

TILLERKITE PRE-SCHOOL CHILD SAFE STANDARDS 2022

Child Safety Standard 1 - Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

Support a child or student's ability to express their culture in the following ways:

- equip staff, students, volunteers, and the service community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children
- adopt measures to ensure racism is identified, confronted, and not tolerated
- address any instances of racism within the services environment with appropriate consequences
- actively support participation and inclusion in the service by Aboriginal children, students, and their families
- ensure policies, procedures, systems, and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, and their families

Build a strong Service culture to support cultural inclusion by:

- Begin events and meetings with an Acknowledgement of Country as a standing agenda item. Children are involved every morning with our own acknowledgment to country.
- Make Aboriginal voice part of decision making in matters that affect Aboriginal students.
- Celebrate the local Aboriginal community in communications with students, staff, volunteers, and families.
- Build Service knowledge of Aboriginal histories, cultures, perspectives, values, skills, and attitudes
- Engaging with Bunurong Land Council during Kinder name change.
- Commissioned Sammy Trist to complete the mural art work for the front of our Kinder.
- Stacey is our Diversity Leader. She is in this role to ensure Indigenous focus is present for students and families.
- Incursions with Auntie Sammy, she has taken time with all the children across the Kinder. Helping them create their own art work. Explaining to the meaning of Caring for Country.
- Our policies reflect inclusive environments to meet the needs of Aboriginal children, young people and families.
 - Child Safe Environments and wellbeing
 - Code of Conduct
 - E-safety for children
 - Family violence & support
 - Inclusion & Equity
 - Mental health & wellbeing.
- We just recently had a public event to celebrate our name change. We are taking steps forward to embrace the new identity of the Kinder.
- We used SRF to visit Balnarring Kinder and observe their groups at Bush Kinder. Karen Anderson was our guide, and we spent the day observing how the children care for country and how we can embed this into our own Bush Program at Tillerkite.
- Involve the children and community in a smoking ceremony on the Bunurong land that the pre-school resides on.
- Encourage staff to provide and read stories to children that include diverse and unique identities such as stories that include pictures and words about Indigenous Australians or other cultures. This will encourage children who identify with different cultures to feel included and recognised.

What are our next steps?

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- Ask for feedback from Aboriginal students and their families about what the service does well, and what can be improved.
- Develop resources that support the inclusion of Aboriginal and content from other cultures content across the curriculum.

Child Safety Standard 2 - Child safety and wellbeing is embedded in organisational leadership, governance and culture

What we have achieved:

- Our public commitment is now up on our website
- This commitment is also in our foyer on display for families
- Child safety is an agenda item at all committee meetings and staff meetings.
- All staff are up to date with mandatory reporting.
- Contacts of organisations are displayed in office areas for staff to use to seek advice.
- Staff would speak to director about any concerns and then together they would take the necessary steps forward.
- Committee are updated regularly about any changes in policies, and they are posted on Teams for their reference.

What are our next steps?

- Planning is in place to have someone to have the role of child safe leader at the kinder as currently this is a shared responsibility between all staff and committee.
- Child safe leader will provide updates as each committee meeting to highlight role the kinder plays in protecting children so committee and staff remain informed.

Child Safety Standard 3 - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

What we have achieved:

- Inform students of their rights and special protections including the right to; live and grow up healthy, have a say about decisions affecting them, be safe and not harmed by anyone.
- Children are involved in the setting of class rules. This is discussed through our sessions formally and informally.
- Facilitate child-friendly ways for students to express their views
- Provide students who find it harder to speak up or be heard with multiple avenues for communicating, including writing, drawing, or physical forms of communication.
- Declaration of the rights of the child displayed in foyer area.
- All staff and committee members sign a code of conduct which stipulates how they are expected to behave at the Kinder.
- All parents on stay and play also sign a code of conduct.
- Discuss healthy boundaries for friendships. Point out that the risk of harm can occur in child-to-child interactions, as well as adult-to-child interactions.

What are our next steps?

- Begin a child safe library for all classes to use. This we have started, books around feelings and caring for one another, books about body safety.
- Provide training to staff and volunteers to be attuned to signs of harm and risk factors in students
- Provide contact information for independent children's advocacy services or helplines.
- The code of conduct will be sent to families with enrolment documents and will need to sign that this has been read.
- Compliments & Complaints policy will be sent to families.

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Child Safety Standard 4 - Families and communities are informed and involved in promoting child safety and wellbeing

What we have achieved:

- Create a welcoming and safe environment (reception, foyer and grounds)
- Provide new enrolments with information that include child safety, and complaints policy.
- Conduct community events, such as welcome picnic to families and the broader community.
- Policies are reviewed on yearly basis by staff and committee.
- Parent teacher conferences are offered to families at the end of term two
- Our committee meetings are open to all Kinder family members to attend. There are meeting dates are up on the notice board.
- Stay and Play where we invite families to come in and see what kinder is all about. It is the best way for teachers and parents to connect on a more personal level.
- AGM – where committee are on hand to explain how the kinder runs and gives families an opportunity to become more involved in the organisation.
- Policies – Compliments & Complaints Policy. We also have details in our foyer directing families to this policy and they are encouraged to follow the complaints policy.
- Complaints policy is being sent out with the code of conduct with the 2023 enrolment forms.
- Our families are encouraged to participate in our user surveys.
- Ask parents and carers about their children in meet the teacher, transition information, parent information sessions, open nights, parent/teacher interviews, or during chance meetings at pick-up and drop-off
- Encourage volunteer positions from families from diverse backgrounds, including people with a disability, Aboriginal people, and those from culturally and linguistically diverse backgrounds.

What are our next steps?

- Add a child safe item to termly newsletters that are sent to our Kinder community.
- Attempt to engage the parent community in decisions related to child safety.
- Future surveys to ask families if they feel involved in promoting child safety and wellbeing.
- Our child safety policies and procedures will be available for students and parents on the service website.
- Make child safety a standing item at committee meetings.

Child Safety Standard 5 - Equity is upheld and diverse needs respected in policy and practice

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What we have achieved:

- Developed an Equity and Diversity Policy with strategies and actions to uphold diversity and equity
- Ensure staff and volunteers understand the diverse circumstances of students, provides support, and responds to vulnerable students
- Provide the community access to information, support and complaints processes in ways that are culturally safe, accessible, and easy to understand
- Respond to family violence in a way that is accessible, culturally responsive, safe, child centred, inclusive, and non-discriminatory.
- Check in with vulnerable students and their families to confirm their needs are being met. at pick-up or drop-off, at parent teacher interviews or through informal discussions.
- Ensure the Kinder environments are welcoming and inclusive for young people.
- Provide child safety information in accessible, child-friendly language and formats.
- Seek out expert advice as needed to support inclusion, such as an occupational therapist, speech pathologist
- Compile a range of age-appropriate instructional materials for exploring differences and similarities in class.
- Staff have informal discussions with children about safety and who you can talk to if you don't feel safe.

What are our next steps?

- Survey staff, either formally or informally to measure equity, to ensure that staff feel they can contribute, have a role and feel valued.

Child Safety Standard 6 - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

What we have achieved:

- Updated the child safety policy
- We have a process in place to check WWWC and VIT (kept in administration)
- We ensure all staff are up to date with mandatory reporting and are aware of where information is and who to go to (director of the Kinder), if needed.
- All staff have yearly review meetings where staff and management discuss
- Code of conduct is signed by all staff.
- New staff are given copies of the child safety and wellbeing policies.
- All qualifications, WWWC and VIT registrations are checked and on file
- Ensure job advertisements have clear statements about: the job's requirements, duties and responsibilities regarding child safety and wellbeing
- Advise successful job applicants about the child safety practices of the school, including the Code of Conduct
- Make volunteers aware of the school's Child Safety Policy and Child Safety Code of Conduct.
- Provide refresher child safe training for staff and volunteers.

What are our next steps?

- We will create a document to ask referrers when employing
- A separate document that reflects child safe standards and suitability to work with children.
- 2022 review process will ask staff about child safe standards.
- New staff are given copies of the child safety and wellbeing policies.

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- Include child safety and wellbeing as a regular agenda item for staff meetings
- Communicate regularly with staff and volunteers about the Child Safety Policy and Code of Conduct at staff meetings, in newsletters and staff updates.

Child Safety Standard 7 - Processes for complaints and concerns are child-focused

What we have achieved:

- This policy is reviewed on a yearly basis. Committee and staff undertake these reviews.
- Complaints and compliments policy is accessible to parents (in foyer area with contacts of who to address these complaints to)

What are our next steps?

- Parents to be informed about when these policies are up for review and give them the opportunity to have input into the process

Child Safety Standard 8 - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

What we have achieved:

- Mandatory reporting
- Staff meetings around child safety, where we are at and what we are working towards.
- All volunteers sign a code of conduct and we have an induction process for the them before working in the room with the children.
- Providing training and information to volunteers engaged in child-connected work that is appropriate to their role that will equip them with the knowledge, skills and awareness to keep children safe.
- Keep a record of all staff and volunteers who complete child safety training to ensure all are appropriately trained and training is refreshed as required.

What are our next steps?

- Updating our staff handbook (this is currently in the process)
- Induction process for new staff members will now have a separate child safety induction with the child safety leader.
- Attendance of any available online webinars held by relevant organisations to update staff knowledge
- Provide an induction for new staff, volunteers, and new committee members on child safety, appropriate to the person's role
- Direct staff to PROTECT for guidance on: information to assist them to recognise indicators and risk factor of child harm, including harm caused by other children and young people to the processes to follow if a concern is raised.

Child Safety Standard 9 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

- What we have achieved:
- Staff conduct regular checks of playgrounds and surrounding areas to ensure safety of children whilst playing outdoors
- Internal areas are monitored to ensure spaces are safe from damage or areas that can cause harm to children.
- Any areas that arise that are seen as unsafe are rectified immediately
- Committee conduct regular maintenance of the outside grounds to ensure the space is safe for children. They also regularly report any major issues to the council and follow them up to ensure they are being rectified.

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- Staff and committee are careful not to post the faces of any children in any online space such as social media to protect their safety online.

What are our next steps?

- Purchase new equipment that is outdated or damaged to ensure safety of children while playing

Child Safety Standard 10 - Implementation of the Child Safe Standards is regularly reviewed and improved

What we have achieved:

- Agenda item in staff and committee meetings.
- We have adopted ELAA policies and therefore we are sent regular updates and these will be amended as they come through.
- Determine the causes of child safety incidents and monitor for repeat issues or systemic failures.
- Use complaints and incidents as a learning opportunity to inform continuous improvement.
- Identify ways to involve staff, volunteers, students, families and community members in review processes.

What are our next steps?

- We will continue to stay informed about any new updates around child safety.
- Attend online webinars when provided regarding Child Safety Standards, inform stakeholders such as committee and parents and update documentation accordingly
- Monitor and manage child safety risks using a risk register.

Child Safety Standard 11 - Policies and procedures document how the organisation is safe for children and young people

What we have achieved:

- All staff and volunteers sign a code of conduct and we discuss with them where policies can be accessed (online website and in the foyer folder)
- Yearly reviews of policies and updates made as per ELAA documents.

What are our next steps?

- To continue to inform families about what our Kinder is doing to ensure child safety is our number one priority. This will be through term newsletters, Skoolbag messages, teacher reflections.
- Display child safe signs in foyer with links to further information for staff and parents to access