Providing a Child Safe Environment Policy

Child Safety and Wellbeing

(Sourced: Child Safe Standards; NQF Area 2; ACECQA; National Children Regulations; Commission for Children and Young People, ACECQA Policy and Procedure Guidelines Providing a Child Safe Environment March 2026

Cultural Safety for ATSI children https://ccyp.vic.gov.au/assets/resources/tipsheet-cultural-safety-aboriginal-children.pdf

1. Policy Purpose

This Policy outlines how Snuggles Early Learning Centre prioritises the safety and wellbeing of children and what steps we will take to do this.

2. Policy Statement

- This service is committed to providing a child safe environment. It is vital that we do all we can to protect children from harm and hazards to the best of our ability whilst they are in our care.
- The children and their wellbeing, is paramount for us at Snuggles. The processes and procedures we have identified assist us to work together with our community to ensure children have the best possible care provided for them whilst they attend the center.
- The procedures outlined in the Policies referred to in this document (inclusive but not limited to) outline the process we at Snuggles have developed to manage and minimize risk associated with the care and education of children.

Snuggles Early Learning Centre considers the safety, rights and best interests of children as the paramount consideration when developing policies and procedures.

The Child Safe Environment Policy:

- demonstrates a commitment to child safety and to the child safe standards.
  - Promoting the cultural safety of Aboriginal children
  - Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
  - Promoting the safety of children with a disability.
- reflects the service's philosophy, which include values, ethics and a code of conduct for management, staff, carers, children, families, students, volunteers and the community;
- establishes the procedures for child safety matters including identifying, documenting, reporting and managing learning, concerns or incidents;

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- maintains procedural fairness and natural justice concepts in all circumstances;
- abides by Federal and State legislation;
- reflects relevant licensing/regulatory requirements.

3. Scope

This policy applies to all staff, volunteers, Management members, children and other individuals involved in our organisation. This policy applies to all activities conducted by Snuggles Early Learning Centre.

4. Background

- Regulation 168 Under the Education and Care Services National Regulations, the Approved Provider must ensure their services have policies and procedures in place for providing a child safe environment to minimise risk of harm and hazard to children attending education and care service.
- The Approved Provider, Persons with Management Control, Nominated Supervisor, Persons in Day- to-Day Charge, staff, contractors and volunteers of early childhood services have a legal responsibility and a duty of care to protect children under their supervision and care.
- All required community members complete Child Protection Training in accordance with Sections 162A and 162B of the National Law and Regulation 84. Records of completed training are maintained, and refresher training is undertaken as required to ensure ongoing compliance and awareness of child safe practices.
- Any person who forms a reasonable belief, that a child is in need of protection may report their concerns to the Child Protection (refer to Reporting Child Abuse Policy and ACECQA https://www.acecqa.gov.au/notify#NDT).

5. Legislative requirements

Relevant legislation and standards include but are limited to ;
Child Safety and Wellbeing Act 2005 (Vic)

Education and Care Services National Law Act 2010 (Vic): including but not limited to

Section/Regulation	Description

Section 2A	Paramount consideration - safety, rights and best interests of children
Section 162A	Child Protection Training
Section 162B	Child Safety Training
Section 165	Offence to inadequately supervise children
Section 166	Offence to use inappropriate discipline
Section 166A	Offence to use inappropriate conduct
Section 167	Offence relating to protection of children from harm and hazards
Sections 175A to 175J	Devices in education and care services
Regulation 82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
Regulation 83	Staff members and family day care educators not to be affected by alcohol or drugs
Regulation 84	Awareness of child protection law
Regulation 103	Premises, furniture, and equipment to be safe, clean and in good repair
Regulation 115	Premises designed to facilitate supervision
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre-based services
Regulation 128B	Child protection training
Regulation 128D	Foundation child safety training
Regulation 128E	Advanced child safety training
Regulation 145	Staff record
Regulation 165	Record of visitors
Regulation 166	Children not to be alone with visitors
Regulation 167	Record of service's compliance
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 175	Prescribed information to be notified to Regulatory Authority
Regulation 176B	Nominated supervisor, staff member or volunteer must notify approved provider of changes
Regulation 176C	Approved providers must notify Regulatory Authority of changes
Regulation 179A	Prescribed information to be kept in written record of authorisation to possess or control personal device
Regulation 179B	Prescribed period to keep written record of authorisation to possess or control personal device
Regulation 268	Working with vulnerable people registration—staff members
Regulation 295	Working with children check—staff members
Regulation 344	Working with vulnerable people registration—staff members
Regulation 358	WWCC / Worker Screening to be Read
Regulation 384	Staff Member Requirements

National Quality Standard, Quality Area 2: Children's Health and Safety

Standard 2.3: Each child is protected

Element 2.3.4: Educators, co-ordinators and staff members are aware of their roles and

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responsibilities to respond to every child at risk of abuse and neglect

Working with Children Regulations 2006 (Vic)
11 Child Safe Standards
Code of Ethics
VIT Registration (Victorian Teaching Profession's Code of Conduct)

6. Principles

Snuggles Early Learning Centre Glen Waverley make decisions based on the principles below:

- has a duty of care to ensure that all children attending our service are provided with a high level of safety and protection during the hours of the service's operation e.g. free from hazards, tobacco, vaping devices, vaping substances, drugs and alcohol.
- Children's wellbeing is paramount and children will be actively involved in decision making to provide an environment that encourages them to reach their full potential.
- It is understood by Staff/educators, children and families that there is a shared responsibility between the service and all stakeholders that the National Model Code, Child Safety Policies and procedures are accepted and implemented as a high priority.
- In meeting the service's duty of care, and legislative requirements outlined in Education and Care Services National Regulations and the Children Education and Care Services National Law, The Child Safe Standards legislation, management and Staff/educators implement and adhere to the service's Providing a Child Safe Environment Policy, and ensure a level of safety and protection to all children who access the service's facilities and/or programs.
- At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- Procedures to effectively manage incidents and emergencies are in place and regularly rehearsed.
- Where the program involves simultaneous use of indoor and outdoor environments, educators will effectively supervise children in both environments.
- The NQF Child Safe Cultural Guide, NQF Online Safety Guide, the paramount considerations, inappropriate discipline and inappropriate conduct child safety reform guidelines guide all interactions with children at the service for all

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members of the community inclusive of staff, educators, students, volunteers, regular visitors and families.

7. Definitions/Key Terms

The terms defined in this section relate specifically to this policy.

Term	Meaning	Source
Child	A child or young person is a person under 18 years of age.	
Child abuse	(In the context of this policy) refers to an act or omission by an adult that endangers or impairs a child's physical and/or emotional health or development. Child abuse can be a single incident but often takes place over time. Abuse, neglect and maltreatment (refer to *Definitions*) are generic terms used to describe situations in which a child may need protection. Child abuse includes any and all of the following.	
Neglect	The failure to provide a child with the basic necessities of life, such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed.	
Child protection	The term used to describe the whole-of-community approach to the prevention of harm to children. It includes strategic action for early intervention, for the protection of those considered most vulnerable and for responses to all forms of abuse.	
Code of conduct	A set of rules or practices that establish a standard of behaviour to be followed by individuals and organisations. A code of conduct defines how individuals should behave towards each other and towards other organisations and individuals in the community (refer to *Code of Conduct Staffing Policy*).	
Duty of care	A common law concept that refers to the responsibilities of organisations and staff to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services and their staff to provide children with an adequate level of care and protection against foreseeable harm and injury.	
Mandatory reporting	The legislative requirement for selected classes of people to report suspected child abuse and neglect to government authorities.	State/territory based child protection legislation

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Wellbeing	Sound wellbeing results from the satisfaction of basic needs – the need for tenderness and affection; security and clarity; social recognition; to feel competent; physical needs and for meaning in life. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity and resilience.	Guide to the NQF
Capturing, storing and transmitting images of children	Capturing an image includes filming, recording a video or taking a photo/image of a child. Storing means keeping the photo/image or video saved on a device, including a storage device. Transmitting includes sharing a photo or video by text message, email, uploading to any social media or information sharing platform or any other form of distributing an image or recording.	Guide to the NQF
Personal device	A personal device is a device that is owned by a person (NOT owned/supplied by an approved provider for education and care purposes) and is capable of capturing, storing or transmitting an image, for example phones, cameras, tablet computers, and hard drives.	Guide to the NQF
Service-authorised device	A service-authorised device is a device that has been authorised by an approved provider of a family day care service to be exclusively used for providing education and care, including to capture, store or transmit images of children. This device may not be owned by the approved provider or service. This may include devices such as phones, cameras, tablet computers, and hard drives. A service-authorised device must not be used for personal purposes. *Note: a service-authorised device may only be used in family day care services.*	Guide to the NQF
Service-supplied/issued device	A service-supplied device is a device that is owned or supplied by an approved provider to be exclusively used for providing education and care, including to capture, store or transmit images of children. This may include devices such as phones, cameras, tablet computers, and hard drives. A service-supplied device must not be used for personal purposes.	Guide to the NQF
Reasonable Belief	Believes on grounds that are reasonable in the circumstances.	Schedule 3, Child Protection Act 1999 (Queensland)
Reasonable grounds	Suspect that a child may be at risk of significant harm based on your observations of the child or what has been reported to you about a child.	Schedule 3, Child Protection Act 1999 (Queensland)
Reasonably suspects	Suspects on grounds that are reasonable in the circumstances	Schedule 3, Child Protection Act 1999 (Queensland)

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Physical abuse	For the purposes of NQF notifications, child physical abuse refers to the use of physical force against a child that results in harm to the child. Depending on the age of the child and the nature of the adult's behaviour, physical force that is likely to cause physical harm to the child may also be considered abusive. For example, a situation in which a baby is shaken by an adult but not injured would still be considered physical abuse.	The Guide to the National Quality Framework – Quality Area 7: Governance and Leadership. (Adapted from the Australian Institute of Family Studies)
Responsible person	In relation to an education and care service, means a person referred to in section 162(1)(a) to (c) of the Education and Care Services National Law.	National Law
Reportable conducts.	Under these Schemes, certain organisations or entities are required to notify and investigate certain allegations (reportable allegations) of abuse involving a child, when the allegation is against someone they employ, engage or contract in circumstances outlined by the legislation	State/territory based child protection legislation
Rights of the Child	Human rights belonging to all children, as specified in the United Nations Convention on the Rights of the Child.	Guide to the NQF
Sexual abuse	For the purposes of NQF notifications, the definition of child sexual abuse varies depending on the relationship between the victim and the perpetrator. In the context of education and care, the definition of sexual abuse is any sexual behaviour, including grooming behaviour, by an adult to a child. Adults working in an education and care service are in a position of power or authority over children and any sexual behaviour by an adult towards a child is sexual abuse	The Guide to the National Quality Framework – Quality Area 7: Governance and Leadership. (Adapted from the Australian Institute of Family Studies
Working with children / Working with vulnerable people check (WWCC/WWVP) Victorian Institute of Teaching registration (VIT)	A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that: · the person has been assessed as suitable to work with children; or · there has been no information that if the person worked with children the person would pose a risk to the children; or · the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.	National Law (Definitions)
Working Directly with children	A person is working directly with children at a given time if at that time the person: · is physically present with the children, and · is directly engaged in providing education and care to the children	National Regulations

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8. Responsibilities

Role of the Management

The Management has the role of making sure Snuggles prioritises children's safety and that action is taken when anyone raises concerns about children's safety.

The Management will champion and model a child safe culture at Snuggles. We encourage anyone involved with the organisation to report a child safety concern. The Management will work to create a positive culture around reporting so that people feel comfortable to raise concerns.

Everyone at Snuggles has a role in identifying and managing risks of child abuse and harm. The reporting timeframe for all complaints, allegations, or incidents involving physical or sexual abuse is set at twenty-four (24) hours, with consideration to be given to including educators within the scope of penalty provisions for failures to report and non-compliance.

The Management will make sure that staff are conducting risk assessments and taking action to manage risks in accordance with this policy. They will also ensure that appropriate child safety training for staff and volunteers is identified and completed.

The Management will conduct an annual review of how effectively Snuggles is delivering child safety and wellbeing. The input of people involved with Snuggles will be sought as part of this review.

9. Governance- Strategies/Practices

A code of conduct/ Code of Ethics www.earlychildhoodaustralia.org.au

The staff have a clear code of conduct as outlined in the Staffing Employment and Recruitment Policy, staff handbook and monitored through the staff appraisal system. Please refer to these documents in conjunction with this policy. We are also governed by the code of Ethics which is displayed in the Staffroom and Foyer and provided as part of staff induction processes. VIT registration is sought and supported through educational leadership and the Victorian Teaching Professions; Code of Conduct is also supported by the service.

Educators understand their roles and responsibilities within the child safe organisation and actively promote a culture of safety, respect, and wellbeing for all children. Educators use positive guidance strategies and do not engage in inappropriate conduct or inappropriate discipline. Any concerns, incidents, or breaches of the child safe standards are recognised, responded to, and reported promptly in line with organisational policies and procedures.

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Privacy and data protection

Snuggles has a clear privacy policy and privacy statement, to ensure parents/carers and staff have a clear understanding of the purpose of data collection and the confidentiality of information collected.

Snuggles is committed to making and keeping full and accurate records about all child-related complaints or safety concerns.

All child safety complaints, concerns, incidents and near misses will be recorded in the incident reporting system.

Records which may assist with the investigation of a complaint or safety concern will be identified and kept as part of the record of an investigation. Records will be kept even if an investigation does not substantiate a complaint.

We will record and keep the outcome of any investigations, and the resolution of any complaints. This includes findings made, reasons for decisions and actions taken.

Records will be stored securely and kept by Snuggles as per regulation requirements.

Personal Devices

In line with Regulation 168, the Statement of Regulatory Expectations - National Model Code and the Snuggles Safe Use of Digital Technology and Online Environments Policy, all images and videos of children must be taken, used, stored and destroyed, in accordance with centre guidelines. Personal devices are strictly prohibited;

- only service-issued electronic devices should be used when taking images or videos of children while providing education and care
- personal electronic devices that can take images or videos and personal storage and file transfer media should not be in the possession of any person while providing education and care and working directly with children
- any exceptions to the restrictions on personal devices are limited to essential purposes other than the taking of images or videos of children. They must be authorised in writing by the approved provider (or another means if not reasonably practical), and only be authorised where access does not impede the active supervision of children.
- Snuggles has strict controls in place for the appropriate storage and retention of images and videos of children - please refer to the Snuggles Safe Use of Digital Technology and Online Environments Policy.

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Information sharing

Snuggles may share relevant information to promote the safety and wellbeing of children, where it is appropriate and in their best interests. Staff can use the decision tree as a guide when sharing and recording information that has been shared (Refer to https://www.vic.gov.au/guides-templates-tools-for-information-sharing for guides, tools and template).

Snuggles will keep information about complaints confidential, except where it is necessary to share information to respond properly to a complaint or to prioritise child safety. We may also need to share information about incidents or complaints with external authorities to comply with the law or to prioritise safety. More information is available in our complaint handling policy.

Participation and empowerment of children through the promotion of a culture of Child Safety and wellbeing

- All forms of abuse are a symbolic representation of 'power' and of the offender's need to control. The promotion of children's participation in the development of child safe strategies and policies is a beneficial step in creating child safe environments.
- Snuggles is a child-centred organization. Children at this centre are encouraged and supported in developing safety rules to ensure their safety in their environment. They are also empowered by staff to assess advances and changes to procedures as the children grow and cohorts change.
- Through open communication, joint decision making practices and child advocacy, children are actively engaged in learning about how to report concerns or feelings of being 'unsafe' - this is a natural progression from teaching and developing the physical safety concepts taught within their familiar context and transferring their knowledge of safety to an online learning environment. Concepts of privacy and consent will be explored through this lens to support child learning and development both in physical and online context.

Families and communities

Snuggles recognises the important role of families and involves parents and carers when making significant decisions about their child. Parents, families and communities are welcome to provide feedback at any time through our contact email address and are encouraged to raise any concerns they have with us.

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Snuggles provides information to families and community about our child safe policies and practices including through:

- publishing this Providing a Child Safe Environment Policy and Code of Conduct on our website
- including information about our child safety approach, our operations and Management and management structure, in Snuggles' general information and handbook
- including articles and information on child safety and wellbeing, and reminders about our policies and procedures, in our newsletter.

Creating culturally safe environments for all Aboriginal children and their families

Snuggles is committed to creating environments where Aboriginal culture is celebrated and Aboriginal children, families and community members are welcomed and included. Strategies to embed cultural safety for Aboriginal children include:

- an Acknowledgement of Country at all meetings
- consulting with families and members of the Aboriginal community to identify opportunities to promote Aboriginal culture and practices in the Snuggles studio and programs
- providing opportunities for children to share their cultural identity and express their culture, including through performance and during Snuggles' community activities
- supporting children who wish to explore their culture, including consulting with their family and relevant Aboriginal organisations
- providing training for staff and volunteers on the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children
- celebrating NAIDOC Week and acknowledging significant events including National Sorry Day and National Reconciliation Week

seeking feedback from Aboriginal children, families and communities on their experience at Snuggles, particularly how safe they feel expressing their identity including their culture.

Valuing diversity

We value diversity and equity for all children. To achieve this, we:

- provide training for all Management members, staff and volunteers on understanding diversity and how to support inclusion and cultural safety
- welcome and support participation of all children, including children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, LGBTIQ children and Aboriginal children and their families

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- offer students and families through our enrolment forms the opportunity to provide information about themselves, including any specific needs to participate fully in our programs
- have zero tolerance of racism and other forms of discrimination and take action when discrimination or exclusion is identified
- deliver programming that reflects the diversity of our students, their interests and cultures
- strive to reflect the diversity of our community through representation in our staff and Management members – we are committed to having representatives of Chinese Asian background on our Management
- acknowledge and celebrate important cultural dates in our rooms
- have a physical and online environment that actively celebrates diversity
- commit to ensuring our facilities and online activities promote inclusion of children of all abilities.

Employee recruitment and selection and ongoing verification of current certification status

- The protocols and procedures for recruitment are provided in the Staffing Employment and Recruitment Policy. We require staff to have a current WWCC (VIT), First Aid, and Anaphylaxis, Asthma qualification certificates. Our interview process is thorough, referees are sort and checked and new staff have an ongoing mentor and thorough induction process.
- Ongoing regular checks of WWCC and VIT are undertaken to ensure currency.
- Reports are made within 24 hours through NQATIS of any discrepancies.
- Annual professional development supporters the regular review of certifications
- Staff are responsible to notify the service of a name change or a change to staff contact details or if for any reason their WWCC/VIT has been suspended or declined.

Position description Position descriptions are accessible through the appraisal system providing a clear, professional understanding of the expectations and accountability of Staff/educators, at the centre.

Educator support, supervision, performance review and professional development

- These elements provide an opportunity to identify individuals' attitudes, expectations and values in the workplace.

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- The performance review is a legitimate avenue to address the professional and personal partnerships between Staff/educators, volunteers, families and children.
- At Snuggles we have a commitment to professional development and ongoing training in child protection (Section 162A and 162B) mandatory reporting requirements.(Regulation 84)
- Issues or concerns about behaviour with children will be raised immediately and addressed in line with our Code of Conduct, complaint handling policy and reportable conduct scheme.

Grievances and complaints management (including disciplinary proceedings)

- All reports of child abuse and child safety concerns will be treated seriously, whether they are made by an adult or a child and whether they are about the conduct of an adult or a child. All complaints and child safety concerns will be responded to promptly and thoroughly.
- Grievances and complaints procedures reflect fairness and natural justice concepts. These procedures are outlined in the Complaints Policy and the Reportable Conduct Scheme (Investigating a Reportable Conduct Allegation).
- If a complaint includes an allegation or incident of child abuse or harm, then staff and volunteers at Snuggles must report it in accordance with the Mandatory Reporting compliance/Reportable conduct scheme . Snuggles' staff and volunteers are required to prioritise children's safety in any response and to report all potentially criminal conduct to Victoria Police. Under Mandatory Reporting obligations and the reportable conduct scheme, staff and volunteers may be subject to actions to support child safety including:
    - being stood down during an investigation or terminated following an investigation
    - having their duties altered so they do not engage with children at Snuggles
    - not allowing unsupervised contact with children at Snuggles
    - removing their access to Snuggles' system and facilities.

Complaints can be emailed to rhonda@snuggles.com.au or staff@snuggles.com.au.

If there is concern for the immediate safety of a child, immediately call 000.

Child Safety Person or Child Safe Champion

- Snuggles has trained child safety persons with responsibility for responding to any child safety related complaints or concerns.

- If a person does not feel comfortable making a report to a child safety person, they may report their concern to the Management.

Support agencies

- Snuggles staff seek the support and guidance of agencies to help identify strategies and processes to support the child and his/her family.

Protective behaviours and practices

Staff, carers, students and volunteers as role models

- Children learn through example, and role modelling is an important strategy in teaching children about protective behaviours.

Risk Management

We recognise the importance of identifying and managing risks of child harm and abuse in the physical and online environments operated by Snuggles.

We conduct regular risk assessments and have a risk management plan to address the risk of child abuse and harm at Snuggles. We will ensure that any risk controls put in place balance the need to manage harm with the benefits of participating at Snuggles. The Management is responsible for approving the risk management plan.

Any contractors or other providers of services will always be supervised by a member of staff while working with us to ensure child safety. See also Code of Conduct above.

Review

Snuggles will review all child safe practices and policies at least every two years. We also review relevant practices and policies in response to a child safety incident or 'near miss'. Findings from reviews will be reported to the people involved in our organisation and also inform our approach to continuous improvement of our child safety practices. Reviews are overseen by the Management and will be informed by consultation with children, families and staff.

Communication with different stakeholders

Children

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- Children are integral in any strategy to support and provide a safe and secure environment, therefore it is imperative that they have a voice in the process and that their voices are recognised and responded to.

Families

- Child protection and safety information is displayed in the centre.
- Families will be expected to implement the service's child protection behaviours and practices when engaged in service experiences.

Staff/Educators/Management…Supervision

- Staff at the centre play an integral role in ensuring the maintenance of a safe and secure environment where children are protected from harm or abuse.
- Management play an integral role in ensuring the maintenance of a safe and secure environment where children are protected from harm or abuse.
- For young children adequate supervision may involve children remaining near the adult who is supervising them. Supervision of children who are sleeping is ensured when educators can see and hear them.
- Physical spaces are designed to support supervision, with consideration given to how educators may position themselves within the physical space.
- Children of different ages and abilities will require different levels of supervision, privacy and autonomy.
- Toilets are strategically placed to allow for greater visibility whilst respecting privacy. Supervision requirements are adapted to ensure safety of children during toileting.

7. Links to other policies Refer to related policies and procedures

Policy Governance that support the Health, Safety and Educational needs of the children in our care (Inclusive but not limited to):

- The Snuggles Philosophy
- Sleep and Rest Policy
- Safe transportation of Children Policy
- Reporting Child Abuse Policy
- 11 Child Safety Standards
- Planning and Programming Documentation (See Educational Programming Statement)
- Health and Nutrition (See Health and Safety :Nutrition, food, Beverages, Dietary Requirements)
- Sun smart (see Sun smart Policy)
- Water Safety (See Water Safety Policy)
- First Aid procedures and Policies
- Incident, Injury Trauma and illness Policy
- Infectious Diseases policy

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- Dealing with Medical Conditions Policy,
- First Aid Resuscitation Protocol
- First Aid procedure in the event of an Accident/Illness
- Emergency and Evacuation Policy (Inclusive of EMP)
- Delivery of children to and Collection from education and care promises Policy
- Excursion and incursion Policy
- The Staffing, Employment and Recruitment of Early Childhood professionals (inclusive of Students/Volunteers, code of conduct for the Snuggles community and responsible persons) Policy.
- Interactions with Children Policy
- Enrolment and Orientation Policy
- Governance and Management Policy
- Acceptance and Refusal of Authorisations Policy
- Fees Policy
- Safe Use of Digital Technologies and online environments Policy and procedures inclusive of the CCTV policy and procedures

8. Induction and ongoing training

Snuggles Early Learning Centre is committed to the ongoing training and development of our Educators. Professional development is offered to Educators regularly to support the development, health and wellbeing of children and to support our community.

9. Policy created/reviewed

Last review September 2025 May 2026

Next review 2027

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