

QA 2 - CHILD PROTECTION POLICY

SCOPE

This policy, and its related documents, provides a framework to guide all actions for the Approved Provider, Nominated Supervisor, all team members, children, parents, volunteers, contractors, suppliers, and any visitors to the service.

Failure to adhere to this policy, or any of its related documents, may result in disciplinary action being taken up to and including termination of employment for personnel, refusal of service for clients, and / or the dissolving of contractual agreements with suppliers and individuals outside of our service.

INTRODUCTION

It is critical that the entire community is committed to the protection of children, and we believe that our centre plays a very important role in helping to achieve this.

We work hard to ensure that our philosophy, conduct, culture, environment, educators and community are aware of, and aligned with our commitment to ensuring children are safe and protected from harm.

This policy outlines the key components that comprise our commitment to Child Protection, including:

- Roles and responsibilities
- Training
- Reporting and documenting
- Risk management

This policy relates to the National Quality Standard (NQS) Quality Area 2: Children's Health and Safety.

POLICY STATEMENT

ROLES AND RESPONSIBILITIES

The Approved Provider will ensure:

- They understand their roles, and responsibilities regarding all aspects of child protection
- All team members are supported to receive annual child protection training, and any further training if such a need is identified
- The Statement of Commitment to Child Protection, organisational philosophy, Code of Conduct and policy documentation reflect and align with our organisation's commitment to keeping children safe and protected from harm

The Nominated Supervisor will ensure:

- They, and their team, have read and understand all child protection policy and procedures
- They, and their team, have successfully completed child protection training, and that this training is renewed annually
- A *Statement of Commitment to Child Protection* is developed, reviewed, and implemented, in consultation with all stakeholders
- A *Child Protection Risk Management Strategy* is developed, reviewed and implemented, in consultation with all stakeholders
- They understand, implement, and regularly review, their *Child Protection Risk Management Strategy*
- All team members, students, volunteers, and visitors (where required) have the appropriate Working with Children Check relevant to the state/territory
- They are clear about their, and their team's, roles and responsibilities regarding all aspects of child protection

All team members will:

- Ensure they have completed, and annually renew, their child protection training
- Understand their roles and responsibilities regarding all aspects of child protection
- Support and implement the *Statement of Commitment to Child Protection*
- Support and implement the *Child Protection Risk Management Strategy*
- Hold a current Working with Children Check relevant to their state/territory, and advise of any changes, limitations, or withdrawal of this Check to the Nominated Supervisor/Approved Provider immediately

TRAINING

We are committed to providing thorough, high quality training on child protection for all team members. All team members engage in training on an annual basis; this helps to promote and embed our dedication to protecting children from harm and ensures team members' knowledge and understanding of their role and responsibilities always remain current. Training covers:

- Our policy, procedures, philosophy, *Code of Conduct*, *Statement of Commitment*, and *Child Protection Risk Management Strategy*
- Roles and responsibilities
- Mandatory reporting requirements
- Indications and signs of abuse and/or neglect
- Reporting and documentation procedures

REPORTING AND DOCUMENTING

In line with our commitment, and legal obligations, to protect children from harm, we ensure that we fulfil all of our reporting and documentation responsibilities. A comprehensive '*Reporting and Documenting Child Protection Concerns Procedure*' has been developed to train, support and guide all team members.

RISK MANAGEMENT

Risk management helps to ensure that all areas related to a topic have been considered, and wherever possible, resolved, and/or an appropriate process implemented to reduce the possibility of a risk occurring. We believe that a *Child Protection Risk Management Strategy*, that is reviewed

regularly, is a critical part of achieving our commitment to child protection. Having a *Child Protection Risk Management Strategy* is also a key obligation as per Queensland's 'Working with Children Check – Blue Card System'. Our 'Child Protection Risk Management Strategy Procedure' assists services with developing and reviewing their specific *Child Protection Risk Management Strategy*, and it is expected that all services create, implement and review their *Child Protection Risk Management Strategy*.

LINKS TO STANDARDS AND REGULATIONS

This policy relates to the National Quality Standard (NQS) Quality Area 2: Children's health and safety.

Standard/ Elements	Concept	Descriptor
QA2		Children's health and safety
2.2	Safety	Each child is protected
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

This policy relates to the following law and national regulations:

Standard/ Elements	Concept	Related law and national regulations
QA2		Children's health and safety
2.2	Safety	Each child is protected
		<p>Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)</p> <p>Section 165 Offence to inadequately supervise children</p> <p>Section 166 Offence to use inappropriate discipline</p> <p>Section 167 Offence relating to protection of children from harm and hazards</p> <p>Section 170 Offence relating to unauthorised persons on education and care service premises</p> <p>Section 171 Offence relating to direction to exclude inappropriate persons from education and care premises</p> <p>Regulation 82 Tobacco, drug and alcohol free environment</p> <p>Regulation 83 Staff members and family day care educators not to be affected by alcohol or drugs</p>

		<p>Regulation 99 Children leaving the education and care service premises</p> <p>Regulation 100 Risk assessment must be conducted before excursion</p> <p>Regulation 101 Conduct of risk assessment for excursion</p> <p>Regulation 102 Authorisation for excursions</p> <p>Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)</p> <p>Regulation 97 Emergency and evacuation procedures</p> <p>Regulation 98 Telephone or other communication equipment children)</p> <p>Section 162A Persons in day-to-day charge and nominated supervisors to have child protection training</p> <p>Regulation 84 Awareness of child protection law</p> <p><i>Additional state/territory requirements</i></p> <p>In addition to complying with the National Quality Framework, approved providers, educators and other staff may be required to report on incidents or suspected incidents involving children under other state and territory laws including child protection legislation</p>
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ACKNOWLEDGEMENTS, REFERENCES AND RESOURCES

Australian Child Protection Legislation. Retrieved 6 March, 2019 from <https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>

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The Guide to the National Quality Framework. Retrieved 6 March, 2019 from <http://files.acecqa.gov.au/files/NQF/Guide-to-the-NQF.pdf>

United Nations Convention on the Rights of the Child. Retrieved 6 March, 2019 from <https://www.unicef.org/crc/>

DOCUMENT CONTROL:

Date Reviewed	Modifications
June, 2019	Existing child protection documentation reviewed, and this overarching policy created
31 January 2022	No changes