



Safety, Health and Wellbeing (Board policy)

Policy statement

Safeguarding children from abuse, neglect and harm and ensuring the health, safety and wellbeing of children and young people, their families, Goodstarters and visitors to our Centres and sites is Goodstart's first and most important obligation. For those in our Centres, creating and maintaining safe and nurturing environments, supported by high quality teaching and supervision, ensures all children have the learning, development and wellbeing outcomes they need for school and life.

We recognise that our people are the key to bringing our Safety Commitment to life and that Goodstart safety, health and wellbeing drives excellent child and family experiences. All Goodstarters put the safety, health and wellbeing of themselves, co-workers, children and families first in all that they do.

This Policy forms part of our Safety, Health and Wellbeing (SHW) management system and is supported by our five-year Goodstart Strategic Direction and the annual SHW priorities which includes our Plan for Safeguarding Children.

What does this policy apply to?

This policy applies to all Goodstart operations, and all activities in the organisation which involve, result in or relate to contact with children and young people, and contact with Goodstarters and visitors to a Goodstart location.

Accountabilities and Responsibilities

All Goodstarters have a responsibility to understand the safety health and wellbeing hazards in their area and actively manage and monitor these risks as part of their day to day responsibilities. As such, it is important that all Goodstarters are familiar with our expectations for managing SHW and contributing to a safety-first culture.

Additional accountabilities for safety management are assigned to Centre Directors, other leaders, internal specialists and advisors. Oversight roles are assigned to key governance committees and the Board.

The Board and it's SHW Committee will ensure there are processes are in place, to keep Goodstarters, visitors, children and families safe, and enable Goodstart to meets its Safety Legislation obligations.

Role	Responsibilities
Board	<p>Approval of the Safety, Health and Wellbeing (SHW) Policy.</p> <p>Approval of the strategic direction, SHW priorities including the annual Enterprise Key Performance Indicators (EKPI's).</p> <p>Oversight of SHW governance and assurance at Goodstart. This includes Incident and injury management and reporting, internal controls framework, as well as legal and regulatory compliance in accordance with applicable safety, early childhood education and care (ECEC) and child protection legislation.</p> <p>Set the tone to ensure a strong safety culture and ensure adequate resources through the rolling budgeting process.</p>

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CONTENT OWNER	Goodstart Board	DOCUMENT AUTHOR	Matthew Little, Chief Safety Officer		
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Role	Responsibilities
Safety, Health & Wellbeing Committee	<p>Monitor and advise the Board on the development and design of SHW governance and the safety management system.</p> <p>Advise the Board on the adequacy of assurance over SHW controls through the internal and external audit and internal assurance mechanisms.</p>
Goodstart Leadership Team (GLT)	<p>Implement this policy and provide regular reporting to the SHW Committee and the Board.</p> <p>Develop and maintain operational SHW controls in accordance with SAFER assessments and procedures.</p> <p>Champion, model and support safe work practices that meet organisational needs.</p> <p>Demonstrate commitment by providing leadership and ensuring SHW is embedded in organisational leadership, governance and culture.</p>
Chief Executive Officer (CEO)	<p>The CEO is responsible for facilitating an environment that actively supports SHW compliance and the growth of a strong safety culture.</p> <p>Ensure Goodstart complies with Safety Legislation.</p>
Chief Safety Officer (CSO)	<p>Champion SHW management and assurance within Goodstart and guide the GLT in following the requirements of this policy.</p> <p>Ensure Goodstart complies with Safety Legislation.</p> <p>Accountable for the quarterly Due Diligence reporting and the Goodstart SHW Governance framework.</p>
National Safety Council (NSC) and Safeguarding Children's Committee (SCC)	<p>Endorse the appropriate policies, procedures and compliance relating to Goodstart-wide SHW management (including incident management) and assurance.</p> <p>Establish processes and systems for identifying and reporting Goodstart-wide SHW hazards, including emerging hazards and corrective actions.</p> <p>Specification of management and employees' authority and independence to carry out SHW responsibilities.</p>
Internal specialists and advisors For example: SHW, Legal, Quality, Property etc.	<p>Undertake specialist hazard identification, risk assessment and control activities in accordance with procedural and legislative requirements.</p> <p>Support the business in ongoing hazard identification, risk assessment and control activities and planning.</p>
Centre Directors, Nominated Supervisors, Centre and support teams	<p>Identify and manage all SHW hazards and safeguarding children risks within their centre, including any related assurance activities. Ensure the role of Nominated Supervisor is understood and implemented.</p> <p>Promote a safety-first culture amongst their teams.</p>
All Goodstarters	<p>Follow SHW procedures, regulatory obligations and address hazards associated within their role and function every day.</p> <p>Participate in SHW training and activities supporting a safety-first culture through our SAFER Risk Assessment and LOOK, DO, TELL frameworks.</p>

Policy Ownership

This policy is to be implemented by: The Goodstart CEO, all members of the Goodstart Leadership Team, and all Goodstarters.

Content owner: Goodstart Board

Document authors: Matthew Little, Chief Safety Officer

Definitions

Term	Definition
Children and Young People	A child or young person is defined as anyone up to the age of 18 (this may include children attending Goodstart services or Goodstarters or visitors who are under 18 years of age).
Goodstarters	Includes all officers, employees, contractors, subcontractors, employees of contractors or subcontractors, employees of labour-hire companies, outworkers, apprentices, trainees, work experience students and volunteers, employed or engaged by Goodstart
Safety Legislation	Includes any Act, Regulation, Code of Practice or Standard applying to the health and safety of adults and children, food and facilities safety, and safeguarding children as in force from time to time, including but not limited to: <ul style="list-style-type: none"> • Child Protection legislation, regulations and standards • Education and Care Services National Law and Regulation, legislation and standards • Work Health and Safety legislation, regulations, codes of practice and standards • Food Safety legislation and standards • Reportable Conduct Scheme requirements
Safeguarding	Safeguarding is the action we take as an organisation to ensure that all children are empowered to feel safe and be safe at Goodstart, in their families and in their community. It is also how we protect children from abuse, neglect and harm.
Child Abuse, Neglect and Harm	All forms of physical abuse, sexual abuse (including grooming behaviours), emotional/psychological abuse, neglect, exposure to family violence, and/or commercial or other exploitation, resulting in actual or potential harm to a child or young person (World Health Organisation, 2006).
GLT	Goodstart Leadership Team
SAFER	Stop – Assess – Form – Execute – Review. Risk assessment framework and tools used at Goodstart
Hazard	A situation of source of energy with the potential to cause injury, illness, damage to property or the environment, or a combination of these
SHW	Safety, Health and Wellbeing, including Safeguarding children from abuse neglect and harm.
Nominated Supervisor	A person with responsibility for the day-to-day management of an approved service
EKPI	Enterprise Key Performance Indicator