How to create a child-safe environment

1

Keep the space open & visible

Always keep children within sight and hearing. Use open layouts, good lighting, and avoid blocked views or hidden corners.

2

Monitor who's in the space

Only allow authorised adults in the playgroup area. Check who enters, and make sure visitors sign in and are accompanied by staff or volunteers.

3

Practice active supervision

Stay close, alert, and engaged at all times. Move around the space regularly and ensure no child is ever left alone, except with their parent or trusted carer.

4

Protect personal information

Keep attendance sheets, contact details, and any personal information secure and out of public view.

5

Build rapport with the children

Create a warm, respectful environment where children can trust the adults around them to speak up, especially in times of trouble.

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CHILD SAFETY

Twelve practical tips for staff and volunteers

KEEP CHILDREN IN SIGHT

USE OPEN & VISIBLE SPACES

CONTROL ACCESS OF THE AREA

SET CLEAR BOUNDARIES

PROTECT PRIVACY

REPORT CONCERNS IMMEDIATELY

LISTEN TO CHILDREN

CREATE A SAFE ENVIRONMENT

STAY UPDATED WITH TRAINING

USE OFFICIAL COMMUNICATION PLATFORMS

STAY ACCOUNTABLE

ACTIVE SUPERVISION

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CHILD SAFETY

Twelve practical tips for staff and volunteers

Keep children in sight

Use open & visible spaces

Control access of the area

Set clear boundaries

Protect privacy

Report concerns immediately

Listen to children

Create a safe environment

Stay updated with training

Use technology appropriately

Stay accountable

Active supervision

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CHILD SAFETY

Twelve practical tips for staff and volunteers

SIGHT: Position yourself to see everybody (back to the wall). Keep a head count. Ensure children are never alone.

SPACE: Remove barriers that block your view of the children (closed room, hidden corners, high furniture etc).

ACCESSIBILITY: Monitor everyone entering and leaving the venue. Only approved staff, carers, and visitors should be allowed.

BOUNDARIES: Set clear examples for children to expect from other people, including carers and other staff members.

PRIVACY: Respect the personal information of a child at all times and ask carers and children for photo consent.

REPORTING: If any suspicious forms of neglect, abuse, or unsafe behaviour arise, report it to your supervisor.

LISTENING: Encourage children to share their thoughts and feelings whenever they feel uncomfortable or unsafe.

ENVIRONMENTS: Creating a safe space both physically and emotionally is important in keeping a child protected.

TRAINING: Attend child safety training regularly and keep up to date with new guidelines and reporting procedures.

TECHNOLOGY: calls, emails, and photos should only be used appropriately through official company phones and devices.

ACCOUNTABILITY: Always work in a pair and keep interactions open and honest. document any incidents that may occur.

SUPERVISION: Ensure that someone is engaged with the children and is responsible for them at all times.

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HEALTHY COPING SKILLS

Mindful Breathing

Focus on your breath to stay present and reduce stress

Gratitude Practice

Take time each day to recognise things you're thankful for

Grounding Techniques

Engage your senses to bring yourself back to the present moment

Self-Compassion

Be kind to yourself during tough moments

Positive Self-Talk

Replace negative thoughts with empowering, supportive messages

Creative Expression

Use art, music, or writing as an outlet for emotions

Physical Exercise

Engage in activities that increase endorphins and reduce anxiety

Time for Reflection

Reflect on your emotions and experiences through journaling

Setting Boundaries

Learn to say no and prioritize your well-being without guilt

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