

	Young Einstein Discovery Preschool	Document Owner:	Service Provider
		Revision Period:	2 year
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		Last Revision Date:	21.8.25
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YEDP_Child Protection_Policy and Procedures			

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
A2	18/03/2024	Policy, reviewed and updated	MP
A3	12.1.24	Reviewed policy and procedures and checked that links were working	MP
A4	21.8.25	Update Policy and Procedures with 24 hour notice to the department for any abuse. Re-format and review	MP

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Policy Statement

Our Service is committed to:

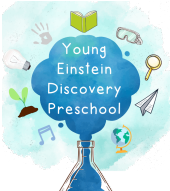
- Upholding the rights of all children to be safe, protected, and supported.
- Meeting our legal obligations under the Child Protection Act 1999 (Qld), the Education and Care Services National Law and Regulations, and the National Quality Standard.
- Ensuring all staff are trained, vigilant, and proactive in recognising and responding to suspicions of harm.
- Maintaining clear procedures for reporting concerns, disclosures, and incidents of harm.

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
Section 166	Offence to use inappropriate discipline
Regulation 84	Awareness of child protection law
Regulation 175 (2D)	Notification to Regulatory Authority
Regulation 165	Record of visitor
Regulation 166	Children not to be alone with visitors
Regulation 168	Education and care services must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available

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Regulation 172	Notification of change to policies or procedures
Regulation 175 (d)(e)	Prescribed information to be notified to Regulatory Authority

Related Policies

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

Purpose

Our preschool is committed to ensuring that all children enrolled at our Service are kept safe from harm, abuse, and neglect. This policy outlines the responsibilities of staff, families, and visitors in supporting children's right to protection and in complying with Queensland child protection laws.

Scope

This policy applies to all:

- Children and families enrolled at the Service
- Educators, staff, and management
- Students and volunteers
- Visitors to the Service

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Procedures

Mandatory Reporters

Mandatory Reporters are defined under Queensland law as persons legally required to report reasonable suspicions of significant harm caused by abuse or neglect.

At this Service:

- Mandatory Reporters are the Approved Provider, Nominated Supervisor, and Educators.
- Volunteers, students, and persons under 18 are not Mandatory Reporters.

Mandatory Reporters must:

- Observe and record changes in a child's behaviour, appearance, or interactions that may indicate harm.
- Record concerns using the Service's **Child Protection Incident/Report Form**.
- Refer to the Queensland Online Child Protection Guide for guidance and to lodge a report if required: [Child Protection Guide](#).

All staff must hold a current Child Protection Training Certificate within 3 months of commencing employment.

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Recording a Suspicion of Harm

If staff suspect harm or risk of harm:

1. Notify the Approved Provider/Nominated Supervisor immediately.
2. Record concerns using the Child Protection Incident/Report Form in a factual, non-judgemental way.
3. Include relevant observations, conversations, and changes in the child's wellbeing.
4. Do not investigate or question parties beyond what is necessary for the report.
5. Keep all information confidential.
6. Work collaboratively with external agencies if a child is confirmed to be at risk.

Responding to a Child's Disclosure

If a child discloses abuse or harm:

- Remain calm, supportive, and ensure the child feels safe.
- Do not promise secrecy; explain that you must tell someone who can help.
- Reassure the child that telling was the right thing to do.
- Ask only open, non-leading questions if clarification is essential.
- Do not investigate, probe, or mediate.
- Document the disclosure accurately and promptly using the Child Protection Incident/Report Form.

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Types of Harm to Report

Reports must be made if staff reasonably suspect that a child is experiencing or at risk of:

- **Physical Harm:** Non-accidental injuries, injuries during domestic violence, or harmful actions by a parent/household member.
- **Neglect:** Failure to meet a child's basic needs (food, shelter, supervision, medical care, safety).
- **Sexual Abuse:** Sexual contact, medical findings, or behaviours that indicate sexual abuse or risk.
- **Emotional/Psychological Harm:** Persistent behaviours from a parent that cause emotional trauma or distress.
- **Parent Concerns Impacting Safety:** Significant risks related to domestic violence, drug/alcohol misuse, unmanaged mental health concerns, or cognitive disabilities.
- **Child Posing Danger to Self/Others:** Suicidal behaviour, serious self-harm, violence towards others, repeated emergency service involvement.
- **Unborn Child Concerns:** If there is a reasonable suspicion that an unborn child is at risk after birth.

Making a Report

- Reports will be made through the [Queensland Online Child Protection Guide](#).
- The Approved Provider/Nominated Supervisor will lodge the report with input from the staff member who observed the concern.

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- The Approved Provider/Nominated Supervisor will lodge the report with input from the staff member who observed the concern.
- Reports will be made where there is a **reasonable suspicion** of significant harm and where a parent may be unable or unwilling to protect the child.
- All records and reports will be kept confidential and stored securely.

Notifying the Regulatory Authority

The Approved Provider must notify the **Regulatory Authority (Department of Education, QLD)** within **24 hours** via the [NQA ITS Portal](#) if:

- There is a reasonable belief that physical or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for at the Service.
- An allegation is made that physical or sexual abuse has occurred or is occurring at the Service.

Responsibilities

- **Approved Provider/Nominated Supervisor:** Ensure policies and procedures are implemented, reports are made, and staff training is maintained.
- **Educators:** Observe, record, and report any reasonable suspicions of harm or disclosures.
Students/Volunteers: Immediately inform an Educator of any concerns regarding child safety.
- **Parents/Guardians:** Support a safe environment and work in partnership with the Service to protect children.

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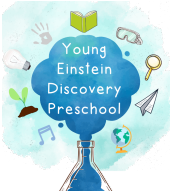
Review

This policy will be reviewed biannually or as needed in consultation with staff, families, and in line with updated health advice or changes in legislation.

All service users are expected to comply with our policies and procedures. Parents, carers, and staff can access the most up-to-date versions at yedp.com.au. When a new policy or procedure is introduced or an existing one is amended, we will provide a minimum of 14 days' notice to all families and staff. Our policies and procedures are regularly reviewed, monitored, and updated to ensure they remain current, relevant, and effective in supporting best practice.

Rolls And Responsibilities

Approved Provider	• ensure that obligations under the Education and Care Services National Law and National Regulations are met • ensure that the Child Protection 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 • 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
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	• take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures • ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: - affect the fees charged or the way they are collected or - significantly impact the service's education and care of children or - significantly impact the family's ability to utilise the service
Nominated Supervisor	• implement the Child Protection policy and procedures • ensure all educators and staff are aware of current child protection legislation, including the Mandatory Reporting requirement and obligations in their state/ territory • ensure all educators and staff know where to access the Child Protection policy and procedures • maintain ongoing communication with educators and staff about their responsibilities and any changes to policies, procedures and legislation • regularly monitor child protection training schedules and ensure all educators and staff are up-to-date with their training • when required, work collaboratively with appropriate services and/or professionals to support children's access, inclusion and participation in the program

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	ensure the safety and wellbeing of children attending the service by keeping a visitors' record, including signatures and arrival/departure times
Educators and staff	- be aware of current child protection legislation, including the Mandatory Reporting requirement and obligations - implement the Child Protection policy and procedures - maintain current accredited Child Protection training - keep a visitors' record, including signatures and arrival and departure times
Families	be familiar with the Child Protection policy and procedures

References

- Queensland Government. (2025). Online Child Protection Guide. Retrieved from:
<https://secure.communities.qld.gov.au/cpguide/engine.aspx>
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