

Quality Area Two:

Health and Safety Policy



Affinity
Education

Policy statement

The objective of this two-part policy is to outline Affinity Education Group's commitment to safeguarding and promoting the physical and psychological health, safety and well-being of all children, families, employees, visitors and other centre users. AEG and its employees have a duty of care, a legal and ethical responsibility, to act in the best interest of all children (ECA 2016) as well as to abide by Education and Care Services National Regulations (2011 and WA 2012) and Work Health and Safety Regulations (2011). Children, families, employees, visitors and other centre users have the basic right to safe and healthy environments and protection from harm, neglect, exploitation and any other hazard that has the potential to have a short- or long-term impact on a person's well-being.

Affinity Commitment to Child Safety will be evident in all employee practices and decision making.

Our Safety Commitment:

At Affinity, we believe that child safety is everyone's responsibility. We are committed to upholding the safety, rights and wellbeing of all children and promote a culture of child safety with a zero tolerance approach to child abuse and harm. Affinity ensures the Paramountcy Principle is applied in all aspects of our work. All decisions and actions related to the operation and delivery of education and care services must prioritize children's safety, rights and best interests above all other considerations.

Part One: Child Health and Safety

The safety of children is of highest priority and general procedures for maintaining health, hygiene and safety will be implemented as well as specific procedures for monitoring and caring for individual health and medical needs, emergencies and unforeseen events.

Children's health and safety will be embedded into the program and will become organic practices carried out by educators, children and other service users. Routines and opportunities will support and promote the importance of healthy lifestyles, nutrition, fitness, hygiene and personal safety and care.

Affinity Education Group supports the UN Convention on the Rights of the Child and National Principles of Child Safe Organisations and will advocate for the protection and safety of all children. Stringent procedures and child safe standards will be implemented to protect and support all children, including at risk and vulnerable children, children from cultural and linguistically diverse backgrounds and children with disabilities.

Part Two: Child Safety and Protection

Children have a fundamental right to be protected and kept safe when they attend an education and care service. Unsafe settings and situations can negatively impact on children's physical health and wellbeing, which in turn can negatively affect their experiences, learning and wellbeing in the present and throughout their lives.

Maintaining a child safe culture promotes children's safety, dignity and rights and takes steps to prevent child maltreatment, abuse and neglect. Through a widening network of secure relationships, children develop confidence and feel respected and valued. A strong sense of wellbeing promotes children's confidence and optimism, which maximises their learning and development (Early Years Learning Framework; Framework for School Age Care).

Management, nominated supervisors, persons in day-to-day charge of the service, staff members and volunteers (including students) must be aware of current child safety and child protection policy and procedures. This includes their legal responsibilities and being able to act when required to protect every child who is at risk of abuse or neglect.

Through policy, training, systems and CSO support, each centre will be equipped with the knowledge, skills and resources to Maintain child safety and protection. All centre users, regardless of their role or purpose for being at the centre, have the responsibility to step in and/ or report any unsafe or hazardous practices, environments or equipment and to act in a way that protects their own safety and that of others, following the principle of 'See or Sense Something? Say Something! And Do Something!'.

Responsible	Nominated Supervisor, Centre Team		
Accountable 1	Chief Compliance and Quality Officer	Accountable 2	Nominated Supervisor
Consulted	Compliance Team, Policy Committee, Operations	Date approved	May 2026
Informed	All staff, students, volunteers, families	Date next reviewed	May 2027
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Associated procedures to assist in implementation:	
2-P1 Administration of Medication	2-P20 Food Handling, Safety and Nutrition
2-P2 Anaphylaxis/ Allergy Management	2-P21 Meal Time
2-P3 Asthma Management	2-P22 Animal and Pets
2-P4 Medical Conditions	2-P23 Water Safety
2-P5 Child Safety and Protection	2-P24 Incident, Injury, Trauma and Illness
2-P6 Excursions	2-P25 Supervision
2-P7 Bathing	2-P26 First Aid
2-P8 Dental Health	2-P27 Emergency Response and Evacuation
2-P10 Bottle Preparation and Dummy	2-P28 External Visitors
2-P11 Nappy Changing and Toileting	2-P29 Physical Activity
2-P12 Safe Sleep and Rest	2-P30 Transport of Children in Vehicles
2-P14 Sun Protection and Extreme Heat	2-P31 Child Safe Organisation Principles and Standards
2-P15 Infectious Disease, Immunisation and Exclusion	2-P32 Diabetes Management
2-P17 Infection Control	2-P33 Safe Use of Digital Technologies - Electronic Devices
2-P19 Head Lice Management	

Information relating to this policy, associated procedures, related forms and supporting documents is communicated throughout the service using a variety of methods including, but not limited to:

Policy folder, Promapp, newsletters, emails, family handbooks, noticeboards, signs and displays, memos, educator meetings, in-service professional development opportunities, phone and face to face conversations.

Links to Education and Care Services National Law Act 2010 (section) and Education and Care Services National Regulations 2011 and WA 2012 (regulation) including Amendment Regulations	
Section 162A and B	Child Protection Training; Child Safety Training
Section 165	Offence to inadequately supervise children
Section 166	Offence to use inappropriate discipline
Section 166A	Offence relating to inappropriate conduct
Section 167	Offence relating to protection of children from harm and hazards
Section 51(1)(a)	Conditions on service approval (safety, health and wellbeing of children)
Section 170	Offence relating to unauthorised persons on education and care service premises
Section 171	Offence relating to direction to exclude inappropriate persons from education and care premises
Regulation 77	Health, hygiene and safe food practices
Regulation 78	Food and beverages
Regulation 79	Service providing food and beverages
Regulation 80	Weekly menu
Regulation 82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
Regulation 83	Staff members and family day care educators not to be affected by alcohol or drugs
Regulation 84	Awareness of child protection law; Sleep and rest; Sleep and rest policies and procedures; Risk assessment for purposes of sleep and rest policies and procedures
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 88	Infectious diseases
Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 94	Exception to authorisation requirement— anaphylaxis or asthma emergency
Regulation 95	Procedure for administration of medication
Regulation 96	Self-administration of medication

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Regulation 97	Emergency and evacuation procedures		
Regulation 98	Telephone or other communication equipment		
Regulation 99	Children leaving the education and care premises (except WA 2012)		
Regulation 100	Risk assessment must be conducted before excursion		
Regulation 101	Conduct of risk assessment for excursion		
Regulation 102	Authorisation for excursions; Safe arrival of children policies and procedures; Risk assessment for the purposes of safe arrival of children policies and procedures; Transport risk assessment must be conducted before service transports a child; Conduct of risk assessment for transporting of children by the education and care service; Authorisation for service to transport children; Children embarking a means of transport—centre-based service; Children disembarking a means of transport—centre-based service		
Regulation 128B,D and E	Child protection training; Foundation child safety training; Advanced child safety training		
Regulation 160	Child enrolment records to be kept by approved provider		
Regulation 161	Authorisations to be kept in enrolment record		
Regulation 162	Health information to be kept in enrolment record		
Regulation 168	Education and care service must have policies and procedures (including 2a,b,c,d,e,g,h)		
Regulation 177	Prescribed document of an incident, injury, trauma and illness record and a medication record		
Version Control	Date	Author	Description of Change
V4.16	April 2016	AEG	New policy
V1.17	January 2017	AEG	Revision
V7.17	July 2017	AEG	Revision
V10.17	Oct 2017	AEG	Revision
V2.18	Feb 2018	AEG	Scheduled Review
V2.19	Feb 2019	AEG	Scheduled Review
V2.20	Feb 2020	AEG	Scheduled review
V2.21	Feb 2021	AEG	Scheduled review
V2.22	Feb 2022	AEG	Scheduled review
V2.23	Feb 2023	AEG	Revision - 2-P13 SUDI and SIDS merged with 2-P12 Rest and Sleep
V12.23	Dec 2023	AEG	Added RACI table and definition
V2.24	Feb 2024	AEG	Scheduled review. Added subtitle to Part One and Two
V2.25	Feb 2025	AEG	Scheduled review
V2.5	May 2026	AEG	Scheduled review, added in relevant Section/Regulations and Child Paramourncy Principle. Removal of WHS information as will be its own standalone policy.

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