potential employees are checked against the NQAITs prohibited Person's Register before engaging in any work at the Service.
- Ensure all child safety policies, procedures, and training are presented to employees upon employment, with regular checks and reviews to ensure compliance. This includes appropriate reporting as per the Service Notifications and Reporting Policy.
- Ensure appropriate recording and reporting is completed at all times for illness, injury, trauma, and incidents, including required reporting to Regulatory Authorities and Child Protective Services.
- Maintain and strengthen the skills and knowledge of educators in relation to health and safety by providing current information and professional development opportunities.
- Ensure that all educators are aware of the medical needs of children and young people.
- Ensure that educators receive appropriate education or training to enable them to support the health needs of children and young people, including administering medications, managing allergic reactions, providing basic first aid, and meeting special dietary requirements.
- Ensure that at least one educator with the requisite first aid qualifications, as prescribed under Child Care Regulation, is present in the Service at all times.
- Ensure that at least one educator with the required first aid, anaphylaxis management, and emergency asthma training (as prescribed under Education and Care Services National Regulations Part 4.4, 136(1)) attends any location where children and young people are in care, and is immediately available in an emergency.
- Ensure the physical environment is safe for children and young people by consistently confirming that relevant daily safety and cleaning checklists are completed before children and young people access those areas.
- Ensure hygiene practices are implemented across all areas of Service operations.
- Ensure chemicals and hazardous substances are stored safely, with chemical registers maintained and kept up to date.
- Ensure regular emergency procedure drills are practiced by all staff.
- Ensure risk assessments are conducted and used for all activities, equipment, events, and procedures involving risk.

- Provide reminder notices throughout the Service for educators, children, and young people to reinforce health, hygiene, and the Service's no-smoking policy.
- Take reasonable steps to ensure that nominated supervisors, educators, and staff follow these policies and procedures.
- Share the "Providing a Child Safe Environment Policy and Procedure" with all employees upon induction, ensuring that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, and staff, and available for inspection.
- Provide additional professional development as required and during policy review processes.
- Ensure all Service policies are reviewed annually, in consultation with stakeholders, or sooner if there are changes or updates to legislative requirements.

See also:

- Mueller OSHC Child Protection Policy & Procedure
- Mueller OSHC Supervision Policy & Procedure
- Mueller OSHC Medical Conditions Policy & Procedure
- Mueller OSHC Medication Policy & Procedure
- Mueller OSHC Incident, Injury and Trauma Policies & Procedures
- Mueller OSHC Illness Policy & Procedure
- Mueller OSHC Infectious Diseases Policy & Procedure
- Mueller OSHC Food Handling, Safety and Storage Policy & Procedure
- Mueller OSHC Sun Safety Policy & Procedure
- Mueller OSHC Employee Code of Conduct Policy & Procedure
- Mueller OSHC Child Safe Code of Conduct Policy & Procedure
- Mueller OSHC Staff Technology and Personal Device Policy & Procedure
- Mueller OSHC Children and Young People Technology Policy & Procedure
- Mueller OSHC Photographic Images & Videos Policy & Procedure
- Mueller OSHC Notification & Reporting Policy & Procedure
- Mueller OSHC Privacy & Confidentiality Policy & Procedure
- Mueller OSHC Record Keeping Policy & Procedure
- Mueller OSHC Suitability Notices & Prohibited Persons Policy & Procedure

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Child Protection Act 1999 (Current as at 20 September 2025)
- Guide to the National Quality Framework, Revised September 2025
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- Workplace Health and Safety Act 2011 (Current as at 29 Nov 2024)
- Tobacco and Other Smoking Products Act 1998 (Current as at 5 Dec 2024)
- Child Protection Regulation 2023 (Current as at 18 August 2023)
- Education and Care Services Act 2013 (Current as at Feb 2024)
- Family & Child Commission Act 2014 (current as of 24 June 2024)
- Guidelines for implementing the Universal Principal and Child Safe Standards, April 2025



PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE

OSHC
Outside School Hours Care



PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	23/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	<ul style="list-style-type: none">Updated references		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE
	<ul style="list-style-type: none">Updated referencesAddition of review table		AUG 2025