



# Child Safe & Respectful Environment POLICY



## Purpose

Insight Early Learning is committed to providing a child safe, inclusive, and respectful environment where every child feels safe, valued, heard, and empowered. We uphold our legal and moral obligations to ensure that children's safety and wellbeing are embedded in everyday practice, decision-making, and culture across our organisation.

## Policy Statement

We prioritise children's safety and wellbeing above all else. We believe every child has the right to:

- Be safe from harm
- Be listened to and believed
- Grow and learn in a culture that promotes dignity and respect

We embrace the **National Principles for Child Safe Organisations** and the **Child Safe Standards**, and we integrate them into our daily operations, relationships, and environments.

## Scope

This policy applies to all Insight Early Learning staff, educators, students, volunteers, contractors, and any adult involved in the delivery of our services.

## Legislative Requirements

Education and Care National Law	
Regulation	Description
REG 84	Awareness of child protection law
REG 155 - 156	Interactions with children
REG 168(2)(h)	Policies on providing a child-safe environment
REG 170 - 175	Staffing, policies and procedures, record keeping

## Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children's Health and Safety	
2.2.3	Child Protection
5.1.1	Positive Educator-to-child relationships
5.2.2	Self-Regulation
6.1.2	Parent views respected
7.1.2	Management Systems
7.1.3	Roles and Responsibilities
7.2.1	Continuous Improvement

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## Related Policies

- Child Protection Policy
- Code of Conduct
- Inclusion Policy
- Behaviour Guidance Policy
- Incident and Emergency Management Policy
- Staff Induction and Training Policy

## Commitments

Insight Early Learning commits to:

- Embedding a **child-centred culture** of safety, rights, inclusion, and empowerment
- Supporting children’s ability to participate in decisions that affect them
- Promoting **cultural safety** for Aboriginal and Torres Strait Islander children and families
- Being inclusive of children from diverse backgrounds, including culturally and linguistically diverse (CALD) communities, and children with a disability
- Establishing clear boundaries and expectations for respectful behaviour among adults and children
- Encouraging open communication and feedback from families, children, and staff
- Providing regular training and supervision to ensure all staff understand their child protection responsibilities

### Child Empowerment and Participation

We empower children to:

- Express their views and be heard
- Recognise unsafe situations
- Know how to seek help from a trusted adult

Educators use intentional teaching, storytelling, and everyday conversations to help children understand their rights and personal safety.

### Cultural Safety and Inclusion

We ensure that:

- Aboriginal and Torres Strait Islander cultures are respected and reflected in our environments and practice
- Programs are inclusive of children from all cultural and linguistic backgrounds
- Children with disability are supported to participate safely and meaningfully in the program

### Respectful Relationships and Interactions

We expect all adults and children at our service to:

- Speak and behave respectfully
- Model kindness, empathy, and cooperation
- Understand and support positive behaviour guidance strategies

Bullying, discrimination, harassment, or any behaviour that undermines a child’s dignity is never tolerated.

### Staff Responsibilities

All staff and educators must:

- Meet their obligations under the **Child Protection Law, NQS, and National Regulations**
- Follow the service’s Code of Conduct and Protective Behaviour Guidelines
- Immediately report any concern, disclosure, or suspicion of abuse or neglect
- Complete mandatory child protection training

### Reporting and Responding to Concerns

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All concerns about a child’s safety or wellbeing must be reported promptly to the Nominated Supervisor or Approved Provider. Where necessary, concerns will be reported to the relevant statutory authority in line with mandatory reporting obligations.

### Governance and Monitoring

- This policy is reviewed at least annually or after any incident
- Staff, families, and children are encouraged to participate in policy reviews
- The service maintains clear procedures for risk management and child safe recruitment

### Use of Personal Devices and Digital Media

Use of personal devices—including mobile phones, tablets, digital cameras, laptops, or any other electronic device—is **strictly prohibited in our classrooms**. This applies to **all individuals** on-site, including Insight Early Learning team members, management, contractors, volunteers, students, family members, and the wider community.

Photographs or images of children may only be taken using **authorised company devices** and are strictly for **approved organisational use**. These images must **not be shared, copied, transmitted, or duplicated** in any form. The only exception is when a copy is **provided directly to the family** of the child depicted, upon request.

## Specific State Requirements (If Applicable)

Child Safe Standards	
Victoria	<p>Insight Early Learning aligns with and implements the <b>Victorian Child Safe Standards</b>, compulsory minimum standards to ensure organisations working with children are safe and inclusive. These 11 standards are a key part of our commitment to safeguarding children and form a framework for how we create and maintain a child safe culture. These Standards are aligned with the <b>National Principles for Child Safe Organisations</b> and reflect the recommendations of the <b>Royal Commission into Institutional Responses to Child Sexual Abuse</b>.</p> <p>As part of our obligations under these standards, <b>each Insight Early Learning service in Victoria is required to develop, maintain, and regularly review a Child Safe Standards Action Plan</b>. This Action Plan outlines how the service implements each of the 11 Child Safe Standards in practice, including strategies, responsibilities, timelines, and evaluation processes. It serves as a living document that supports continuous improvement and transparency, ensuring all stakeholders - including children, families, staff, and community - understand how child safety is being prioritised and actively maintained.</p>

## Review

This policy will be reviewed annually as legislation, regulations, or best practice changes.

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