



EPIC KIDS CLUB – CHILD PROTECTION & SAFE OPERATING POLICY

Our Commitment

The EPIC is committed to providing a safe, inclusive and enjoyable environment where every child feels welcome, respected and protected.

The safety and wellbeing of children is our highest priority. Every staff member shares responsibility for creating a child-safe culture and acting immediately if they have concerns about a child's safety.

Supervision

Children are supervised at all times during Epic Kids Club.

- Staff remain actively engaged with children rather than supervising from a distance.
 - Children are never intentionally left alone.
 - Staff maintain appropriate supervision ratios based on activities.
 - Higher-risk activities such as inflatable play or sports are supervised by additional staff.
 - Head counts are completed:
 - On arrival
 - Before changing activities
 - Before and after meal breaks
 - Prior to departure
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Sign In & Sign Out

Every child must be signed in and out.

Only authorised adults listed on the registration form may collect a child unless written approval has been received from the parent or guardian.

If an unauthorised person attempts to collect a child:

- The child will not be released.
- Parents will be contacted immediately.
- Management will assist if required.

Children are never permitted to leave the venue unsupervised.

Toilets

Staff never accompany a child into a toilet cubicle unless:

- the child is very young,
- requires assistance due to disability,
- or there is an emergency.

Where assistance is required:

- another staff member is made aware,
- privacy is respected,
- only the minimum assistance required is provided.

Where practical, staff supervise from outside the toilets.

Toilet breaks are arranged in groups

Behaviour Management

Positive behaviour guidance is used at all times.

Staff will:

- encourage positive behaviour
- redirect inappropriate behaviour
- explain expectations calmly

- use encouragement rather than punishment

The following are never permitted:

- yelling
 - humiliation
 - intimidation
 - physical punishment
 - threatening language
 - withholding food, water or activities
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Physical Contact

Appropriate physical contact is limited to:

- preventing injury
- administering first aid
- congratulating achievements (high five, fist bump)
- assisting with activities where appropriate

Staff avoid unnecessary physical contact and always respect a child's personal space.

One-on-One Situations

Where possible:

- staff avoid being alone with one child
 - activities occur in open, visible areas
 - doors remain open where practical
 - another staff member is aware of the interaction
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Photography & Social Media

Photos may only be taken where parental consent has been provided.

Photos are used only for approved EPIC marketing purposes.

Staff must never:

- use personal phones to photograph children
 - post images of children on personal social media
 - share children's personal information
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Medical Information

Parents provide medical information during registration.

Staff are informed of:

- allergies
- asthma
- medical conditions
- behavioural considerations
- emergency contacts

Medication is only administered in accordance with parent instructions and recorded appropriately.

Food Safety

Children are supervised during meal breaks.

Food allergies are checked before food is served.

Staff actively monitor for allergic reactions and follow emergency action plans where required.

Child Safe Code of Conduct

All staff must:

- treat every child with dignity and respect
- use positive language
- maintain professional boundaries
- report concerns immediately
- model respectful behaviour
- follow all EPIC policies

Staff must never:

- use inappropriate language
 - be under the influence of drugs or alcohol
 - exchange personal contact details with children
 - communicate with children through personal social media
 - favour individual children
 - transport children in private vehicles unless authorised by management
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Responding to Concerns

If a child discloses abuse or staff have concerns:

1. Remain calm.
 2. Listen without judgement.
 3. Reassure the child they have done the right thing.
 4. Do not promise confidentiality.
 5. Record the facts as soon as possible.
 6. Notify management immediately.
 7. Follow all mandatory reporting obligations.
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Incident Reporting

All incidents involving children are documented, including:

- injuries
- behavioural incidents
- bullying
- disclosures
- lost children
- medical events
- near misses

Parents are informed of significant incidents as soon as practical.

Staff Requirements

All Rec Kids Club staff must:

- hold a current Working With Children Check (or equivalent where required)
 - complete child-safe induction
 - understand emergency procedures
 - know evacuation points
 - understand this Child Protection Policy before working with children
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Safe Environment

The EPIC maintains a safe environment by:

- inspecting equipment daily
 - identifying hazards
 - maintaining first aid supplies
 - ensuring emergency exits remain clear
 - separating older and younger groups where appropriate
 - conducting regular risk assessments for activities.
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Commitment

Creating a safe, fun and welcoming environment is everyone's responsibility. Every child attending Epic Kids Club deserves to feel safe, included and supported while participating in our programs.