

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
St Hilda's School Pre-Preparatory	Early Childhood Education and Care Service

Approval

This Plan is endorsed and approved as follows:

Endorsed/Approved	Name	Role	Date
Endorsed	Virginia Warner	Principal	11/12/2025
Approved	Catriona Macgregor	Executive Director, ASC (delegate of ECS Approved Provider)	12/2/2026

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Standard 1: Leadership and culture

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
1.	ASC Child Safe Anglican Education Policy and Procedures: Child Safe Operations and Procedures: Child Safe Responses displayed: <ul style="list-style-type: none"> • Website/Pre-Preparatory page • Pre-Preparatory Policy Folder at the Pre-Preparatory Office • Ammonite for staff access • Pre-Preparatory Office • Pre-Preparatory Rooms 	Director of Pre-Preparatory	Prior to Term 1 commencing
2.	ASC Public Commitment displayed: <ul style="list-style-type: none"> • Pre-Prep Noticeboard • Pre-Preparatory Office • Pre-Preparatory Rooms' Noticeboards 	Director of Pre-Preparatory	Prior to Term 1 commencing
3.	ASC Public Commitment displayed: <ul style="list-style-type: none"> • Website/Pre-Preparatory page • Student Organiser • Pre-Preparatory Handbook • Pre-Preparatory Educators' Handbook • Ammonite for staff access 	Director of Pre-Preparatory	Prior to Term 1 commencing
4.	Department of Education – Early Childhood Statement of Shared Commitment displayed: <ul style="list-style-type: none"> • Pre-Preparatory Staff Area • Pre- Preparatory/OSHC Noticeboard 	Director of Pre-Preparatory	Prior to Term 1 commencing
5.	ACSQ Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services) displayed: <ul style="list-style-type: none"> • Website/Pre-Preparatory page • Pre-Preparatory Policy Folder at the Pre-Preparatory Office • Ammonite for staff access 	Director of Pre-Preparatory	Prior to Term 1 commencing

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	<ul style="list-style-type: none"> • Pre-Preparatory Office • Pre-Preparatory Classrooms 		
6	<p>Child Safe Advocates are clearly visible via:</p> <ul style="list-style-type: none"> • Website/Pre-Preparatory page • Pre-Preparatory Handbook • Pre-Preparatory Educator’s Handbook • Student Organiser • Pre-Preparatory Noticeboard • Pre-Preparatory Rooms’ Noticeboards 	Director of Pre-Preparatory	Prior to Term 1 commencing
7.	<p>The 10 Child Safe Standards displayed:</p> <ul style="list-style-type: none"> • Pre-Preparatory Noticeboard • Pre-Preparatory Staff Area • Pre-Preparatory Room Kitchens • Pre-Preparatory Teacher Planner 	Director of Pre-Preparatory	Prior to Term 1 commencing
8.	<p>Progress of Child Safe Action Plan (CSAP) action items reported regularly through Pre-Preparatory Staff Meetings, and Child Safe Meetings to Child Safe Committee. This is included in Report to School Council by School Principal.</p>	Director of Pre-Preparatory	Term 4, 2026
9.	<p>Child Safety a regular agenda item discussed at Pre-Preparatory staff meetings.</p>	Director of Pre-Preparatory	Ongoing
10.	<p>Clear procedures for creating records and how these are stored and information shared are outlined in the following policies:</p> <ul style="list-style-type: none"> • Privacy and Confidentiality Policy and Procedure • Maintenance and Confidentiality of Records Policy and Procedure 	Director of Pre-Preparatory	
11.	<p>The United Nations Convention on the Rights of the Child displayed:</p> <ul style="list-style-type: none"> • Pre-Preparatory Rooms • Pre-Preparatory Noticeboard • Pre-Preparatory Staff Area 	Director of Pre-Preparatory	Prior to Term 1 commencing

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12.	Approved Provider and Nominated Supervisor complete Child Protection Training annually through the Anglican School Commission and Department of Education – Early Years.	Anglican Schools Commission Early Years Manager	Term 3, 2026
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Standard 2: Voice of children

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
1.	Educators discuss with children the United Nations Rights of Children in the educational program and during Children’s Week. Children have the opportunity to give examples of how their rights are respected at Pre-Preparatory. This work is displayed on the Pre-Preparatory Noticeboards/Rooms and in the newsletter. Age-appropriate resources including books, posters and videos are utilised to teach children about their rights.	Pre-Preparatory Teachers	Ongoing
2.	Children are given clear information about personal safety, consent and boundaries and who they can speak to if they have a concern/complaint through classroom activities, everyday teaching moments with children and participation in programs including: <ul style="list-style-type: none"> • Life Education (February) • Bravehearts Session (May) • Child Protection Week (September) • Day for Daniel and The Biggest Child Safety Lesson (October) • Children’s Week (October) 	Pre-Preparatory Teachers	Ongoing
3.	The Service promotes Child Safety, Child Protection Week, Children’s Week and children’s rights. This is done through newsletters and communication sharing information and displays in the Service. Children share thoughts about who they can talk to if they are feeling	Director of Pre-Preparatory Pre-Preparatory Teachers	Term 4, 2026

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	unsafe and this is shared with families for follow up discussions at home.		
4.	The Service seeks feedback from the girls and families regarding Pre-Prep providing a safe and nurturing environment, when children feel safe /unsafe and what we do that makes them feel safe/unsafe and reflect upon this feedback in a staff meeting for possible further actions.	Director of Pre-Preparatory Pre-Preparatory Teachers	Term 3, 2026
5.	The Service purchases additional age-appropriate resources designed to be utilised in activities to support the education of the girls in personal safety.	Director of Pre-Preparatory Pre-Preparatory Teachers	Ongoing
6.	The Service conducts an annual review of the Expectations of Children with Pre-Preparatory Teachers and Educators, community and the children to promote positive behaviours.	Director of Pre-Preparatory Pre-Preparatory Teachers Pre-Preparatory Educators	Term 2, 2026
7.	Child Safe Advocates and personal safety messages discussed with children regularly throughout the year.	Director of Pre-Preparatory Pre-Preparatory Teachers Pre-Preparatory Educators	Ongoing
8.	Personal safety messages including people children feel comfortable talking to if they are feeling unsafe discussed with children to develop strategies to enhance wellbeing and promote safety. Children encouraged to share this with families for discussions at home.	Pre-Preparatory Teachers	Ongoing
9.	The Pre-Preparatory Program includes content, activities and resources (including books, Kimochis and sensory toys) that teach children social and emotional skills, to articulate feelings and emotions, promotes respectful relationships and children's roles and	Pre-Preparatory Teachers	Ongoing

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	responsibilities in helping to ensure the safety and wellbeing of their peers.		
10.	Pre-Preparatory teachers and educators facilitate through class discussions child-friendly ways for children to express their views, participate in decision-making and raise their concerns.	Pre-Preparatory Teachers	Ongoing

Standard 3: Family and community

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
1.	Education for new families on ASC Public Commitment, Department of Education – Early Childhood Statement of Shared Commitment and Child Safe Standards and where this documentation can be found occurs at the New Parent Information Sessions at the beginning of each year.	Director of Pre-Preparatory	During Term 1, 2026
2	Letter informing/reminding Pre-Prep families of the Child Safe Standards, ASC Public Commitment, Child Safe Advocates and Child Safe Action Plan along with parental education pertaining to child protection, how to raise concern and Child Safe Advocates emailed to families: <ul style="list-style-type: none"> • Beginning of Semester One • Beginning of Semester Two • Child Protection Week 	Director of Pre-Preparatory	16 January 2026 17 July 2026 11 September 2026
3.	Continue to provide parenting education opportunities through parenting workshops and information.	Director of Pre-Preparatory	Term 4, 2026
4.	Cyber safety training is offered annually for Parents.	Deputy Principal (People and Culture)	Term 2, 2026
5.	Parents informed of risk management plans for regular outings and activities and required to read and accept risk management procedures in order for their daughter to attend the activity.	Director of Pre-Preparatory	Ongoing as required

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		Pre-Preparatory/OSHC Administration Officer	
6.	Parents informed of incursions and excursions and required to read and accept risk management procedures in order for their daughter to attend the activity. These are checked to ensure each child has been given permission to participate prior to the activity.	Director of Pre-Preparatory Pre-Preparatory/OSHC Administration Officer	Ongoing as required
7.	Child Safety discussed at Parent Information Sessions held for new parents in February and October (2027 parents).	Director of Pre-Preparatory	Term 1, 2026 Term 4, 2026
8.	Child personal safety education and parent education regarding the topics communicated with families regularly throughout the year through parent workshops and communications through newsletters.	Director of Pre-Preparatory	Term 1, 2026 Term 2, 2026 Term 3, 2026 Term 4, 2026
9.	Parent education on The United Nations Convention on the Rights of the Child through newsletters and the Pre-Preparatory Noticeboard in Children's Week.	Director of Pre-Preparatory	Term 4, 2026
10.	Families invited to share their cultural celebrations, language and set goals for their children. This contributes to the program. Parents are also invited to give feedback throughout the year on their child's development and the Pre-Prep Program. This feedback is considered for future planning and improvements in the Service. Parent Teacher Interviews are offered twice a year to allow the sharing information.	Director of Pre-Preparatory Pre-Preparatory Teachers	Ongoing

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Standard 4: Equity and diversity

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
1.	Daily Acknowledgement of Country by teachers, educators and children in Yugambah Language with actions performed in Pre-Preparatory Rooms and at special events.	Pre-Preparatory Teachers	Ongoing
2.	Aboriginal and Torres Strait Islander Traditional Custodians regularly visit Pre-Preparatory rooms for cultural education and to build relationships with children and educators.	PP Multi-Cultural Leader	Ongoing
3.	Australian, Aboriginal and Torres Strait Islander flags on display in each room. Large flags on display at entrance to St Hilda's School and on the School Oval.	Pre-Preparatory Teachers	Term 1, 2026
4.	Children are taught about Aboriginal symbols and the Aboriginal symbols on display in PP Rooms and Yard.	Director of Pre-Preparatory Pre-Preparatory Teachers Pre-Preparatory Educators	Term 1, 2026
5.	2026 RAP launched and communicated to families. This is reviewed in Term 3 and a new RAP released for the beginning of 2027. Progress of the RAP is communicated to families regularly through newsletters and displays in the Service.	Director of Pre-Preparatory PP Multi-Cultural Leader	Term 1, 2026
6.	Cultural diversity celebrated throughout the year with activities during Harmony Week and Multi-Cultural Queensland Month within class activities and with invited guests.	PP Multi-Cultural Leader	Term 1, 2026

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7.	Families invited to share cultural knowledge with their daughter's class. Invited guests share cultural knowledge with children through song, dance, language and food/cooking.	Pre-Preparatory Teachers	Term 3, 2026
8.	Cultural resources and equipment for indoor and outdoor use are continually updated.	Director of Pre-Preparatory	Ongoing
9.	Cultural connections, including Aboriginal and Torres Strait Islander perspectives, is a regular agenda item in PP whole staff and year level meetings.	Director of Pre-Preparatory PP Multi-Cultural Leader	Ongoing
10.	Strong relationship with Inclusion Support Officer continues to build with regular visits to the service to provide support for children with additional needs and their educators.	Director of Pre-Preparatory PP Inclusion Support Leader	Ongoing
11.	Indigenous Australian Languages Map displayed in Pre-Preparatory Rooms and Noticeboard. Local Indigenous Language – Yugambah and Ngarahngwal dialect taught including greetings, animals and numbers.	Director of Pre-Preparatory Pre-Preparatory Teachers	Ongoing
12.	Information relating to the children's cultural and language background shared with teachers through enrolment information and from parents. This is utilised to inform planning.	Pre-Preparatory Teachers	Term 1, 2026
13.	Resources to support inclusion of all children in the service purchased regularly and as required.	Director of Pre-Preparatory PP Inclusion Support Leader	Ongoing
14.	Strategic Inclusion Plan developed in conjunction with the Inclusion Support Officer each year.	Director of Pre-Preparatory	Term 1, 2026
15.	Inclusion Support Leader supports educators with the development of Individual Education Plans where required for children with additional needs.	PP Inclusion Support Leader	Ongoing

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16.	Allied health professionals – Speech Therapist and Occupational Therapist engaged to offer therapy services where required for children. Children are referred to these professionals when required following permission by parents.	Director of Pre-Preparatory Pre-Preparatory Teachers	Ongoing
17.	Professional development in Aboriginal and Torres Strait Islander Culture, histories and perspectives undertaken annually by educators.	Director of Pre-Preparatory	Ongoing
18.	Professional development in inclusion support and behaviour guidance undertaken annually by educators.	Director of Pre-Preparatory	Ongoing
19.	Support for developing English language skills for EAL/D children is offered by EAL/D teacher throughout the year.	Director of Pre-Preparatory	Term 1, 2026
20.	Range of languages of families in rooms shared in Pre-Preparatory Rooms through greetings and numbers. French and Japanese lessons teach language and culture to children.	Director of Pre-Preparatory Pre-Preparatory Teachers French and Japanese Teacher/s	Ongoing

Standard 5: People

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
1.	'Child Protection is your Business' poster and other child protection information relating to responding to disclosures for educators displayed in Pre-Preparatory kitchen areas.	Pre-Preparatory/OSHC Administration Officer	Prior to Term 1 commencing
2.	ASC Public Commitment referenced and noted in Role Descriptions, and review processes.	People and Culture Manager	Ongoing as required
3.	Educators are aware of our Employer Assistance Program (EAP), a voluntary, confidential and complimentary counselling service which can provide support to employees and volunteers when required. Educators are informed during the Induction process, annual reminders, Pre-Preparatory Educator's Handbook and in staff	People and Culture Manager Director of Pre-Preparatory Risk & Compliance Officer	Term 1, 2026 Term 3, 2026 Ongoing as required

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	meetings throughout the year and information about the service is available on display in the Pre-Preparatory Staff Area and via Ammonite/Staff Resources/People and Culture/AccessEAP.		
4.	School Psychologist available for support of children and families.	School Psychologists	Ongoing as required.
5.	All educators will receive professional development in relation to Online Safety through: <ul style="list-style-type: none"> • Annual Cyber Safety Workshops • eSafety Commission 	Director of Pre-Preparatory	Term 3, 2026
6.	All visitors and contractors must sign in using the SINE system which includes the reading and signing off, of their understanding of the ASC Public Commitment and child protection reporting procedures, including restricted persons declaration. A visitor/contractor pass is not issued until this is done.	Risk & Compliance Officer	Ongoing as required
7.	Conduct induction or annual refresher induction for external maintenance providers including contractors (eg Plumbers, electricians, carpenters) and inform Nominated Supervisor.	Director of Business Operations Risk & Compliance Officer	Term 1, 2026
8.	Additional staff who may work within the Pre-Prep/OSHC service required to read and sign-off on the Pre-Prep Creating Environments for Students to Thrive Form annually.	Director of Pre-Preparatory Pre-Preparatory/OSHC Administration Officer	Term 1, 2026 Ongoing as required

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9.	<p><u>Employees - Recruiting</u></p> <p>St Hilda’s School follows a four-stage recruitment and selection process for continuing and fixed-term staff appointments –</p> <ol style="list-style-type: none"> 1. Vacancy 2. Application and short listing 3. Screening and selection 4. Appointment <p>All job advertisements have a reference to the ACSQ Code of Conduct for Anglican Schools and Education and Care Services and requires acknowledgement prior to commencement.</p> <p>Position Description, including child safe and child protection requirements of role, communicated.</p>	People and Culture Manager	Ongoing
10.	<p><u>Employees - Selecting</u></p> <p>Interview panel interview candidates against selection criteria which includes mandatory questions relating to scenarios relating to child wellbeing and protection scenarios.</p> <p>Minimum two reference checks are conducted, includes mandatory questions relating to candidates suitability to be hired again, suitability for working with children and young people and specific child protection questions.</p> <p>School requests the Director of Professional Standards conducts National Register Check against the Anglican Church’s National Professional Standards Register prior to employment.</p> <p>Current Queensland Teacher Registration mandatory for all teachers and is confirmed and monitored annually.</p>	Director of Pre-Preparatory People and Culture Manager	Ongoing

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	<p>AHPRA Validation for Registered Health Practitioners annually.</p> <p>HR Online Onboarding process includes acknowledgment of all relevant child protection policies and procedures and ACSQ Code of Conduct prior to commencement.</p> <p>Employment contract contains reference to mandatory child protection training and ACSQ Code of Conduct adherence.</p> <p>Approved Provided conducts NQAITs Prohibition Check and Educator is included in the National Educator Register.</p> <p>Blue Card (WWC) required prior to commencing. These are validated and records stored in Pre-Preparatory Office.</p>	<p>Director of Pre-Preparatory</p> <p>Anglican Schools Commission Early Years Manager</p> <p>Director of Pre-Preparatory</p> <p>Risk & Compliance Officer</p> <p>Pre-Preparatory/OSHC Administration Officer</p>	
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	<ul style="list-style-type: none"> • Child Safe Advocates • Supervision Practices • WHS Procedures • Sleep Procedures • Food Safety Procedures • Safe Arrival and Departure of Children Procedures • Transporting of Children Procedures (Conducted Quarterly) • Risk Assessments of Regular Outings • Policy and Procedures Training • Responsible Persons Training • Evacuation and Lockdown Exercises • Risk Management for Incursions and Excursions 		
12.	Regular one-on-one catch up meetings with Director of Pre-Preparatory conducted throughout the year to build relationships between the Educator and Director, to provide further support and another opportunity to discuss any concerns.	Director of Pre-Preparatory	Ongoing as required
13.	Regular check ins up to 6 months of service with Pre-Preparatory educators and staff with Director and including gaining feedback from other employees.	Director of Pre-Preparatory	Term 2, 2026 Term 4, 2026
14.	Annual review of Role Descriptions conducted with Pre-Preparatory educators and staff.	Director of Pre-Preparatory	Term 2, 2026
15.	Annual Self-Appraisal process undertaken by all Pre-Preparatory educators.	Director of Pre-Preparatory	Term 4, 2026
16.	Exiting employees are invited to participate in an exit interview on a voluntary basis. These are conducted by People and Culture Department when an employee leaves the workplace.	People and Culture Manager	Ongoing as required

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17.	Approved Provider conducts NQAITS Prohibition Check at least annually for all Pre-Preparatory educators, and educator is included in the National Educator Register. National Educator Register updated on employment or educator exiting employment.	Anglican Schools Commission Early Years Manager	Ongoing as required
18.	Volunteers' complete induction forms to populate Volunteer Register. Student and Parent Volunteers complete Volunteer Induction prior to commencing volunteer role. Current Blue Card (Working with Children Check) requirement - checked and validated. Volunteer visits recorded in Visitor Log. Volunteers follow sign-in processes and always supervised. Documents stored in Pre-Preparatory Office.	Director of Pre-Preparatory Pre-Preparatory/OSHC Administration Officer Pre-Preparatory Teachers	Ongoing as required
19.	Visitors/Contractors complete Induction prior to visit. Information to populate Visitor Register and forms and documents stored in Pre-Preparatory Office. Current Blue Card (Working with Children Check) requirement - checked and validated. Visitor visits recorded in Visitor Log. Visitor's follow sign-in processes and always supervised. Documents stored in Pre-Preparatory Office.	Director of Pre-Preparatory Pre-Preparatory/OSHC Administration Officer Pre-Preparatory Teachers Pre-Preparatory Educators	Ongoing as required
20.	Visiting Specialist therapists complete induction prior to visit and submit a copy of their health practitioner registration and/or Blue Card, if required. This is verified on AHPRA, and copies of all documents stored in Pre-Preparatory Office. Information to populate Visitor Register.	Director of Pre-Preparatory Pre-Preparatory/OSHC Administration Officer	Ongoing as required
21.	Employee, volunteer or visitor contacted 4 months prior to Blue Card expiry date to be reminded to renew card and forward a copy to the Pre-Preparatory Office. Employee, volunteer or visitor whose Blue Card expires are unable to engage with Pre-Preparatory Service until	Pre-Preparatory/OSHC Administration Officer Risk & Compliance Officer	Ongoing as required

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	a renewed Blue Card is obtained. Nominated Supervisor informed of any breach and actions taken to rectify.		
22.	For alert dates within 16 weeks, appropriate action is to be taken to support the person to apply for their WWCA renewal.	Risk & Compliance Officer Pre-Preparatory/OSHC Administration Officer	Ongoing as required
23.	Any engaged person who does not have a valid blue card is not permitted to work. Director of Pre-Preparatory provides training to Junior School Leadership and Supervisions Team relating to staff, including relief staff, inducted into Pre-Preparatory and clearance to work in Pre-Preparatory.	Director of Pre- Preparatory People and Culture Manager Risk & Compliance Officer Pre-Preparatory/OSHC Administration Officer	Ongoing as required. Prior to Term 1, 2026 and ongoing as required.
24.	Internal Audits of Volunteer Register	Director of Pre-Preparatory Pre-Preparatory/OSHC Administration Officer Risk & Compliance Officer	Term 2, 2026 Term 4, 2026
25.	Review of internal HR Process Documents for Employee lifecycle	Director of Pre- Preparatory People and Culture Manager Risk & Compliance Officer	Ongoing as required.
26.	Review and update Working with Children Check – Employee Volunteer Register Manual, Implementation Strategy and Work Instructions Working with Children Internal Audit	Director of Pre-Preparatory Pre-Preparatory/OSHC Administration Officer	Term 3, 2026

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		Risk & Compliance Officer	
27.	Review and update Volunteer Handbook to ensure key guidance to staff and volunteers relating to WWC Checks is current and clear.	Director of Pre-Preparatory Risk & Compliance Officer	Term 3, 2026
28.	Continued updates of St Hilda's Working with Children Authority Procedures.	Risk & Compliance Officer	Term 3, 2026
29.	Approved Provider completes NQAITS Prohibition Check annually.	Anglican Schools Commission Early Years Manager	Ongoing
30.	The Executive Director of the Anglican School Commission is to be immediately notified in writing by the Principal or Nominated Supervisor of all reported or identified breaches of WWCA 'the Act'.	Nominated Supervisor	Ongoing

Standard 6: Complaints management

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
1.	<p>ASC Complaints Management in Anglican Education Policy and ASC Complaints Management in Anglican Education Guidelines and Procedures. These clearly outline processes to follow if raising a complaint. They are displayed:</p> <ul style="list-style-type: none"> • Website/Pre-Preparatory page • Pre-Preparatory Policy Folder at the Pre-Preparatory Office • Ammonite for staff access • Pre-Preparatory Office • Pre-Preparatory Rooms 	<p>Director of Pre-Preparatory</p> <p>Pre-Preparatory/OSHC Administration Officer</p>	Term 1, 2026

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	<ul style="list-style-type: none"> • ASC Child Safe Anglican Education Policy and Guidelines and Procedures • Child Safe Standards • St Hilda's Pre-Preparatory Child Safe Action Plan • Child Safe Advocates in Pre-Preparatory • How to access these documents in the Pre-Preparatory and on Ammonite 		
2.	New educator awareness of the Child Safe Action Plan by including the Child Safe Action Plan and Child Safe Advocates in Pre-Preparatory in the Induction Program for all new educators.	Director of Pre-Preparatory Risk & Compliance Officer	Term 1, 2026 and Ongoing as required
3.	Annual educator reflection on ASC Public Commitment and Department of Education – Early Childhood Statement of Shared Commitment how they uphold these commitments.	Director of Pre-Preparatory	Term 3, 2026
4.	Staff to acknowledge receipt, reading and understanding of the following policies prior to commencement and annually at the beginning of the school year. <ol style="list-style-type: none"> 1. ASC Child Safe Anglican Education Policy 2. ASC Child Safe Anglican Education Procedures: Child Safe Operations and Procedures: Child Safe Responses 3. ASC Complaints Management in Anglican Education Policy 4. ASC Complaints Management in Anglican Education Guidelines and Procedures 5. ASC Whistleblower Policy for Anglican Education 6. ASC Whistleblower Procedures for Anglican Education 	People and Culture Manager Risk & Compliance Officer	Term 2, 2026
5.	Pre-Preparatory educators receive annual training and information to respond effectively to issues of children's safety and wellbeing and to support colleagues who disclose harm.	Director of Pre-Preparatory	Term 1, 2026
6.	Teachers and Educators participate in annual professional development regarding behaviour guidance.	Director of Pre-Preparatory PP Inclusion Support Leader	Term 2, 2026

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7.	Pre-Preparatory Educators receive annual training in Volunteer and Visitor Induction Processes.	Director of Pre-Preparatory	Term 1, 2026
8.	Annual ASC Responsible Persons Training for all Responsible Persons.	Director of Pre-Preparatory	Term 1, 2026
9.	Annual cyber safety/online safety training session held for Pre-Preparatory educators.	Director of Pre-Preparatory	Term 2, 2026
10.	Annual Risk Management Online Course – including Regular Outings completed by Pre-Preparatory educators and specialist teachers and staff.	Director of Pre-Preparatory	Term 4, 2026
11.	Risk Management training for all incursions and excursions to be held at the beginning of the year.	Director of Pre-Preparatory	Term 1, 2026
12.	Annual training for educator awareness of the Child Safe Action Plan (CSAP) and all educators read and sign off they have read and understood their responsibilities in implementing the CSAP.	Director of Pre-Preparatory Risk & Compliance Officer	Term 1, 2026
13.	Staff in School receive annual training regarding the Pre-Preparatory and OSHC policy requirements relating to: <ul style="list-style-type: none"> • Personal electronic devices • Taking, storing and sharing of images • Reporting child safety concerns • Child Safe Advocates in Pre-Preparatory and OSHC • Reminders communicated prior to whole school events 	Director of Pre-Preparatory	Prior to Term 1 commencing Ongoing

Standard 8: Physical and online environments

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
1.	Parents/carers sign off on St Hilda's Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement each year.	Director of Pre-Preparatory Pre-Preparatory Teachers	Term 1, 2026

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		Pre-Preparatory/OSHC Administration Officer	
2.	Information on SINE about child safety for Pre-Preparatory for visitors is viewed and acknowledged on their sign in to the school. This is reviewed and updated annually or as required. Visitors are required to wear a sticker for their duration of the stay on campus which indicates who they are, and they have followed sign in procedures. Employed staff are required to wear name badges each day.	Director of Pre-Preparatory Risk & Compliance Officer	Term 1, 2026
3.	Safety Checklists conducted for: <ul style="list-style-type: none"> • Sunscreen Register – daily • UV Register – daily • Sleep Checklist – daily • Fridge Food Safety – daily • Food Safety Audit – annually • Outdoor play spaces – daily • Indoor Room – Weekly and monthly • WHS Check by educators - quarterly 	Director of Pre-Preparatory Pre-Preparatory Teachers Pre-Preparatory Educators Pre-Preparatory/OSHC Administration Officer	Ongoing
4.	Safety Checklists conducted for: <ul style="list-style-type: none"> • Fire Equipment Extinguisher – six monthly and annually. • Fire Equipment Fire Blankets – six monthly and annually. • Fire Equipment Emergency lighting/exit signs – six monthly and annually. • Fire Equipment Fire Hose Reels – six monthly and annually. • Fire Equipment Fire Hydrants – six monthly and annually. • Fire Detection Devices – annually. • Thermostatic Mixing Values - Biannually • Playground Safety Check by Maintenance – Daily and Weekly • Independent Playground Equipment Check – Annually • Electrical RCD Testing – Quarterly • Electrical Appliance Testing and Tagging - Annually 	Assistant Operations Manager Facilities Co-ordinator – Maintenance and Grounds	Ongoing

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5.	Safety Data Sheets are stored in the Abbey 1 Kitchen area. They are checked and updated as required annually.	Director of Pre-Preparatory Facilities Co-ordinator – Cleaning	Term 1, 2026
6.	Safe Internet Day recognised, and cyber safety information shared with families through newsletters, distributing booklets from the eSafety Commissioner and parent workshops and lessons with children. These strategies are revisited during the year.	Director of Pre-Preparatory Pre-Preparatory Teachers Pre-Preparatory Educators	Term 1, 2026
7.	<p>Related Policies and Procedures are reviewed and updated annually:</p> <ul style="list-style-type: none"> • Physical Environment Policy and Procedure • Environment and Sustainability Policy and Procedure • Hygiene Policy Support Document • Safe Food Handling an Anglican Education and Care Services Policy and Procedure • Food Safety Policy Support Document • Work Health and Safety Policy and Procedure • Supervision Policy and Procedure • Hazardous Substances and Poisonous Plants Policy and Procedure • Emergency Situation Response Policy and Procedure • Taking, Sharing and Storing Images of Children Policy and Procedure • Photography, Filming and Audio Policy Support Document 	Director of Pre-Preparatory	Term 2, 2026

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Standard 9: Continuous improvement

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
1.	Pre-Preparatory Educators and families are invited to provide feedback through the review process in Term 3 and as necessary during the year on the Child Safe Action Plan: Operations Plan and Improvement Plan.	Director of Pre-Preparatory	End of Term 3, 2026
2.	Pre-Preparatory Educators and families invited to give feedback during annual Service Survey and regularly throughout the year.	Director of Pre-Preparatory	End of Term 3, 2026
3.	The Service Quality Improvement Plan identifies strengths and current improvement actions and their progress. This is on display in the service. Pre-Preparatory Educators and families invited to give feedback on the QIP through the Noticeboard display.	Director of Pre-Preparatory	Ongoing
4.	PP Induction Checklist is reviewed annually.	Director of Pre-Preparatory	End of Term 3, 2026
5.	Policies and Procedures are reviewed annually, or after incidents after seeking feedback from families and educators.	Director of Pre-Preparatory	Ongoing
6.	Pre-Preparatory Teachers and educators critically reflect on incursions and excursions for future improvements.	Director of Pre-Preparatory	Ongoing
7.	Injury/Incident and Near-Miss Reports are recorded in the Room Incident Register. This allows incidents to be analysed to identify causes and the need for addressing areas of improvement. This information is shared with the School Safety Committee.	Director of Pre-Preparatory Pre-Preparatory Teachers Per-Preparatory Educators	Ongoing

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Standard 10: Policies and procedures

No.	Product	Location	Timeframe <i>(where applicable)</i>
1.	<p><u>Policies and Procedures</u></p> <p><u>QA1 – Educational Program</u> Educational Program and Practice Policy and Procedure Inclusive Practices in Anglican ECS Policy and Procedure Additional Needs Policy and Procedure Multi-cultural Policy and Procedure Excursions, Incursions and Regular Outings in Anglican ECS Policy and Procedure Excursions, Incursions and Regular Outings Policy Support Document</p> <p><u>QA2 - Health and Safety</u> Child Safe Anglican Education Policy Procedures: Child Safe Operations Procedures: Child Safe Responses</p> <p>Administration of First Aid in Anglican ECS Policy and Procedure Incident, Injury, Trauma or Illness in Anglican ECS Policy and Procedure First Aid, Incident, Injury and Trauma Policy Support Document</p>	<p>Pre-Prep Policy Folder</p> <p>Ammonite</p> <p>Pre-Prep Rooms</p> <p>Pre-Prep Office</p> <p>School Website</p> <p>Responsible Persons:</p> <p>Anglican Schools Commission Early Years Manager</p>	

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<p>Medical Conditions in Anglican ECS Policy and Procedure Administration of Medication in Anglican ECS Policy and Procedure Medication Policy Support Document Anaphylaxis Management Policy and Procedure Asthma Management Policy and Procedure Diabetes Management Policy and Procedure Bullying Prevention and Intervention Policy and Procedure Children’s Belongings Policy and Procedure Clothing Policy and Procedure Dealing with Infectious Diseases in Anglican ECS Policy and Procedure Illness and Infectious Diseases Policy Support Document Immunisation in Anglican ECS Policy and Procedure Immunisation Policy Support Document Dental Care Policy and Procedure Tobacco, Vaping, Drugs and Alcohol-Free Environment Policy In Anglican ECS Policy and Procedure</p> <p>Emergency Situation Response in Anglican ECS Policy and Procedure Emergency Situation Response Policy Support Document</p> <p>Nutrition and Wellbeing in Anglican ECS Policy and Procedure Nutrition Policy Support Document Safe Food handling in Anglican ECS Policy and Procedure Food Safety Policy Support Document</p> <p>Hazardous Substances and Poisonous Plants Policy and Procedure Minimising the use of Toxic Products Policy and Procedure Hygiene, Health and Wellbeing in Anglican ECS Policy and procedure Hygiene Policy Support Document Nappy Change and toileting in Anglican ECS Policy and Procedure</p>	<p>Director of Pre-Preparatory</p>	
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<p>Safe Arrival and Departure of Children in Anglican Education Policy and Procedure Arrival and Departure Policy Support Document</p> <p>Road Safety Policy and Procedure Security Policy and Procedure Water Safety in Anglican ECS Policy and Procedure Water Safety Policy Support Document Work Health and Safety policy and Procedure</p> <p>Sleep and Rest in Anglican ECS Policy and Procedure Sleep and Rest Policy Support Document Sun Protection in Anglican ECS Policy and Procedure Sun Protection Policy Support Document</p> <p>Taking, Sharing and Storing of Images in Anglican Education and Care Services Policy and Procedure Photography, Filming and Audio Policy Support Document</p> <p>Supervision in Anglican Education and Care Services Policy and Procedure Supervision Policy Support Document Transporting Children in Anglican Education and Care Services Policy and Procedure</p> <p>QA3 – Physical Environment Environment and Sustainability Policy and Procedure Physical Environment Polic and Procedure</p> <p>QA4 – Staffing Arrangements Appointing to Roles in Anglican ECS Policy and Procedure Continuity of Care Policy and Procedure</p>		
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<p>Determining responsible Person in Anglican ECS Policy and Procedure Performance Management Policy and procedure Social Media Policy and Procedure Staff Induction Policy and Procedure Recruitment and Selection in Anglican Schools and ECS Policy and Procedure Staff Recruitment and Selection Policy Support Document Students and Volunteers in Anglican ECS Policy and Procedure Volunteers, Students and Visitors Policy Support Document</p> <p><u>QA5 – Relationships with Children</u> Interactions with Children in Anglican Education and Care Services Policy and Procedure Interactions with Children, Families, and Educators’ Policy Support Document Respect for Children Policy and Procedure Behaviour Guidance in Anglican Education and Care Services Policy and Procedure Behaviour Guidance Policy Support Document Expectations of Children</p> <p><u>QA6 – Collaborative Partnerships with Families and Community</u> Acceptance and Refusal of authorisations in Anglican ECS Policy and Procedure Enrolment and Orientation in Anglican ECS Policy and Procedure Enrolment Policy Support Document Orientation of Children and Families Policy Support Document Parental Participation and Access Policy and Procedure Expectations of Pre-Preparatory Community Interactions and Communication with Families in Anglican ECS Policy and Procedure</p>		
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	<p>Communication Policy and Procedure</p> <p><u>QA7 – Governance and Leadership</u></p> <p>Complaints management in Anglican Education Policy and Procedure</p> <p>Critical Incident Policy and Procedure</p> <p>Fees, Statements and Gap Fee Payments in Anglican ECS Policy and Procedure</p> <p>Payment of Fees Policy Support Document</p> <p>Governance of Anglican ECS Policy and Procedure</p> <p>Governance Policy Support Document</p> <p>Kindergarten Funding Policy and Procedure</p> <p>Maintenance and Confidentiality of Records Policy and Procedure</p> <p>Privacy and Confidentiality Policy and Procedure</p> <p>Procedural Fairness Policy and Procedure</p> <p>Professional Development Policy and Procedure</p> <p>Purchasing Policy and Procedure</p> <p>Staff review and Appraisal Policy and Procedure</p> <p>Tuition Fee Discount and Concessions Policy Support Document</p> <p>Monitoring Staff in Study Policy and Procedure</p> <p>Whistleblowers in Anglican Education Policy and Procedure</p> <p>Writing, Reviewing and Maintaining Policies Policy and Procedure</p> <p>CCTV and Monitoring Systems in Anglican Education and Care Services Policy and Procedure</p> <p>CCS and ACCS Management and Compliance in Anglican ECS Policy and Procedure</p>		
2.	Regular correspondence to families about where to find Child Safety and Service information, policies and procedures in Pre-Preparatory and on Ammonite.	Director of Pre-Preparatory	19 January 2026 17 July 2026
3.	Annual Policy and Procedures Online Courses QA 1 – 3 and 4 - 7 completed by Pre-Preparatory educators and specialist teachers and staff.	Director of Pre-Preparatory	QA 1 – 3 Term 2, 2026

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			QA 4 – 7 Term 4, 2026
4.	Rehearsals of Transporting Children Procedures every three months for Pre-Preparatory educators.	Director of Pre-Preparatory	Term 1, 2026 Term 2, 2026 Term 3, 2026 Term 4, 2026
5.	Rehearsals of Evacuation and Lockdown procedures every three months for Pre-Preparatory educators and children. Critical reflection by teachers, educators and children on lockdown and evacuation exercises documented and reflected upon.	Director of Pre-Preparatory	Term 1, 2026 Term 2, 2026 Term 3, 2026 Term 4, 2026
6.	Continued review of procedures relating to Working with Children Checks and training provided.	Director of Pre-Preparatory Pre-Preparatory/OSHC Administration Officer Risk & Compliance Officer	Term 1, 2026
7.	Continued review of visitor and volunteer management process	Director of Pre- Preparatory Pre-Preparatory/OSHC Administration Officer Risk & Compliance Officer	Term 3, 2026
8.	St Hilda’s School Pre-Preparatory undertakes the following processes to assess risk, as related to the wellbeing of children and their protection from harm. This leads to the identification of high-risk activities and special events: <ul style="list-style-type: none"> • Regular Outings • Pre-Prep Events • Incursions 	Director of Pre-Preparatory	Reviewed annually and training provided in Term 4 prior to beginning of new year.

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	<ul style="list-style-type: none"> • Excursions • Extra-Curricular Activities • Open Day/Mornings – Enrolments • School Tours - Enrolments <p>For relevant activities and events, these processes are followed to complete and document a risk management plan:</p> <ul style="list-style-type: none"> • Seek permission to hold event from Director of Pre-Preparatory. • Application for Incursion/excursion and Risk Management of activity completed and submitted to Director of Pre-Preparatory. • Approval from Director of Pre-Preparatory of incursion/excursion and risk management procedure planned. • Approval of excursion and risk management from ASC. • Communication to parents – letter outlining event and terms and conditions developed to communicate to parents for consideration and acknowledgement of permission for their child to participate. • Pre-Preparatory Administration Officer and Educators ensure all parents have accepted prior to their child participating in the event. • Reflection following event is documented for future event reference. 		Term 4, 2026
9.	<p>The following risk assessment plans are perpetual in nature and are reviewed and updated annually, or as required after incidents:</p> <ul style="list-style-type: none"> • Regular Outing – Physical Education • Regular Outing – Swimming Lessons • Regular Outing – Gymnastics Lessons • Regular Outing – School Classrooms and buildings, Chapel, and Offices • Regular Outing – Nature Walk • Regular Outing – Transfer to After School Activities • Regular Outing – Transfer of Children to OSHC 	Director of Pre-Preparatory	Term 4, 2026

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	<ul style="list-style-type: none"> • Regular Outing – Transfer of Children to and from Specialist Lessons • Regular Activity - Classroom Fish Tank • Regular Activity - Water Play • Regular Activity - Pet Visit • Regular Activity – Sleep and Rest • Potential Emergencies • Whole Service 		
10.	<p>The following Risk Management Plans are perpetual in nature and reviewed annually:</p> <ul style="list-style-type: none"> • Delta Gymnastics • Pure Tennis • GC Dance • My Fit Kids • St Hilda’s Aquatics 	<p>Director of Business Operations</p> <p>Risk & Compliance Officer</p>	Term 1, 2026
11.	<p>The following Risk Management Plans are perpetual in nature and reviewed annually:</p> <ul style="list-style-type: none"> • Open Mornings/Days • Enrolment Tours 	Head of Enrolments	Term 1, 2026
12.	Staff meetings to discuss plans and procedures for organisation and risk management in incursions and excursions as they are planned.	Director of Pre-Preparatory	Ongoing as required
13.	Child Safe Action Plans (CSAP) of contractors (Delta Gymnastics, St Hilda’s Aquatics, Pure Tennis, GC Dance, My Fit Kids) requested for submission to Compliance Officer to review. If a company does not have a CSAP, Compliance Officer/Director of Business Operations to undertake a risk assessment of the utilisation of the provider and inform Nominated Supervisor.	<p>Director of Business Operations</p> <p>Risk & Compliance Officer</p>	Term 1, 2026 and as required
14.	Regular review and training of Open Day Risk Management Plan with Director of Pre-Preparatory, and Pre-Preparatory Educators.	Director of Pre-Preparatory	Ongoing as required

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15.	Annual review and training of Enrolment Tours Risk Management Plan with Director of Pre-Preparatory, Pre-Preparatory Educators and Enrolments Team.	Director of Pre-Preparatory	Term 1, 2026
16.	Child Safe Action Plans (CSAP) of providers of incursions and excursions requested for submission to Pre-Preparatory for review. If a provider does not have a CSAP Director of Pre-Preparatory to undertake a risk assessment of the utilisation of the provider.	Director of Pre-Preparatory	Ongoing as required