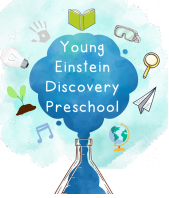
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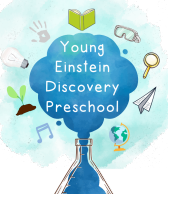
# Child Protection Policy and Procedures

Rev	Date	Revision Details	By
A0	28/06/2022	Initial Draft	MP
A1	10/02/2023	Reviewed Policy and Procedures. All links checked and working. Child Protection incident/Report Form made available in the G-Drive for staff to easily access.	MP

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## Policy Statement

Children's safety and wellbeing is our priority and we understand our duty of care and responsibility in relation to child protection and mandatory reporting.

## Background

The Education and Care Services National Regulations require policies and procedures to be in place for **Child Protection** to minimise the risk of harm to children attending education and care services.

## Legislative requirements

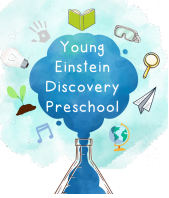
Section/Regulation	Description
<b>Section 166</b>	Offence to use inappropriate discipline
<b>Regulation 84</b>	Awareness of child protection law
<b>Regulation 175 (2D)</b>	Notification to Regulatory Authority
<b>Regulation 165</b>	Record of visitor
<b>Regulation 166</b>	Children not to be alone with visitors
<b>Regulation 168</b>	Education and care services must have policies and procedures
<b>Regulation 170</b>	Policies and procedures to be followed
<b>Regulation 171</b>	Policies and procedures to be kept available
<b>Regulation 172</b>	Notification of change to policies or procedures
<b>Regulation 175 (d)(e)</b>	Prescribed information to be notified to Regulatory Authority

## Related Policies

Document Name	Title
<b>YEDP_Participation of volunteers and students_Policy and Procedures</b>	Participation of volunteers and students
<b>YEDP_Providing a Child Safe Environment_Policy and Procedures</b>	Providing a child safe environment
<b>YEDP_Staffing_Policy and Procedures</b>	Staffing
<b>YEDP_Governance and Management_Policy and Procedures</b>	Governance and management

## Purpose

To ensure all children enrolled at our preschool are kept safe from harm.

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## Scope

This policy applies to children, parents/guardians, staff, students, volunteers, and visitors of the Service.

## Procedures

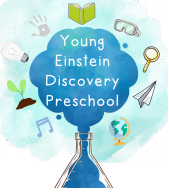
### Mandatory Reporters

- Mandatory Reporters are classified as a person who is obligated to report any reasonable suspicion they have that a child has suffered or is suffering, or is at risk of suffering, significant harm caused by abuse or neglect and may not have a parent able and willing to protect the child from the harm
- Mandatory Reporters have a duty of care to protect children from harm
- If the Mandatory Reporter suspects abuse, they must use the Queensland Online Child Protection Guide <https://secure.communities.qld.gov.au/cpguide/engine.aspx> to seek guidance or make a Report
- Mandatory Reporters must not be volunteers or under the age of 18
- Mandatory Reporters are Approved Providers, Nominated Supervisor or Educators
- Mandatory Reporters must make observation of children's behaviours and physical presentation, recording any changes or reasons for concern that indicate abuse or harm. Staff will use the **Child Protection Incident/Report Form** to record their observations
- Staff must hold a current Child Protection Training Certificate within 3 months of the commencement of their employment

### Recording a Suspicion of Harm

If staff have concerns about the safety or wellbeing of a child they will:

- Notify the Approved Provider
- Record their concerns using the **Child Protection Incident/Report Form**

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- They will record their concerns in a non-judgemental manner with accurate information as soon as practically possible
- Staff will also record any observations of a child, or conversations with a parent that are relevant to the staff members concerns
- Staff will not conduct their own investigations
- Staff will keep all information confidential
- Staff will work collaboratively with other agencies to support children who are at risk of harm or who are experiencing abuse

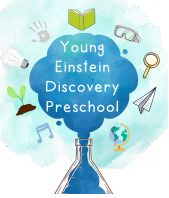
#### Child Disclosure of harm that has happen or is likely to happen

- Staff will remain calm and help the child feel safe and secure
- Staff can not promise not to tell anyone or to keep a secret
- Staff will reassure the child that they have done the right thing by telling someone
- Staff will explain that they will need to tell someone else who can also help keep them safe
- Staff will only ask non-invasive and open questions which will be necessary to complete a report
- Staff will not probe or cause distress or confusion, which could interfere with later enquiries
- Staff will not conduct their own investigation or mediate an outcome between the people involved in the disclosure
- Staff must document the disclosure as soon as practically possible so the details are accurate
- Staff must record information using the preschool ***Child Protection Incident/Report Form***

#### What to report

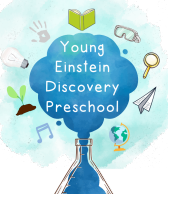
- ***Physical Harm:*** Staff are aware of a non-accidental injury to a child that they suspect is caused by a parent or other adult household member. Staff know of actions towards a child by a parent or other adult household member that may have caused or is likely to cause an injury. Staff are

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aware of a child that was injured, or nearly injured, during a domestic violence incident involving adults.

- **Neglect:** Staff suspect that a parent is not adequately meeting a child's needs. A child appears neglected. A child is a danger to self or others and parents are not supervising or providing care.
- **Sexual Abuse:** Staff learn about sexual abuse or have concerns about sexual contact involving a child. Staff discover a child has medical findings that indicate a suspicion of sexual abuse. Staff observe a child's behaviour, including sexualised behaviour, which may indicate that the child may be experiencing sexual abuse. Staff are concerned that a child is at risk of sexual abuse. Staff are concerned about a child's problematic sexual behaviour.
- **Emotional/Psychological Harm:** A child appears to be experiencing emotional/psychological distress that is a result of parental behaviour. Staff are aware of parent behaviours that are likely to result in significant emotional/psychological harm
- **Parent Concern:** Staff have information that a child is or at risk of being significantly affected by one of the following parent concerns; problematic alcohol or other drug use, mental health, intellectual or cognitive disability, domestic violence.
- **Child is a danger to Self or Others:**
  - A child has recently attempted, threatened or planned suicide
  - A child has self-harmed to an extent that requires medical treatment
  - A child has run away from home and whereabouts are not known
  - A child has violently injured or threatened to injure others
  - A child has had multiple contacts with emergency services
- **Pregnant Woman - Unborn Child:** Staff are concerned for the welfare of an unborn child before or after birth

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### Making a Report and Additional Guidance

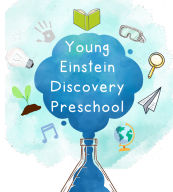
- Additional Guidance and Reports will be made through the Queensland Online Child Protection Guide <https://secure.communities.qld.gov.au/cpguide/engine.aspx>
- The Approved Provider will make the report in partnership with any relevant staff members
- The Report will be made if there are any reasonable suspicions that a child has suffered or is suffering, or is at risk of suffering, significant harm caused by abuse or neglect and may not have a parent able and willing to protect the child from the harm or is a child or adult disclosures an incident of abuse or neglect.
- The directions provided by the Queensland Online Child Protection Guide will be followed
- Any Reports will be kept confidential

### Notifying the Regulatory Authority

***The Approved Provider must notify the Regulatory Authority of:***

- Any incident where the Approved Provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring while the child is or children are being educated and cared for by the education and care service and allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and care for by the education and care service
- Notifications will be submitted through the National Quality Agenda IT System  
<https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx>

***Policies and procedures must be followed by all preschool users. All parents/guardians and staff members are supplied with a link to our preschool Google Drive Policies and Procedures and these documents are always available to all preschool users. All parents/guardians and staff will be notified***

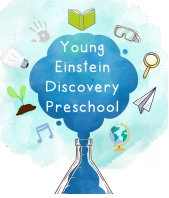
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**with 14 days notice should any policies or procedures be amended or put in place. There is an on-going process in place for reviewing, monitoring, and updating policies and procedures.**

### Rolls And Responsibilities

<p>Approved Provider</p>	<ul style="list-style-type: none"> <li>● ensure that obligations under the Education and Care Services National Law and National Regulations are met</li> <li>● ensure that the <b>Child Protection</b> and procedures are implemented, the appropriate risk assessments and action plans are completed, and all identified actions are taken to minimise the risks to children’s health and safety</li> <li>● ensure all educators and staff have undertaken current child protection legislation training, including for the Mandatory Reporting requirement and obligations in their state/territory. If not, develop a plan to ensure training is undertaken in a suitable time frame</li> <li>● take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures</li> <li>● ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection</li> <li>● notify families at least 14 days before changing the policy or procedures if the changes will:             <ul style="list-style-type: none"> <li>- affect the fees charged or the way they are collected or</li> <li>- significantly impact the service's education and care of children or</li> <li>- significantly impact the family's ability to utilise the service</li> </ul> </li> </ul>
<p>Nominated Supervisor</p>	<ul style="list-style-type: none"> <li>● implement the <b>Child Protection policy and procedures</b></li> <li>● ensure all educators and staff are aware of current child protection legislation, including the Mandatory Reporting requirement and obligations in their state/ territory</li> <li>● ensure all educators and staff know where to access the <b>Child Protection policy and procedures</b></li> <li>● maintain ongoing communication with educators and staff about their responsibilities and any changes to policies, procedures and legislation</li> <li>● regularly monitor child protection training schedules and ensure all educators and staff are up-to-date with their training</li> <li>● when required, work collaboratively with appropriate services and/or professionals to support children’s access, inclusion and participation in the program</li> <li>● ensure the safety and wellbeing of children attending the service by keeping a visitors’ record, including signatures and arrival/departure times</li> </ul>



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Educators and staff	<ul style="list-style-type: none"> <li>● be aware of current child protection legislation, including the Mandatory Reporting requirement and obligations</li> <li>● implement the <b><i>Child Protection policy and procedures</i></b></li> <li>● maintain current accredited Child Protection training</li> <li>● keep a visitors' record, including signatures and arrival and departure times</li> </ul>
Families	<ul style="list-style-type: none"> <li>● be familiar with the <b><i>Child Protection policy and procedures</i></b></li> </ul>

## References

<https://secure.communities.qld.gov.au/cpguide/engine.aspx>

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1999-010>

<https://www.acecqa.gov.au/resources/applications/reporting#approved%20provider%20reporting%20requirements>