



OOSH PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURES

09

1. Policy Information

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Approval Authority	Approved Provider (Principal), DPP, OOSH Nominated Supervisor
Person/s responsible for policy	OOSH Nominated Supervisor

2. Overview

Toongabbie Christian College (the 'College') OOSH (Out of School Hours/the 'Service') provides an environment that ensures the safety, health and wellbeing of children at all times. Children's safety and wellbeing are paramount at our service and will be fostered through our child safe culture, responsive relationships, engaging experiences and safe and healthy environment.

This document needs to be read in conjunction with the College's *Child Protection Policy & Procedures*.

3. Policy

3.1 General Principles

- 3.1.1 Educators will maintain the premises and equipment, adhere to procedures regarding safe practices and operate in line with relevant legislative requirements relating to child protective practices and the Education and Care Services National Regulations and Law.
- 3.1.2 Educators will be made aware of their legal responsibility as Mandatory Reporters to take action to protect and support children they suspect may be at risk of significant harm.
- 3.1.3 Educators will be made aware of their duty of care responsibilities.
- 3.1.4 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 (National Quality Standards 2.3.1 & 2.3.2).

4. Procedures

4.1 Managing the Facility

4.1.1 Security:

- 4.1.1.a Only approved educators will be issued a key to access the building and equipment areas.
- 4.1.1.b A key register will be maintained at the College Office that indicates the person's receipt of the key, date received and date returned on completion of employment.
- 4.1.1.c Important documents, such individual children files, incident reports, medical information etc will be kept in a lockable place and access will only be permitted by approved educators.

- 4.1.1.c.i Medical information that educators are required to be aware of, such as allergies, asthma etc, are displayed in the staff area for reference.
- 4.1.1.d Educators will ensure that the building is left in a secure manner before leaving and all windows, cupboards and relevant areas are locked. All heating and lighting will be switched off and all doors properly secured.
- 4.1.1.e Educators will inform the Approved Provider and the Nominated Supervisor immediately if there has been a break in to the Service of any kind. The Approved Provider will be responsible for ensuring that the Police are informed.
- 4.1.1.f The Approved Provider will make arrangements that the Service is accessible to the Police.
- 4.1.2 Buildings, Equipment and Maintenance:
 - 4.1.2.a Equipment will be selected 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 of children.
 - 4.1.2.b Service premises and all equipment and furniture will be maintained in a safe, clean condition and in good repair at all times.
 - 4.1.2.c The Service facilities and equipment will be regularly checked and inspected to ensure that they are in a good and safe condition and comply with relevant Australian Standards.
 - 4.1.2.d Children will be provided with adequate, developmentally and age-appropriate toilets, washing and drying facilities. These will enable safe use and convenient access by children.
 - 4.1.2.e There must be no damaged plugs, sockets, power cords or extension cords.
 - 4.1.2.f All plug sockets shall be maintained as child safe.
 - 4.1.2.g Electrical appliances must be in good working order and tag tested.
 - 4.1.2.g.i new electrical appliances that are purchased are tag tested before use. This is submitted on the College's Helpdesk.
 - 4.1.2.h New equipment, other than household appliances, will be completed by the College's maintenance team who will conduct a risk assessment and provide training to staff on appropriate use.
 - 4.1.2.i Electrical circuit breakers will be installed and maintained.
 - 4.1.2.j All contractors should have their own public liability insurance.
 - 4.1.2.k Recycled craft materials should be checked for potential hazards.
 - 4.1.2.l Educators should ensure safe handling of all tools if used as part of any activity.
 - 4.1.2.m Parents/Carers will be encouraged to notify educators of any safety issues they observe.
 - 4.1.2.n Anything that requires maintenance is to be reported to the Nominated Supervisor as soon as possible and registered on the College's Helpdesk.
 - 4.1.2.o Faulty equipment should be removed or protection placed around any dangerous building sites.
 - 4.1.2.p It is the responsibility of the Nominated Supervisor, once a problem has been identified, to ensure that it is reported on the College's Helpdesk and rectified and that the Service is safe for children, educators and their families. If it is a significant risk, a phone call should be made to the Facilities Team/Principal as well as a Helpdesk ticket.
 - 4.1.2.p.i In the absence of the Nominated Supervisor, the Responsible Person will follow the same procedures as outlined in 4.1.2.o
 - 4.1.2.q Should the Service be considered unsafe or as being a health risk, then the Service will be closed, after notice has been given to educators, families, ACECQA, DoE and other relevant agencies/authorities, until the problem has been rectified.
- 4.1.3 Storage:
 - 4.1.3.a Equipment will be stored to ensure safe access.

- 4.1.3.b Storage areas will be clean and tidy at all times.
 - 4.1.3.c Play equipment and toys should be easily accessible to all children during the operating hours of the Service.
 - 4.1.3.d All equipment is to be neatly packed away at the end of each session.
 - 4.1.3.e Craft equipment will be stored in a the craft cupboard and is to be properly washed and cleaned before storage.
 - 4.1.3.f Sporting and large outdoor equipment will be stored in the outdoor OOSH Sport Storage, which is inaccessible to children.
 - 4.1.3.g 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.
 - 4.1.3.g.i Children could have access to the Emergency bags and the outdoor first aid kit which contains basic items such as bandaids, saline etc.
 - 4.1.3.h Kitchen and other refuse areas will be provided with rubbish disposal units that are cleaned and emptied daily.
 - 4.1.3.i In regards to the storage of documents, please refer to the College's *OOSH Confidentiality Policy and Procedures*.
 - 4.1.3.j Educators store personal belongings and equipment in the staff area which is locked and inaccessible to children.
- 4.1.4 Ventilation, Temperature and Natural Light:
- 4.1.4.a All heating and cooling systems will be of good quality and checked and maintained on a regular basis to ensure safety and reliability.
 - 4.1.4.b All heating and cooling systems and power cords will be kept in a safe area and away from children.
 - 4.1.4.c Educators will take individual needs and specific activities into account when ensuring that heating and ventilation levels are comfortable.
 - 4.1.4.d 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 Approved Provider and steps will be made to address the problem.
 - 4.1.4.e Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening and protection from bugs and insects.
 - 4.1.4.f Where activities involve toxic materials such as paints and glues, staff are to ensure there is adequate ventilation before undertaking the activity.
 - 4.1.4.g Windows are to be opened during operation of the Service unless closed to protect from extreme weather conditions.
 - 4.1.4.h Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
 - 4.1.4.i In areas made available for children's homework or other fine detail, natural light will be made available where possible and good overhead lighting provided.
 - 4.1.4.j Outdoor lighting will be suitable so that children, educators and families can enter and exit the building without any unsafe dark areas.
- 4.1.5 Pest Control
- 4.1.5.a Equipment and especially food items will be properly stored so as not to attract pests and vermin.
 - 4.1.5.b Refuse bins and disposal areas will be emptied and cleaned daily.
 - 4.1.5.c Kitchen, food preparation areas and storage will be cleaned and maintained daily.
 - 4.1.5.d All areas will be checked daily for any signs of pests or vermin.
 - 4.1.5.e Should any pests or vermin be identified, then action should be taken to rid the Service of the problem:
 - 4.1.5.e.i initially using non-chemical methods such as physical removal, maintaining a clean environment and use of any non-chemical products

- 4.1.5.e.ii low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children
- 4.1.5.e.iii other methods such as the employment of a pest control company where the above methods have failed.
- 4.1.5.f If urgent, the Nominated Supervisor will contact College Maintenance and request that they organise for the issue to be addressed immediately.
- 4.1.5.g If not urgent, the Nominated Supervisor will bring the problem to the attention of College Maintenance through the Helpdesk and request that they address the issue.
- 4.1.5.h Parents/Carers will be notified of any use of chemicals via email and signage.
- 4.1.5.i Any use of chemical products should only be conducted during the hours when children and educators are not present.
- 4.1.5.j All action will be taken to remove the children, educators, families and visitors from the environment, if required.

4.2 Managing the indoor and outdoor environment:

4.2.1 Indoor Environment:

- 4.2.1.a The indoor environment provides each child with at least 3.25 square metres of unencumbered outdoor space in compliance with National Regulation 107.
- 4.2.1.b The Service's indoor environment will be smoke/e cigarettes, tobacco, alcohol and drug free and no smoking notices will be prominently displayed.
- 4.2.1.c The Nominated Supervisor will only enrol the number of children in the Service in accordance with the National Regulations.
- 4.2.1.d Separate areas in the indoor environment will be provided for:
 - 4.2.1.d.i Signing children in/out of the Service.
 - 4.2.1.d.ii Answering phones and maintaining daily records.
 - 4.2.1.d.iii Educators and parents/carers to talk in confidence.
 - 4.2.1.d.iv Children to store their bags and belongings.
 - 4.2.1.d.v Storage of equipment, food, dangerous materials and family records.
 - 4.2.1.d.vi Preparation of food and drinks.
 - 4.2.1.d.vii Kitchen.
 - 4.2.1.d.viii Male and female toilet, hand basins and hand drying facilities.
 - 4.2.1.d.ix Creative and other activities.
 - 4.2.1.d.x Large and small group activities.
 - 4.2.1.d.xi Display of children's activities and work.
 - 4.2.1.d.xii Quiet space for children to retreat to in order to complete homework or for sleep and rest if children are tired or unwell.
- 4.2.1.e The indoor area is to be set up to allow children to participate in a variety of activities with easy access to equipment.
- 4.2.1.f Easy access to areas should be maintained by making clear easily definable passageways and walkways through the building.
- 4.2.1.g Educators will ensure that children properly store their bags and that bags and other items are not thrown into walkways or play areas.
- 4.2.1.h All items obstructing areas are to be removed and placed in the correct storage areas.
- 4.2.1.i Areas must be set up to ensure that proper supervision can be maintained at all times.
- 4.2.1.j Access to the outdoor environment should be clear and easily accessible by the children and educators.

4.2.2 Outdoor Environment:

- 4.2.2.a The outdoor environment provides each child with at least 7 square metres of unencumbered outdoor space in compliance with National Regulation 108.
- 4.2.2.b The outdoor environment will be smoke/e cigarettes, alcohol and drug free and where possible, no smoking notices will be prominently displayed.
- 4.2.2.c The outdoor space will be inspected daily for any obstacles or dangerous items and the hazard check will be recorded.
- 4.2.2.d Any hazardous items will be disposed of in a safe and careful manner prior to the children playing in the area.
- 4.2.2.e The outdoor space will be set up in a variety of ways to encourage participation and experiences in a natural environment.
- 4.2.2.f Areas will be made available where children can play in large or small groups or by themselves.
- 4.2.2.g Supervision should be properly maintained. Children are only to play in areas that are clearly visible to educators and where educator to child ratios are maintained.
- 4.2.2.h Clear boundaries shall be set and enforced.
- 4.2.2.i When it is necessary for a child to go outside the boundaries or line of supervision, they must be accompanied by an educator.
- 4.2.2.j Adequate shade via trees and coverings will be maintained.
- 4.2.2.k Where possible, activities will be set up in shaded areas.
- 4.2.2.l 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 educator to child ratios are maintained.

4.3 Child Protective Practices

4.3.1 Mandatory Reporting:

- 4.3.1.a A Mandatory Reporter is anybody who delivers Services to children as part of their paid or professional work in accordance with the the *Children and Young Persons (Care and Protection) Act 1998*.
- 4.3.1.b In OOSH Services, mandatory reporters are:
 - 4.3.1.b.i Educators that deliver services to children
 - 4.3.1.b.ii Management, either paid or voluntary, whose duties include direct responsibility or direct supervision for the provision of these Services.
- 4.3.1.c Educators are mandated to report to ChildStory Reporter (NSW Government Communities and Justice) <https://reporter.childstory.nsw.gov.au/s/mrg> if they have current concerns about the safety or welfare of a child relating to section 23 of the *Children and Young Persons (Care and Protection) Act 1998*.
- 4.3.1.d Educators will undergo training in relation to child protection and reporting annually as part of the College's Compliance Session.
- 4.3.1.e Reports should be treated with strict confidentiality in adherence to the College's *OOSH Confidentiality Policy and Procedures*.
- 4.3.1.f A Child Disclosure
 - 4.3.1.f.i If a child makes a disclosure about a child protection matter, the educator should:
 - 4.3.1.f.i.1 listen attentively
 - 4.3.1.f.i.2 reassuring the child
 - 4.3.1.f.i.3 document using the child's words
 - 4.3.1.f.ii If a child makes a disclosure about a child protection matter, the educator should not:
 - 4.3.1.f.ii.1 ask leading questions
 - 4.3.1.f.ii.2 reassure the child that the abuse will stop
 - 4.3.1.f.ii.3 tell the child that they will keep the information confidential
- 4.3.1.g Immediate Danger Responses

- 4.3.1.g.i Any educator who forms a belief that a child is at risk of immediate danger must contact the Police. If they feel uncomfortable to do so, they must inform the Nominated Supervisor who will contact the Police on their behalf.
 - 4.3.1.g.i.1 Any report to the Police should also be communicated to the Principal as the Head of Relevant Entity.
- 4.3.1.h Suspicion of Risk of Significant Harm (ROSH)
 - 4.3.1.h.i Educators may suspect that a student is at risk of significant harm based on the examples:
 - 4.3.1.h.i.1 neglect
 - 4.3.1.h.i.2 emotional/psychological harm
 - 4.3.1.h.i.3 physical abuse/assault
 - 4.3.1.h.i.4 sexual abuse
 - 4.3.1.h.i.5 domestic violence
 - 4.3.1.h.ii Any educator who forms a belief based on reasonable grounds that a child is at risk of significant harm should discuss their concerns with the Nominated Supervisor, the Responsible Person in charge of daily operation and the DPP as they may have information of which the educator is not aware. The incident/s that lead the educator to form the belief should be recorded concisely, including as much detail as possible and be kept in a secure place to ensure confidentiality.
 - 4.3.1.h.iii The Nominated Supervisor, the Responsible Person or DPP will then assist staff in completing the online Mandatory Reporters Guide (MRG) to determine whether the report meets the threshold for risk of significant harm.
 - 4.3.1.h.iv If directed by the MRG to report to The Office of the Children’s Guardian, the educator should report their concerns to the Child Protection Helpline.
 - 4.3.1.h.v When reporting to the Child Protection Helpline, it is important to have as much information as possible available regarding the child/ren involved and any specific incident details. This might include child’s information, family information, reporter details and outcomes of the MRG.
 - 4.3.1.h.vi If the Nominated Supervisor has been advised to, but has not reported to ChildStory Reporter (NSW Government Communities and Justice), the educator is legally responsible to do so.
 - 4.3.1.h.vii Once a report is made to the Child Protection Helpline no further report needs to be made unless new information comes to hand.
 - 4.3.1.h.viii Any report made to a statutory authority needs to be communicated to the Principal as the Head of Relevant Entity.
- 4.3.2 Mandatory Reporting Guide (MRG):
 - 4.3.2.a The MRG has been developed to help frontline mandatory reporters, including OOSH educators, determine whether the risk to a child or young person meets the statutory threshold of ‘risk of significant harm’. The MRG will guide the reporter on what action should be taken. The MRG is an interactive tool and is available online at <https://reporter.childstory.nsw.gov.au/s/mrg>
 - 4.3.2.a.i If still in doubt, the Office of the Children’s Guardian will provide feedback about whether or not the report meets the threshold for statutory intervention.
 - 4.3.2.a.ii If new information presents concerning the child or young person, run the MRG tool again.
 - 4.3.2.a.iii Where concerns do not meet the risk of significant harm threshold, the MRG tool may guide you to ‘Document and continue the relationship’. This requires the Service to continue to support, provide services and coordinate assistance and referral for the child and their family.

- 4.3.2.a.iv Regardless of the outcome of using the MRG, the family and child will require support and referral, if appropriate to do so.
 - 4.3.2.a.v The report page from the MRG should be printed and placed in the child/family file for future reference regardless of whether or not further action is recommended.
- 4.3.3 Information Exchange:
- 4.3.3.a In order to provide effective support and referral, it may be necessary for the Approved Provider to exchange information with other prescribed bodies including government agencies or non-government organisations and Services.
 - 4.3.3.b Chapter 16A requires prescribed bodies to take reasonable steps to coordinate decision making and the delivery of services regarding children and young people
 - 4.3.3.c Under Chapter 16A of the *NSW Children and Young Persons (Care and Protection) Act 1998*, the Approved Provider will exchange information that relates to a child or young persons safety, welfare or wellbeing, whether or not the child or young person is known to DCJ and whether or not the child or young person consents to the information exchange.
 - 4.3.3.d The information requested or provided must relate to the safety, welfare or wellbeing of the child. Information includes:
 - 4.3.3.d.i A child or young person's history or circumstances
 - 4.3.3.d.ii A parent/carer or other family member, significant or relevant relationship
 - 4.3.3.d.iii The agency's work now and in the past
 - 4.3.3.e Where information is provided in good faith and according to legal provisions, under section 29 & section 245G of the *NSW Children and Young Persons (Care and Protection) Act 1998*, reporters cannot be seen as breaching professional etiquette or ethics or as a breach of professional standards. There can be no liability for court action.
- 4.3.4 Where a complaint is made about an educator or someone in the Service:
- 4.3.4.a Any complaint or allegation made about an educator or someone in the Service does not need to meet the ROSH threshold in order to be reported. The only consideration is if the allegation itself is reportable. Whether it is likely to be true or the strength of the evidence does not need to be considered. Rumours are viewed as important.
 - 4.3.4.b Should an incident occur that involves a child being put at risk of significant harm from an educator, volunteer, trainee or person visiting the Service, this is regarded as 'reportable conduct' and necessitates such conduct being reported to the OCG in a 7-Day Notification Form by the Approved Provider within 7 business days.
 - 4.3.4.c The Approved Provider must provide the OCG with an update on the status of the investigation within 30 calendar days from when the OCG was notified in reference to the allegation in the form of a final report or may seek further guidance for the final report within the 30 calendar day timeline by completing the 30-Day Interim Report Form.
 - 4.3.4.d The relevant forms together with information and assistance are available from the OCG website.
 - 4.3.4.e Where the allegation is made to an educator or member of management the facts as stated will be recorded in writing, using an Incident Report template that includes dates, times, names of person/s involved, name of person making allegation and the person making the report. This report should be kept on record and treated as strictly confidential.
 - 4.3.4.f If the Nominated Supervisor or responsible person in charge is suspected, then the Approved Provider must be informed.
 - 4.3.4.g The person making the report should follow the advice of the OCG.
 - 4.3.4.h For the protection of both the children and the educator involved, the educator will be stood down until findings are made.

- 4.3.4.i Support should be provided to all involved. This support can be given in the form of counseling or referral to an appropriate agency.

4.4 Promoting a Culture of a Child Safety and Wellbeing

- 4.4.1 The Service sends out a strong child safe message and leaders champion a child safe culture.
- 4.4.2 The Service includes child safe statements when advertising vacancies.
- 4.4.3 The Service puts a lens across prospective employees, such as face to face interviews, referee checks, WWCC verifications etc.
- 4.4.4 Engage and train staff to be strategic partners to ensure that the Service is a Child Safe Organisation (CSO).
- 4.4.5 Preventing, identifying and mitigating risk to children is a focus for risk management. This includes activities as well as the physical environment
- 4.4.6 The Service monitors child safety in ways such as staff observations when interacting with children, termly appraisals and reminders of child safe practice during staff meetings.
- 4.4.7 Regular education with children as part of the program, which is written with reference to the Child Safe Standards.
- 4.4.8 Parents/Carers are directed to the College's *Grievance & Complaints Handling Policy & Procedures* on the College website. This reminder is displayed in the Parent Area, along with the Prescribed Information display.
- 4.4.9 The Service uses the High 5 strategies for helping children regulate. Children are taught this through the program and visual representations are displayed.
- 4.4.10 The Service uses the Zones of Regulation to assist children to self regulate. This is inline with the College's procedures.
- 4.4.11 The Services has visual displays in regards to children self reporting any child protection concerns.

4.5 Online Environments

- 4.5.1 Children attending the Service do not have access to the College network.

4.6 Recruitment and Orientation of Staff:

- 4.6.1 All educators employed by the Service including management, full time/ part time and casual educators will be subject to a verified Working with Children Check prior to commencement. This process is completed by the College HR.
- 4.6.2 When the Service engages an external provider, the provider will be required to supply a Certificate of Currency, a valid WWCC and a risk assessment. All activities run by the external provider will be supervised by Service educators.
- 4.6.3 All educators will be informed of their responsibilities as a Mandatory Reporter as part of their orientation and induction process. This will involve discussion regarding their current understanding, use of this policy and resources and access to Child Protection training. Information related to sexual grooming will also be provided upon orientation and induction to ensure that staff are fully aware of the signs and limits related to appropriately interacting with children.

5. References

- Prepared in consultation with Becklyn

6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
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<p>R82, R84, R85, R86, R87, R89, R103, R105, R107, R108, R109, R110, R114, R115, R122, R123, R145, R155, R165, R166, R167, R170, R171, R172, R175 (d)(e)R176, R168.</p>	<p>QA2, QA3, QA4, QA5, QA7</p>	<ul style="list-style-type: none"> • Parent handbook • Administration of Medication Policy & Procedures • Child Protection Policy • OOSH Dealing with Infectious Diseases Policy • OOSH Delivery and Collection Policy • OOSH Emergency and Evacuation Policy • OOSH Hours of Operation Policy • Interactions with Children Policy • Medical Conditions Policy • OOSH Confidentiality Policy and Procedures • OOSH Sleep & Rest Policy & Procedures • OOSH Sun Protection Policy & Procedures • OOSH Interactions with Children Policy & Procedures • WHS Policy & Procedures • Grievances & Complaints Handling Policy & Procedures 	<ul style="list-style-type: none"> • NSW Children and Young Person's (Care and Protection) Act 1998 • Ombudsman Act 1974 (with relevant Child Protection Amendments) • Children's Guardian Act (2019) • NSW Department of Community Services Mandatory Reporting Guidelines • NSW Child Protection Interagency Guidelines (2006) • Privacy Legislation • WHS Legislation Legislation Amendment (Wood Inquiry Recommendations) Act 2009 No 13 • Child's Story • https://www.facs.nsw.gov.au/families/childstory • https://reporter.childstory.nsw.gov.au/s/mrg • Office of the Children's Guardian • https://www.o cg.nsw.gov.au/ • My Time, Our Place. V2.0
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OOSH CHILD SAFE CODE OF CONDUCT

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As an employee, contractor or volunteer, I am responsible for promoting the safety and wellbeing of children and young people in this workplace.

I will not:

- Subject a child to any form of corporal punishment, social isolation, immobilisation, sexual suggestion, offence or misconduct.
- Direct a child to perform in a sexually provocative or unsafe manner.
- Communicate with a child in ways that are likely to humiliate, frighten or distress the child. • Use tobacco products or possess or be under the influence of alcohol or illegal drugs at any time while working with children.
- Develop any 'special' relationships with children that could be seen as grooming/favouritism such as the offering of gifts or special treatment.
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.

I will:

- Treat children with respect and be a positive role model in my conduct with them. • Communicate with the children in an age appropriate and realistic manner. • Set clear boundaries about appropriate behaviour between myself and a child. • Only have physical contact with a child in ways which are appropriate to my professional or agreed role and responsibilities.
- Be willing to listen and respond appropriately to a child's views and concerns. • Respond quickly, fairly and transparently to any serious complaints made by a child or related to a child.
- Abide by my reporting obligations in relation to the employer's Incident Register. • Abide by the mandatory Code of Practice as part of the Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015.

I [insert full name]

being

[please circle] employed / engaged / a volunteer at the College in the following role:

[insert position]

agree to abide by this Child Safe Code of Conduct.

Signature

Date

NB: This signed and completed form must be returned before commencement of employment or engagement with the Service to the Nominated Supervisor. Failure to do so will not affect the applicability of this Code of Conduct or any of its provisions.