

ENGAGE

EQUIPPING GOD'S PEOPLE TO ENGAGE WITH, HANDLE AND TEACH GOD'S WORD

CHILD SAFETY PROCEDURES

VERSION: 1.1
EFFECTIVE DATE: 30 August 2023

VERSION RELEASE HISTORY

| Version | Effective date | Summary of changes |
|---------|----------------|---|
| 1.1 | 30 Aug 2023 | Rebranding Update scope to align with childminding service availability Remove COVIDSafe Plan section |
| 1.0 | 03 Nov 2021 | Initial version |

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1. INTRODUCTION

1.1. Purpose and scope

This policy sets out our procedures for the safety and well-being of children during their time under our care at the Engage conference.

This policy applies to all instances where childminding services are offered by Engage. While childminding services are not provided during the conference, this policy serves as a proactive measure to outline the safety procedures that will be implemented when childminding activities resume.

1.2. Related documents

Table 1 Related policies and forms

| Title |
|-------------------|
| Child Safe Policy |
| Code of Conduct |

2. CHILD SAFETY PROCEDURES

2.1. Childminding Child Safety

The Engage childminding ministry aims to provide safe care for children while their parents are volunteering or participating in Engage Conference.

In regard to the children of Engage volunteers and conference attendees who are cared for in the childminding ministry provided by Engage for the duration of the conference:

- (a) Engage Committee is responsible for the safety and welfare of the children of Engage volunteers and conference attendees who are cared for in the childminding ministry, only during the duration of the childminding operating hours and when the child/ren have been signed in to the childminding by their parent/guardian
- (b) Engage Committee is not responsible for the safety and welfare of the children of Engage volunteers and conference attendees when the child/ren have been signed out of the childminding by their parent/guardian
- (c) Parents/Guardians of children of Engage volunteers and conference attendees, who are present at the conference, are responsible for their own children at all other times
- (d) Parents/Guardians of children who have medical needs must indicate this on their registration form and provide a medical plan along with their registration form. Medical needs include (but are not limited to): asthma, disabilities and allergies. Engage will ensure that this medical plan will be provided to both the childminding volunteer team and the First Aid Officers. Engage will ensure that the childminding volunteer team and the First Aid Officers enact the medical plan as required when the child/ren have been signed in to the childminding by their parent/guardian.
- (e) Parents/Guardians of children who require medication during the childminding must provide their child's medication to the childminding volunteer team, who will be responsible to ensure that the child takes their medication at the necessary times
- (f) The childminding is operated within the child safety measures as described in the childminding procedures in this manual

Engage is committed to ensuring that in the childminding:

- (a) All children are well supervised and protected from harm
- (b) All furniture and equipment, including toys, are clean, safe, well maintained and in good repair
- (c) All gates, fencing and doors are secure and child-proof
- (d) Any items which are dangerous for children are kept out of reach of children
- (e) A childminding volunteer is posted at the entry door at the beginning and end of each childminding session to ensure that each child is signed in and out of childminding, via the parent/guardian witnessing the childminding volunteer completing the sign-in and sign-out register for their child/ren, each time their child attends the childminding. This register procedure is the documentation of the parent/guardian sign-in-sign-out of their child/ren.
- (f) Children will be toileted according to the procedures in this manual and the procedure for toileting children has been clearly communicated to the parents/guardians of the children

- (g) The medical emergency procedures are communicated clearly to childminding volunteers and are followed
- (h) If a child is sick or does not settle, the parent/guardian of the child will be texted by a childminding volunteer and asked to attend the childminding immediately
- (i) Medical plans provided by parents/guardians of children will be followed by childminding volunteers
- (j) A First Aid Officer is called to attend the childminding in the event of a child needing first aid
- (k) A head count of the children in childminding at the beginning of the session is made and volunteers make regular head counts during each session to be assured that all signed-in children are present and accounted for
- (l) The childminding volunteer carers ratio to children is at least 1 adult volunteer to 15 children who are aged over 6 years of age
- (m) The childminding volunteer carers ratio to children is at least 1 adult volunteer to 6 children who are aged 1 - 5 years of age
- (n) The childminding volunteer carers ratio to children is at least 1 adult volunteer to 4 children aged under 1 year of age
- (o) Parents are provided with a Childminding Information Sheet which includes information about the programme, the name/s and mobile phone number of the childminding volunteer/s and the toileting and nappy change procedures
- (p) At least one of the childminding volunteers on duty will always have a fully charged mobile phone with them and this number will be provided to all parents/guardians of children in the childminding via the Childminding Information Sheet for Parents
- (q) Sunsmart practice is always implemented through the use of hats and sunscreen for all children
- (r) Safe emergency exits are accessible at all times

Toileting and changing of nappies:

- (a) Parents of children wearing nappies must ensure their child has a clean and dry nappy on when the child attends the childminding
- (b) Childminding volunteers will not change nappies. If a child has a soiled nappy the parent/guardian of the child will be texted by a childminding volunteer and asked to attend the childminding immediately to change the child
- (c) Parents of children who are toilet trained must ensure their child has been taken to the toilet prior to attending the childminding
- (d) If a child needs to go to the toilet, childminding volunteers will seek to take children in groups to the toilet. If need be, childminding volunteers (in pairs) will take individual child to the toilet. The childminding volunteers will text the parent/guardian as soon as possible to advise that their child is being taken to the toilet and request that the parent/guardian goes to those toilets as soon as possible to assist if required.

2.2. Emergency Management

The Engage Committee and volunteers will always follow the emergency procedures and directions of the Belgrave Heights Convention Centre operator and staff in the case of an emergency such as (including but not limited to):

- (a) Fire onsite or Bushfire
- (b) Gas or chemical leak
- (c) Lockdown
- (d) Extreme weather
- (e) Shelter-in-place
- (f) Intruder/personal threat

Engage volunteers will always follow the evacuation directions of the Belgrave Heights Convention Centre operator and staff in an emergency requiring evacuation. Engage volunteers will always follow the evacuation directions in all convention facility signage relating to emergency procedures.

If the Belgrave Heights Convention Centre operator directs to do so, the Engage Committee will take charge of Engage volunteers and conference attendees to ensure that the operator's emergency procedures are followed.

In the case of a medical emergency involving any volunteer or conference attendee during Engage Conference:

- (a) Check for any threatening situation and remove or control it (if safe to do so)
- (b) Remain with the casualty and provide appropriate support
- (c) Notify the First Aid Officer/s
- (d) Notify the Conference Co-ordinator
- (e) Notify the Child Safety Officers (if the casualty is a child under 18)
- (f) If emergency ambulance is required, call 000
- (g) Designate someone to meet and direct the ambulance to the location of the casualty
- (h) Try not to leave the casualty alone unless emergency help arrives
- (i) Do not move the casualty unless exposed to a life threatening situation

2.3. First Aid

The Engage Committee ensures that the First Aid needs of conference volunteers and attendees and children under 18 at the conference will be met by:

- (a) The appointment of two First Aid Officers who have completed a recognised First Aid training course that meets the requirements of
 - (i) Provide First Aid — HLTAID011 within the past 3 years and

- (ii) Cardiopulmonary Resuscitation (CPR) — HLTAID009 within the past 12 months
- (b) Whenever possible, there will be a male and a female First Aid Officer available to accommodate the preferences of those seeking First Aid
- (c) The names of the First Aid Officers are clearly communicated to all volunteers and attendees and the First Aid Officers wear name tags for easy identification
- (d) All medical management plans and medications for children under 18 are known to and stored with the First Aid Officers and implemented as necessary by the First Aid Officers. Copies of medical plans for children in the childminding will also be known to and stored with the childminding volunteers
- (e) When providing First Aid to a child, a second person must be present
- (f) A centrally located, public area on site will be set aside and clearly marked as the First Aid Station. This location will be clearly communicated to all volunteers and attendees both via public announcement and via signage
- (g) The mobile phone numbers of the two First Aid Officers will be provided to all volunteers and attendees and also displayed on the First Aid Station signage
- (h) The First Aid Officers will answer phone calls and texts during the conference in order to be able to provide first aid as needed
- (i) The details of the closest medical centre and emergency services will also be clearly displayed at the First Aid Station
- (j) A First Aid Kit is kept at the First Aid Station
- (k) A First Aid Treatment Form is completed by the First Aid Officers for any volunteer or attendees seeking or requiring First Aid treatment
- (l) First Aid Officers record all First Aid incidents and treatment during the conference on the First Aid register

Management Of Medical Information and Oversight:

Information related to a child's medical needs and/or disability will be requested as part of the conference registration process. Parents/guardians are expected to provide accurate information to Engage.

The parents/guardians of a child who is registered to attend the Engage Conference and who has a diagnosed health care need, allergy or relevant medical condition, must provide Engage with a medical management plan for the child, no less than three weeks prior to the event, to ensure that appropriate measures can be put in place to support the child. Failure to provide adequate medical information more than 3 weeks before the conference may result in Engage being unable to accommodate the individual needs of a children.

The medical management plan should detail the following:

- (a) details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition
- (b) information about management of the health care need, allergy or relevant medical condition during the conference and what oversight and assistance is needed for the child in the management of the condition

- (c) any current medication prescribed for the child
- (d) the response required from the First Aid Officers in relation to the emergence of symptoms
- (e) any medication required to be administered in an emergency
- (f) the response required if the child does not respond to initial treatment
- (g) when to call an ambulance for assistance.

Medical information may be viewed by the First Aid Officers, childminding volunteers, Conference Co-ordinator and any other volunteer as necessary.

This information and documentation will be stored confidentially and securely by Engage at the conclusion of the conference. The First Aid Register, First Aid Treatment Forms and medical management plans will also be stored with the registration documentation from the same conference.

General Illness, physical injury and additional medical needs:

If a child begins to feel unwell or sustains a physical injury, First Aid advice/assistance must be sought immediately, regardless of how minor the illness or injury may appear.

A First Aid Officer is to deliver First Aid to manage the condition and complete a First Aid Treatment Form documenting the time and nature of the illness or injury.

In the event of a potentially transmissible illness at a conference, the parents of the child will be contacted and requested to collect their child immediately.

Medication:

All parents/guardians of children must provide written consent, included in the conference registration process, for First Aid Officers to administer pain relief. If pain relief is administered to a child, this is to be noted in the First Aid Register.

If a child requires medication, this medication should be provided in its original packaging with clear instructions on how it is to be administered. Each time medication is administered, it is to be noted on the First Aid Register by a First Aid Officer.