Child Safe Action Plan: Operations Plan

Purpose

The Child Safe Action Plan: Child Safe Operations, details the actions currently taken to comply with the Child Safe Standards and the Universal Principle, and related requirements, as per the *Child Safe Anglican Education Policy*.

Note: Actions are allocated to the Standard that it primarily relates to. While they may relate to more than one Standard, they are only listed once, to avoid duplication. Actions related to the Universal Principle are also integrated into each respective Standard.

Scope

This Plan relates to the following Child Safe Entities:

Name	Type
Toowoomba Anglican School Kindergarten	Early Childhood Education Service

Note: Where an Action described below only relates to one or some of the Child Safe Entities covered by this plan, this will be specified within that Action (e.g. with the school, education & care service, or boarding house).

Approval

This Plan is endorsed and approved as follows:

Endorsed/Approved	Name	Role	Date
	Nick Johnstone	Toowoomba Anglican School Principal	
	Mac Drysdale	Chair of School Council	
PL Stains PL Stains (Mar 30, 2026 11:00:49 GMT+10)	Pam Stains	Toowoomba Anglican School Kindergarten Nominated Supervisor	
	Catriona MacGregor	Anglican School Commission ECS Manager	
	Geoff Newton	Acting Executive Director Anglican Schools Commission	

Anglican Schools Commission

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Standard 1: Leadership and culture

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
1.1	Toowoomba Anglican School Kindergarten has a public *commitment statement* on display in the service foyer. Public facing documents clearly state that TAS Kindy prioritises the safety of children and young people and have zero tolerance towards abuse.	Director Nominated Supervisor	Term 1, every yearly
1.2	All Toowoomba Anglican School Child Safe Committee members have completed child safety training and modules as directed by ASC Child Safety Program.	Director Nominated Supervisor	Yearly ASC requirement through Child Safety Program. Nominated Supervisor and Director complete Child Safety Advocate training yearly.
1.3	Toowoomba Anglican School Kindergarten have a Child Safe Policy, approved by TAS Executive Team and is regularly reviewed by staff- including after incidents.	Nominated Supervisor Director	Yearly review of policy
1.4	All staff and volunteers have completed and signed our Code of Conduct for Anglican Schools and Education and Care Services document.	Nominated Supervisor Director	Before completing any work in the Kindergarten. During the onboarding process, staff read and sign the Code of Conduct, volunteers complete before entering the service

Standard 2: Voice of children

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*

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2.1	Children within Toowoomba Anglican School Kindergarten are given opportunity to express their views, participate in decision making and raise concerns : children's voice in the development of risk assessment and reflection is gathered and used : children participate in decision making and their agency allows them to make choices that influence events and their world : children's rights and dignity are maintained at all times	Kindergarten Staff	Regular, embedded practice
2.2	Staff model ways and talk with children about their rights using everyday language, including their right to feel safe and to be listened to.	Nominated Supervisor Director Staff	Regular, embedded practice
2.3	Children and young people know who to speak to if they have a concern- this includes verbal discussions, and visual posters	Director Staff	Regular, embedded practice
2.4	We have a written plan that outlines with examples how we involve children in our service (Quality Improvement Plan)	Director Staff	Updated termly or more frequently as required
2.5	Audit environment and curriculum for culturally safe practices (e.g., accurate representation, authentic resources, respectful storytelling)	Nominated Supervisor Director	Ongoing

Standard 3: Family and community

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
3.1	Toowoomba Anglican School Kindergarten families participate in decisions affecting their children : Have clear, accessible and culturally relevant information about the kindy's operational structure, policies and child safe practices. : Regular communication channels to keep families informed and engaged. : Feedback regularly sought from families through surveys, feedback forms and open-door policy.	Nominated Supervisor Director Teachers	Weekly communication Regular feedback

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3.2	Aboriginal and Torres Strait Islander perspectives are clearly reflected in our programs, spaces and decision making.	Director Teachers	Regular, embedded practice
3.3	Published information about our governance, including who is responsible for child safety and complaints. :Families can easily contact the appropriate staff to ask questions or discuss child safety issues.	Director Teachers	Regular, embedded practice Termly communication

Standard 4: Equity and diversity

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
4.1	Toowoomba Anglican School Kindergarten has specific policies in place that promote equity and respect diversity for the safety and wellbeing of children.	Director Kindy Staff	Policies review yearly
4.2	Toowoomba Anglican School Kindergarten's Organisational culture celebrates diversity and acknowledges the strengths and individuality of children of all needs and backgrounds.	Director Kindy Staff	Ongoing
4.3	Curriculum decisions contribute to each child's learning and development in relationship with their identity, connection with community, wellbeing and confidence.	Director Kindy Staff	Ongoing
4.4	Effective partnerships support children's access, inclusion and participation in the program. For example: allied health professionals, local bush kindy and cultural advisor.	Director Kindy Staff	Ongoing

Standard 5: People

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
5.1	Comprehensive Induction procedures cover what to report, how to keep records, and how to share concerns : All staff complete child safety induction and mandatory child protection training provided by ASC through ASC Learning n and Partnerships Platform.	Nominated Supervisor Director	Yearly child protection training Induction and ongoing PD specific when required

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5.2	Toowoomba Anglican School Kindergarten's recruitment process emphasises child safety, wellbeing and cultural safety : implement rigorous recruitment and screening processes, including reference checks and working with children checks.	Nominated Supervisor Director	During recruitment process
5.3	Prospective employee, prior to being offered employment are checked against the National Register, administered by the Office of Safe Ministries, ACSQ and the result is considered prior to being offered employment.	Nominated Supervisor Director	During recruitment process
5.4	Toowoomba Anglican School Kindergarten Staff and volunteers meet the definition of Church Worker and comply with the Our Commitment: Creating and environment for children and young people to thrive- Code of Conduct for Anglican Schools and Education and Care Services.	Nominated Supervisor Director	During recruitment process

Standard 6: Complaints management

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
6.1	All staff are trained and adhere to ASC Complaints Management in Anglican Education Policy and ASC Complaints Managed in Anglican Education Guidelines and Procedures. Staff follow this procedure should they be concerned someone has breached conduct expectations or a child safety concern. : Child protection is a standing item on Kindergarten Meetings agenda and staff are given reminders of their duty at each meeting.	Nominated Supervisor Director	Regular
6.2	All staff are well informed and adhere to the *Child Protection Act* 1999 and Regulations as mandatory reporters and as such when required, comply with the ASC Procedures: Child Safe Responses, which includes reporting to Child Safety Services and the ASC Child Safe Anglican Education Policy.	All staff	Refresher every 12 months. Reported when required
6.3	All staff are well informed and follow Regulatory Authority reporting under S176 (2) of the Education and Care services National Law and Regulations, completing mandatory reporting within set time frames as per ASC Guide to Notifications.	All staff	As required.

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Standard 7: Knowledge and skills

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
7.1	Staff and volunteers complete a child safety induction before working directly with children	Nominated Supervisor Director	During onboarding process
7.2	Culturally diverse children and families feel seen and respected by us as shared through feedback and surveys.	Nominated Supervisor Director	Daily practice Teacher programs
7.3	Kindergarten staffing performance is regularly evaluated and individual plans are in place to support learning and development.	Nominated Supervisor Director	Yearly- staff appraisals
7.4	The service ensures under S162A of the Law required the Approved Provider to ensure each Nominated Supervisor and each person in day to day charge of the service (responsible persons) have completed child protection training required by government protocol.	Nominated Supervisor Director Responsible Person in charge of day	As required

Standard 8: Physical and online environments

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
8.1	All children and families, particularly those of Aboriginal and Torres Strait Islander backgrounds see their culture reflected and respected through our programs, indoor and outdoor environment, through a yarning circle, totem indigenous animals, murals and educational resources.	All Kindy staff	Ongoing

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8.2	All staff adhere to and complete thorough and collaborative risk assessments according to the National Regulations. Risk assessments are written to ensure risk to safety, health or wellbeing of any child are identified and mitigated.	Nominated Supervisor Director Responsible All staff	Risk assessments are reviewed every 12 months or when required.
8.3	Supervision plans and processes, focus on child safety and are supported by policies and procedures, including appropriate communication to all relevant persons eg children, volunteers, staff and visitors. This includes: - Rules in place to manage higher risk - Active supervision, including of interactions and secluded or high risk areas - Identifying and mitigating risks without compromising a child's right to privacy, access to information, social connections and learning opportunities.	Nominated Supervisor Director Responsible All staff	At all times
8.4	In accordance with ECS National Regulations under sections 122 and 123, the Kindergarten ensures all child ratios are maintained and a record of responsible person is displayed at all times.	Nominated Supervisor Director	At all times
8.5	Kindergarten conduct safety audits of physical spaces to identify and mitigate risks, including playgrounds, classrooms and communal spaces.	Nomiated Supervisor	Termly
8.6	In alignment with ESC policies, the use of technology is appropriately monitored: only service issued devices are used within the service for taking photos, no staff member has a mobile phone on the floor when interacting with children. All devices are password protected.	Nominated Supervisor Director	At all times

Standard 9: Continuous improvement

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
9.1	The Kindergarten has a Quality Improvement Plan in accordance with Quality Area 7 under Governance and Leadership. : The plan is reviewed termly and all stakeholders are involved in the self-assessment and improvement process.	Nominated Supervisor, Director	Regular review and updates

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9.2	Staff and families are provided opportunity to review and comment on policies and procedures in the service. : policies are made available to all stakeholders in the Kindergarten foyer. : policies are placed on display and communicated with families when due for consultation and review.	Nominated Supervisor, Director	Yearly review of policies.
9.3	All risk assessments are reviewed after the event/incursion/excursion to ensure considerations around child safety; appropriateness of the activity and interactions are reviewed as part of continuous improvement and to guide future planning. : voices of children, families and staff are included in this review.	Director, Teachers	After event/incursion/excursion
9.4	Staff are trained to complete thorough and comprehensive risk assessments. Training includes : identifying hazards, : assessing risks : controlling risks : reviewing the controls		

Standard 10: Policies and procedures

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
10.1	Leaders model the behaviours and practices set out in our policies and procedures. Regular review and discussion with staff about policies and procedures ensure a thorough understanding and implementation. Services Policies include: Behaviour Guidance in Anglican Education and Care services, Child Safe Anglican Education Policy, Child Safe responses- Procedure, Sleep, Rest and Relaxation in Anglican Education and Care Services, Sun Protection in Anglican Education and Care Services, Supervision in an Anglican Education and Care Service Policy, Taking, Sharing and Storing Images and Videos of Children in Anglican Education and Care Servies Policy.	Nominated Supervisor Director	Ongoing
10.2	Leaders regularly refer to policies in decision-making and daily practice. Services Policies include: Behaviour Guidance in Anglican Education and Care services, Child Safe Anglican Education Policy, Child Safe responses- Procedure,	Nominated Supervisor Director	Ongoing

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	Sleep, Rest and Relaxation in Anglican Education and Care Services, Sun Protection in Anglican Education and Care Services, Supervision in an Anglican Education and Care Service Policy, Taking, Sharing and Storing Images and Videos of Children in Anglican Education and Care Servies Policy.		
10.3	Staff, volunteers and families can easily understand our child-safe policies through simple language and plain formats.	Nominated Supervisor Director	Ongoing
10.4	Staff and families know where policies and procedures are in the service, through correspondence from the Director.	Director	Ongoing