



# Safety, health and wellbeing (Board policy)

## Policy | NQS2



### 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 strategic 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.

### Safety Commitment

Safety starts with each of us – but at Goodstart it is more than that. Empowering all children and Goodstarters to feel safe and be safety is who we are and what we do. It's part of being a Goodstarter.

Safety, health and well-being are more than words – they allow families to trust us with their children; children and adults to feel safe and be safe, governments to support us and the community to value our work.

Safety, health and wellbeing is at the centre of every decision we make and every action we take.

Our Safety Commitment is built on kindness and trust and it's up to each of us all day, every day.

Together we are each making a personal commitment to ensure all children and all Goodstarters are safe, healthy and well.

### Accountabilities and Responsibilities

All Goodstarters have a responsibility to understand the safety health and wellbeing hazards in their area and actively identify, 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 the 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.

<b>DOCUMENT NUMBER &amp; TITLE</b>	NQS2 Safety, Health and Wellbeing Policy		
<b>CONTENT OWNER</b>	Goodstart Board	<b>DOCUMENT OWNER</b>	Chief Safety Officer
<b>DATE PUBLISHED</b>	11/11/2025	<b>DOCUMENT VERSION</b>	V4.0
		<b>REVISION DUE DATE</b>	31/10/2026
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# Safety, health and Wellbeing (Board policy)

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Role	Responsibilities
Board	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approval of the Safety, Health and Wellbeing (SHW) Policy.</li> <li><input type="checkbox"/> Approval of the strategic direction, SHW priorities including the annual Enterprise Key Performance Indicators (EKPI's).</li> <li><input type="checkbox"/> Set the tone to ensure a strong safety culture and ensure adequate resources through the rolling budgeting process.</li> </ul>
Safety, Health & Wellbeing Committee	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor and advise the Board on the development and design of SHW governance and the safety management system.</li> <li><input type="checkbox"/> Review and make recommendations to the Board in relation to the Safety, Health and Safety Policy.</li> <li><input type="checkbox"/> Advise the Board on the adequacy of assurance over SHW controls through the internal and external audit and internal assurance mechanisms.</li> <li><input type="checkbox"/> Oversee SHW governance and assurance at Goodstart and make recommendations to the Board as required. 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.</li> </ul>
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> <li><input type="checkbox"/> The CEO is responsible for ensuring an environment that actively supports SHW compliance and the growth of a strong safety culture.</li> <li><input type="checkbox"/> Ensure Goodstart complies with Safety Legislation.</li> </ul>
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure Goodstart complies with Safety Legislation</li> <li><input type="checkbox"/> Monitor the performance of Workplace Health &amp; Safety through key performance indicators and regular reporting.</li> <li><input type="checkbox"/> Request and monitor remediating action where data or insights indicate potential issues with processes not being met and maintained.</li> <li><input type="checkbox"/> Demonstrate commitment by providing leadership and ensuring SHW is embedded in organisational leadership, governance and culture.</li> </ul>
Goodstart Leadership Team (GLT)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Implement this policy and provide regular reporting to the SHW Committee and the Board.</li> <li><input type="checkbox"/> Develop and maintain operational SHW controls in accordance with SAFER assessments and procedures.</li> <li><input type="checkbox"/> Champion, model and support safe work practices that meet organisational needs.</li> <li><input type="checkbox"/> Demonstrate commitment by providing leadership and ensuring SHW is embedded in organisational leadership, governance and culture.</li> </ul>
Chief Safety Officer (CSO)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Champion SHW management and assurance within Goodstart and guide the GLT in following the requirements of this policy.</li> <li><input type="checkbox"/> Ensure Goodstart complies with Safety Legislation.</li> <li><input type="checkbox"/> Establish processes and systems for identifying and reporting Goodstart-wide SHW hazards, including emerging hazards and corrective actions.</li> </ul>

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Accountable for the quarterly Due Diligence reporting and the Goodstart SHW Governance framework.</li> </ul>
State Safety Committees, National Safety Council (NSC) and Safeguarding Children's Committee (SCC)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Implement and evaluate the SHW management system in consultation with workers and management including the appropriate policies, procedures, compliance) and assurance.</li> <li><input type="checkbox"/> Specification of management and employees' authority and independence to carry out SHW responsibilities.</li> </ul>
Internal specialists and advisors For example: SHW, Legal, Quality, Property etc.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Undertake specialist hazard identification, risk assessment and control activities in accordance with procedural and legislative requirements.</li> <li><input type="checkbox"/> Support the business in ongoing hazard identification, incident management, risk assessment and control activities and planning.</li> </ul>
Centre Directors, Nominated Supervisors, State Performance Leads (SPL) and support teams	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify, assess, and manage all SHW hazards and safeguarding children risks within their centre and team, including any related assurance activities. Ensure the role of Nominated Supervisor is understood and implemented.</li> <li><input type="checkbox"/> Promote a safety-first culture amongst their teams.</li> </ul>
All Goodstarters	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow SHW procedures, regulatory obligations and address hazards associated within their role and function every day.</li> <li><input type="checkbox"/> Participate in SHW training and activities supporting a safety-first culture through Risk Assessment and LOOK, DO, TELL frameworks.</li> </ul>

## Responsibilities

This procedure is to be implemented by: All Goodstart Staff

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