

Child Safety & Wellbeing Policy

STEAM POWERED EDUCATION



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Child Safety and Wellbeing Policy

STEAM Powered Education – Child Safety and Wellbeing Policy

1. Our Commitment to Child Safety

STEAM Powered Education is committed to providing a safe, supportive, and inclusive environment for all children and young people. We promote child wellbeing, prevent harm, and respond quickly to concerns.

We support the **National Principles for Child Safe Organisations**, which embed the 10 Child Safe Standards and the Universal Principle:

2. How We Meet the 10 Child Safe Standards

Child Safe Standard		Our Approach
1	Child safety is embedded in leadership, governance, and culture.	Our leadership team prioritises child safety in all decision-making. Policies are approved by management and reviewed annually.
2	Children and young people are informed and involved.	We use child-friendly language in our programs, seek feedback, and create environments where children feel safe to speak up.
3	Families and communities are informed and involved.	Families receive program information and policies. We maintain open communication channels via email, phone, and our website.
4	Equity is upheld; diverse needs respected.	We promote inclusive practices for children from all backgrounds, including Aboriginal and Torres Strait Islander children, CALD communities, children with disability, and LGBTQ+ youth.
5	People working with children are suitable and supported.	All staff and volunteers hold valid Blue Cards and undergo screening, training, and supervision.
6	Processes for complaints and concerns are child-focused.	Our reporting systems are confidential and accessible. We act on all concerns promptly and document our responses.
7	Staff are equipped with training and supervision.	All staff and volunteers complete child safety induction and refresher training annually.
8	Physical and online risks are identified and managed.	We conduct risk assessments for all programs, both in-person and online. Supervision and safety measures are always in place.
9	Regular review and continuous improvement.	Policies and procedures are reviewed annually or after critical incidents. Staff are encouraged to provide feedback.
10	Policies and procedures document compliance.	We maintain a centralised, version-controlled policy manual covering child safety, reporting, and staff conduct.

3. Universal Principle

"Actions and decisions must uphold the cultural safety of Aboriginal and Torres Strait Islander children."

We:

- Acknowledge the Traditional Custodians of the lands on which we operate.
- Respect Aboriginal and Torres Strait Islander cultures and perspectives in our teaching and materials.
- Create culturally inclusive environments.
- Commit to ongoing cultural safety training for staff.
- Engage with Aboriginal and Torres Strait Islander families and communities when designing programs.

4. Code of Conduct (for staff, volunteers, and contractors)

STEAM Powered Education – Code of Conduct: All staff, volunteers, and contractors must adhere to the following code of conduct when working with children:

Professional Behaviour

- Treat every child with dignity, equality, and respect.
- Use positive reinforcement, encouragement, and kindness.
- Be a role model for safe and responsible behaviour.

Boundaries

- Never be alone with a child out of sight of others.
- Do not engage in physical punishment, aggressive language, or personal criticism.
- Avoid any physical contact unless it is appropriate, required, and consented to (e.g., helping with safety equipment).

Communication

- Use age-appropriate and respectful language at all times.
- Never disclose personal information or form inappropriate relationships with children.
- Do not engage with children via private social media accounts or messaging apps.

Reporting Obligations

- Report all suspicions, disclosures, or observations of harm to the Child Safety Officer immediately.
- Cooperate fully with investigations or compliance procedures.
- Breaches of this Code may result in dismissal, referral to authorities, and legal action.

All staff must sign a declaration confirming their understanding and agreement.

5. Confirmation of Working with Children Checks and Screening

We can prepare a standard **staff/volunteer screening log** including:

- Full Name
- Position
- Blue Card Number
- Expiry Date
- Date Checked
- Notes (e.g., Exemption status, Risk assessment required?)

We can also include:

- A staff declaration form template
- A volunteer engagement form with Blue Card verification checklist

6. Training and Professional Development Records

Create a **training register** that includes:

- Training Topic (e.g., Child Safety Induction, Mandatory Reporting, Cultural Safety, Online Safety)
- Facilitator/Source (e.g., Blue Card Services, in-house)
- Date Completed
- Certificate or Evidence Attached can you provided

7. Risk Management Strategy

STEAM Powered Education – Risk Management Strategy (Child Safety Focus)

1. Purpose

This Risk Management Strategy outlines how STEAM Powered Education identifies, assesses, and manages risks of harm to children participating in our programs, in compliance with Queensland Blue Card Services requirements. Our aim is to reduce or eliminate risks that could cause physical, emotional, or psychological harm to children and young people.

2. Guiding Legislation and Standards

- *Working with Children (Risk Management and Screening) Act 2000 (Qld)*
- *Working with Children (Risk Management and Screening) Regulation 2022 (Qld)*
- National Principles for Child Safe Organisations (including the 10 Child Safe Standards)
- *Anticipated Reportable Conduct Scheme – Queensland*

3. Scope

This strategy applies to all:

- Onsite and offsite educational programs (school incursions, after-school clubs, holiday workshops, kindy programs, etc.)
- Physical environments (classrooms, hired venues, outdoor settings)
- Online environments (virtual sessions, digital communication, learning platforms)
- All STEAM Powered Education staff, contractors, and volunteers

4. Risk Management Framework

We follow a structured process:

Step	Description
Identify Risks	We identify all situations where harm could occur, such as unsupervised access, unsafe materials, or online communication risks.
Assess Risks	Risks are analysed for their likelihood and potential consequences using a standard matrix.
Mitigate Risks	Controls are put in place to prevent or minimise harm (e.g., supervision, Blue Card checks, safe equipment use).
Monitor and Review	Risks and controls are reviewed annually, or sooner after incidents or near-misses.

5. Key Risk Areas and Controls

A. Staff and Volunteer Conduct

Risk	Control
Inappropriate adult–child interactions	All staff/volunteers are screened, hold Blue Cards, and adhere to the Code of Conduct. Never alone with a child.
Grooming or exploitation	Training provided on recognising and reporting grooming behaviours. Immediate reporting policy in place.
Unauthorised access	Visitors or parents are not allowed in classrooms during sessions unless pre-approved and supervised.

B. Physical Program Risks

Risk	Control
Injury from tools or materials (e.g., robotics, circuits, slime ingredients)	Safety briefings at the start of each session. PPE provided as needed. First Aid-trained staff onsite.
Allergic reactions (e.g. slime ingredients, food-based experiments)	Allergen check on enrolment forms. Alternatives provided. Materials disclosed in advance.
Slips, trips and falls	Clear physical spaces, supervision, and venue risk assessments prior to use.

Example:

Risk Assessment – Super Slime				
Incursion Provider: STEAM Powered Education Activity: Super Slime Duration: Typically 1 hour Age Group: Prep-Year 6 Location: Classroom or Hall Activity Description: Understand the science of Polymers and make 2 types of Slime				
				
Hazard	Potential Risks	Risk Rating	Control Measures	Revised Risk Rating
Borax Solution	- Skin irritation - Eye contact causing irritation - Ingestion hazard	High	- Use diluted solution only - Provide gloves if needed - No food/drinks near work area - Adult measures and dispenses borax	Low
PVA Glue	- Skin irritation - Ingestion hazard	Medium	- Use non-toxic PVA glue - Remind students not to place hands near mouth or eyes	Low
Glitter	- Inhalation hazard if airborne - Eye irritation	Medium	- Use large craft glitter (not microplastics) - Add glitter slowly under supervision	Low
Food Colouring	- Staining of skin and clothing - Eye irritation if splashed	Low	- Wear aprons or old shirts - Use small droppers - Protective table coverings	Very Low
Shaving Foam	- Skin or eye irritation - Ingestion hazard	Medium	- Use hypoallergenic foam - Supervised dispensing by adult - Avoid contact with eyes	Low
Mess from Slime Making	- Slipping hazard from spilled materials	Medium	- Use non-slip mats and table coverings - Promptly clean spills	Low
Small Parts/Tools	- Choking hazard from small containers, lids, spoons	Medium	- Keep workspace organised - Collect all items at end of session	Low
Student Behaviour	- Throwing slime - Rubbing slime in hair/clothing	Medium	- Set clear behaviour expectations before activity - Maintain supervision	Low

C. Online Safety

Risk	Control
Inappropriate online content	All digital platforms and content pre-approved. No unsupervised internet access for children.
Online grooming or abuse	No private contact allowed between staff and children via social media or messaging apps.
Cyberbullying or unsafe chat	Online workshops use controlled platforms with monitored chat functions.

D. Environmental and Venue Risks

Risk	Control
Unfamiliar venues lacking safety protocols	Site assessments done prior to session. Emergency plans reviewed with venue staff.
Fire or lockdown events	Emergency evacuation/lockdown procedures reviewed before each session. Exit points identified.

E. Behavioural Risks

Risk	Control
Disruptive or aggressive behaviour	Positive behaviour management practices used. Staff trained to de-escalate. Parent contact if ongoing.
Peer bullying or exclusion	Staff trained to spot subtle signs of bullying. Respectful learning culture promoted.

6. Risk Register Template (Example)

Risk	Likelihood	Consequence	Rating	Controls	Responsible
Child left unsupervised during transition	Possible	Major	High	Roll call, buddy system, staff assigned to transitions	Program Leader
Allergic reaction to slime ingredients	Unlikely	Moderate	Medium	Parent info on form, ingredient check, alternate activity	Workshop Facilitator
Staff member without valid Blue Card	Rare	Severe	High	Mandatory card verification and expiry tracking	HR/Admin Officer

7. Monitoring and Review

- Risk assessments are conducted **prior to every new program or new venue**.
- Risk controls are reviewed:
 - After an incident or complaint
 - Annually as part of the policy review cycle
- A **Risk Management Officer** or senior leader is designated to ensure implementation and review.

8. Staff Responsibilities

All staff and volunteers are:

- Trained in risk awareness and safety protocols.
- Required to report hazards, near misses, or incidents immediately.
- Informed of emergency contacts, first aid procedures, and venue-specific risks.

8. Reporting and Complaints System

We will provide:

- A **reporting flowchart** (staff > Child Safety Officer > relevant authorities)
- Complaint handling policy with confidentiality procedures
- Incident report form template
- Reference to the upcoming **Reportable Conduct Scheme in QLD** and how we are preparing for compliance



9. Cultural Safety for Aboriginal and Torres Strait Islander Children

We will document:

- A **Cultural Safety Statement**
- Training log showing staff completion of cultural awareness training
- Examples of inclusive practice (e.g., acknowledgement of country, Indigenous STEM role models, NAIDOC Week participation)
- A plan to consult with local Indigenous communities as the program grows

STAFF Code of Conduct Signature

I confirm that I have read, understood, and agree to comply with the STEAM Powered Education Child Safety Code of Conduct and all related child safety policies.

Name:_____

Date:_____

Signature:_____

