BOOSH
Beecroft Out Of School Hours

Providing a Child Safe Environment

Policy Statement

The BOOSH Centre provides an environment that ensures the safety, health and wellbeing of children at all times. The welfare and protection of all children is of paramount importance. Educators will maintain the premises and equipment, adhere to procedures regarding safe practices and operate in line with legislative requirements relating to child protective practices and the Education and Care Services National Regulations and Law.

The safety and welfare of all children is of paramount importance. In all operations, decision-making, and service delivery, the safety, rights, and best interests of the children are the paramount consideration. In the event of any conflict of interest between the service, the Approved Provider, and the rights of a child, the rights and best interests of the child must always prevail. Educators are aware of their legal responsibility as Mandatory Reporters to act to protect and support children they suspect may be at significant risk of harm.

Educators will ensure that children are adequately supervised at all times and that every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury or trauma.

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.

Legislative Requirements

This policy is consistent with the legislative requirements detailed in, but not limited to, the following *Education and Care Services National Law* and *Regulations* and the *Children (Education and Care Services National Law Application) Amendment Act 2025 (NSW)*:

Section/Regulation	Description
Section 3A	Paramountcy Principle
Section 5AA	Inappropriate Conduct
Section 162A	Child protection training
Section 165	Offence to inadequately supervise children
Section 166	Offence to use inappropriate discipline

Section 167	Offence relating to protection of children from harm and hazards
Regulation 82	Tobacco, drug, and alcohol-free environment
Regulation 83	Staff members and family day care educators not to be affected by alcohol or drugs
Regulation 84	Awareness of child protection law
Regulation 103	Premises, furniture, and equipment to be safe, clean and in good repair
Regulation 115	Premises designed to facilitate supervision
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre-based services
Regulation 123A	Family day care co-ordinator to educator ratios – family day care service
Regulation 124	Number of children who can be educated and cared for – family day care educator
Regulation 145	Staff record
Regulation 165	Record of visitors
Regulation 166	Children not to be alone with visitors
Regulation 167	Record of service's compliance
Regulation 168	Education and care services must have policies and procedures
Regulation 169	Additional policies and procedures – family day care service
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 175 (d)(e)	Prescribed information to be notified to Regulatory Authority

National Quality Standard - Elements used to inform our policy

2.2.1 - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

2.2.3 - Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

3.1.2 - Upkeep Premises, furniture and equipment are safe, clean and well maintained.

7.1.2 - Systems are in place to manage risk and enable the effective management and operation of a quality service.

Links to other policies

- Dealing with medical conditions in children
- Delivery and collection of children
- Education and care service premises
- Emergency and evacuation
- Excursions
- Incident, injury, trauma, and illness
- Interactions with children
- Nutrition, food and beverages, dietary requirements
- Safe transportation of children
- Sleep and rest for children
- Sun protection
- Water safety

Procedure

Child Protective Practices
Mandatory Reporting

- A Mandatory Reporter is anybody who delivers services to children as part of their paid or professional work.
- At The BOOSH Centre mandatory reporters are:
    - Educators that deliver services to children
    - Management, either paid or voluntary, whose duties include direct responsibility or direct supervision for the provision of these services.
- Educators are mandated to report to Community Services if they have current concerns about the safety or welfare of a child relating to section 23 of the NSW Children and Young Persons (Care and Protection) Act 1998.
- See the *Child Protection policy* for more information including Mandatory Reporting, Information Exchange, the Child Safe Standards and Reportable Conduct.

Safe Use of Technology

- Safe use of technology and social media is enforced with clear guidelines, children do not use their own devices whilst at Boosh and are not permitted to access the internet.
- Only service-issued devices may be used for taking any images or videos of children for documentation purposes.
- Staff, volunteers, and students are strictly prohibited from carrying or using personal devices including smart phones, tablets and some digital watches whilst working directly with children. An exception is allowed for those with medical conditions that require digital monitoring. There must be explicit written authorisation from the service provider to possess the device. Exemptions for ongoing personal health

requirements or disabilities must be monitored and reviewed annually and the BOOSH Centre must Services must keep records of these authorisations as part of their revised digital technology policies.

Child Safe Recruitment and Training

All educators employed at The BOOSH Centre, members of the leadership team, volunteers and students will be subject to a Working With Children Check (WWCC) carried out by the NSW Office of the Children's Guardian. It is the employee's responsibility to apply for this check online (https://ocg.nsw.gov.au/), and pay the $80 fee. Once the clearance letter is received, the employee is required to send the WWCC number, their last name, and their date of birth to the Director to verify the WWCC online.

The online verification needs to be printed and placed in the employee's staff file. Employees are unable to begin employment at The BOOSH Centre until this application and verification is complete. When The BOOSH Centre engages a self-employed individual to provide services, the provider is required to provide a WWCC clearance, or self-employed work clearance. These certificates provide verification that the person employed is not banned by law from working with children. It is an offence for anyone subject to a prohibition notice to provide false or misleading information regarding their status

All visitors running incursions, sporting, or other programs with the children are required to supply proof of WWCC.

All staff, volunteers, and students aged 18 or above must complete the mandatory National Child Safety Training through the Australian Government's Geccko platform. Foundation training must be completed within 6 months of commencement, with ongoing refresher training required every two years.

- Regular training in child protection, identifying abuse, and reporting obligations is provided for all staff. Through child protection refresher courses and staff meeting discussions.
- Induction and training process ensure all new staff understand their child safety responsibilities.
- Specific training on potential supervision blind spots and awareness of shared spaces within the supervision area and beyond.
- The NSW Early Learning Commission's Reporting Guide will be kept in a place accessible by all staff, and that all educators know how to report concerns.
- The Centre commits to maintaining a register of child protection concerns and conducting ongoing child protection risk assessments

Attendance and Incident Accountability

- Daily Attendance Records: The service will maintain an accurate, up-to-the-minute attendance record (via the digital sign-in system) that lists every child booked for the session. This record must be accessible to educators at all times, including during outdoor play and transitions.

- Transition Accountability Procedure: Every time a group of children moves between locations (e.g., from the hall to the oval), the lead educator must:
    - Conduct a 'Roll Call': Verbally call out each child's name and see them physically acknowledge the call.
    - Conduct a 'Head Count': Count the total number of children present and verify this against the number of children signed in on the digital roll.
    - Cross-Check Absences: If a booked child is not present, the Director/Nominated Supervisor must immediately check for absence notifications or contact the school office/parents to confirm the child's whereabouts.
- Incident Record Accountability: In accordance with National Regulations, any record of an incident, injury, trauma, or illness must include the name and signature of the person who gave, or attempted to give, notice of the incident to the family.

Managing the Facility

Security:

- Only approved staff members will be given a key to access the building and equipment areas. The service adheres to key registry requirements of Beecroft Primary School (BPS).
- The staff roster indicates which Educators are responsible for locking and unlocking the service, and therefore which staff member takes home the 'Staff Set' of keys each night. The Director is in possession of the other full set of keys. The Assistant Directors, Educational Leader, and senior staff on approval of the Director also have permission to possess a set of keys.
- Extra keys will only be cut after agreement by the Director in consultation with BPS.
- The centre does not keep cash on the premises.
- Important documents will be kept in a lockable place and access will only be permitted by approved staff members.
- Educators will ensure that the building is left in a secure manner before leaving and ensure all windows, cupboards, safe, and other relevant areas are locked and all heating and lighting are off and all doors properly secured and the building alarms are turned on.
- The Director will inform the police and the school representatives as soon as possible if there has been a break in to the service of any kind. Educators will remain at the service until the police arrive or inform them of what to do.

Buildings, Equipment and Maintenance:

- Equipment will be chosen to meet the children's developmental needs and interests. There will be sufficient access to furniture, materials and developmentally appropriate equipment suitable for the education and care for each child.
- Service premises and all equipment and furniture will be maintained in a safe, clean condition and in good repair at all times.
- Children will be provided with adequate, developmentally and age-appropriate toilet, washing and drying facilities. These will enable safe use and convenient access by children.

- There must be no damaged plugs, sockets, power cords or extension cords and all plug sockets shall be maintained as child safe.
- Electrical appliances shall be in good working order and checked as part of the BPS electrical review.
- Electrical circuit breakers will be installed and be maintained.
- Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.
- Recycled craft materials should be checked for potential hazards before being given to the children to use.
- Educators should ensure safe handling of all tools used as part of any activity.
- The service will have an appropriate number of first aid kits that are suitable to the ages and needs of the children attending. The first aid kits will be well stocked and be easily recognised and accessible at all times.
- Families will be encouraged to notify educators of any safety issues they observe.
- Anything that requires maintenance is to be reported to the Director as soon as possible.
- Faulty equipment should be removed or protection placed around any dangerous building sites.
- If minor or non-urgent repairs are required the Director may arrange repairs to be carried out by qualified tradespeople or bring it to the attention of BPS to arrange repair.
- If urgent repairs (any repair that needs doing in order for children to have access to that area safely) are required, BPS is to be contacted immediately.
- If major repairs (any repairs that will cost over $2000) are required, BPS has indicated The BOOSH Centre is responsible for the repair, and there is adequate time to do so, a minimum of three quotes will be sought and reviewed by the Director who, upon consultation with the BOOSH Centre Convenor, will decide on a further course of action.
- All contractors must have their own public liability insurance.
- Maintenance reviews or work health and safety concerns should be discussed between the Director and Convenor on a regular basis.
- It is the responsibility of the Director, once a problem has been raised, to ensure that it is rectified in the most efficient manner and that the service is safe for educators and families.
- Should the service be considered unsafe or as being a health risk, then the service will be closed, after notice has been given to all relevant parties, until the problem has been rectified.

Storage:

- A storage system should be devised that ensures easy access and un-cluttered storage of all equipment.
- Storage areas will be cleaned and tidied at least twice a year or when seen as necessary.
- Play equipment and toys should be easily accessible to all children during the operating hours of the service.

- Spare craft equipment will be stored in a separate area, children should ask permission before removing any craft equipment, such as paints and glues etc. which has not been set up by the staff.
- Children will show respect for the equipment and be expected to pack equipment away that they have used to avoid trip hazards.
- All equipment is to be neatly packed away at the end of each session.
- All craft equipment is to be properly washed and cleaned before storage.
- Where room permits, a separate storage area will be available for sporting and large outdoor equipment to prevent clutter.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications should be stored in the designated secured area which is inaccessible to the children. Educators are responsible to ensure that these areas remain secure and that they do not inadvertently provide access to these items.
- Kitchen and other refuse areas will be provided with appropriate bins that are cleaned and emptied daily.
- The Director will ensure that all family records are kept in a nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations.

Ventilation, Temperature and Natural Light:

- All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability.
- All heating and cooling systems and power cords will be kept in a safe area and away from children.
- Educators will take individual needs and specific activities into account when ensuring that heating, ventilation levels are comfortable.
- Should educators, children or families complain about the temperature in the service not being at a comfortable level, this matter will be drawn to the attention of the Director and steps will be made to address the problem.
- Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening and protection from bugs and insects.
- Where activities involve toxic materials such as paints and glues, staff are to ensure there is adequate ventilation before undertaking the activity.
- Windows are to be opened during operation of the service unless closed to protect from extreme weather conditions.
- Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
- In areas made available for children's homework or other detailed work, natural light will be made available where possible and good overhead lighting provided.
- Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance to the service that clearly provides unobstructed view of the door and surrounding areas.
- Outdoor lighting will be suitable so that families, staff and children can enter and exit the building without any unsafe dark areas.

Pest Control:

- Equipment and especially food items will be properly stored so as not to attract pests and vermin.
- Bins and disposal areas will be emptied and cleaned daily.
- Kitchen, food preparation areas and storage will be cleaned and maintained daily.
- All areas will be checked daily for any signs of pests or vermin.
- Should any pests or vermin be identified then action should be taken to rid the service of the problem by:
    - Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.
    - Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
    - Other methods such as the employment of a pest control company if deemed necessary by the Director where the above methods have failed.
    - All families will be notified of use of professional pest removal chemicals in indoor areas of the centre.
    - Any use of chemical products should only be conducted outside the hours of the children and educators' presence in the building.
    - All action will be taken to remove the children, educators, families and visitors from the environment for as long as is safe and viable.

Managing the indoor and Outdoor Environment:

Indoor Environment:

- The services indoor environment will be smoke free and no smoking notices will be prominently displayed.
- The indoor space will be inspected daily for any obstacles or dangerous items and the hazard check will be recorded.
- The Director will only enrol the number of children in the service, which can comfortably fit into the building space and in accordance with the National Regulations and service licence.
- Where children are indoors for long periods due to weather conditions, special activities will be planned and other areas sought to disperse the group.
- Separate areas in the indoor environment will be provided for:
    - Signing children in/out of the service, unless set up outside
    - Answering phones, and maintaining daily records
    - Educators and families to talk in confidence
    - Children to store their bags and belongings, unless set up outside
    - Storage of equipment, food, dangerous materials, and family records
    - Preparation of food and drinks
    - Kitchen and other refuse
    - Cleaning of equipment
    - Male and female toilet, hand basins and hand drying facilities
    - Creative and other activities
    - Large and small group activities
    - Display of children's activities and work
    - Quiet space for children to retreat to, or do homework or lie down if unwell

- The indoor area is to be set up to allow children to participate in a variety of activities with easy access to equipment. Drawing paper and other materials will be made available to the children at all times.
- Easy access to areas should be maintained by making clear easily definable passageways and walkways though the building.
- Staff will ensure that children properly store their bags and that bags and other items are not thrown into walkways or play areas.
- All items obstructing areas are to be removed and placed in the correct storage areas.
- Areas must be set up to ensure that proper supervision can be maintained at all times.
- Access to the outdoor environment should be clear and easily accessible by the children and staff.

Outdoor Environment:

- The outdoor environment will be smoke free and where possible no smoking notices will be prominently displayed.
- The outdoor space will be inspected daily for any obstacles or dangerous items and the hazard check will be recorded.
- Any hazardous items will be disposed of in a safe and careful manner prior to the children playing in the area.
- The outdoor space will be set up in a variety of ways to encourage participation.
- Areas will be made available where children can play in large or small groups, or by themselves.
- Supervision should be properly maintained. Children are only to play in areas that are clearly visible to educators, and where child/educator ratios are maintained.
- Clear boundaries shall be set and enforced.
- When it is necessary to go outside the boundaries or line of supervision, an educator must accompany children.
- Adequate shade via trees and coverings will be maintained.
- As far as possible, activities will be set up in shaded areas.
- Use of other outdoor venues will be considered where access to the area is safe, adequate supervision can be maintained, the area is considered of value to the children's physical development and personal comfort, and where adequate staff/educator ratios can be maintained.
- Due to the shared nature of the Beecroft Public School grounds, educators must maintain heightened vigilance during transitions and outdoor play. Specific procedural mandates include:
    - The Beecroft PS Oval: Educators must be positioned to maintain clear sightlines across the entire oval perimeter, ensuring no child moves behind the boundary treeline or toward the primary school fence line unobserved.
    - The School Hall & Stage: When utilizing the Hall for high-energy activities (e.g., dodgeball), Educators must implement a perimeter-based supervision model. Educators must be positioned at the primary entry/exit points facing the COLA and use 'active scanning' to monitor the Stage area and equipment storage zones. No child is to be left unobserved behind stage curtains or in isolated storage alcoves..

- Mary Street Public Interface: When in the vicinity of the Mary Street entry, educators must maintain a 'protective barrier' positioning—placing themselves between the children and the public entry point. Any unauthorized adult approach must be challenged immediately in line with our Delivery and Collection of Children Policy.
- Transition 'Headcounts': A formal 'roll-check' and visual headcount must be conducted immediately upon arrival at any new campus location (e.g., moving from the BOOSH hub to the Oval) and recorded in the daily transition log.

Date Endorsed 25 April 2026

Signed by 

Khuong Lac – Beecroft PS P&C President

Signed by 

Danielle Moncrieff – BOOSH Convenor/P&C Vice President

Date for Review and Evaluation April 2027 (unless required by legislation)