

# **CHILD PROTECTION POLICY**

## **POLICY STATEMENT**

Connells Point Before & After School Care is committed to providing a child safe environment where children's safety and wellbeing is supported and children feel respected, valued and encouraged to reach their full potential. We will ensure all employees and volunteers understand the meaning, importance and benefits of providing a child safe environment and critically, understand their obligations and requirements as Mandatory Reporters.

At all times, management, staff and volunteers will treat children with the utmost respect and understanding

Connells Point BASC believes that:

- Children are capable of the same range of emotions as adults.
- Children's emotions are real and need to be accepted by adults.
- A reaction given to a child from an adult in a child's early stages of emotional development can be positive or detrimental depending on the adult's behaviour.
- Children, who preserve, enhance and better understand their body's response to an emotion is more able to predict the outcome from a situation and evade them or ask for help

## **PURPOSE**

All Educators, Staff and Volunteers are committed to identifying possible risk and significant risk of harm to children and young people at Connells Point BASC. We comprehend our duty of care responsibilities to protect children from all types of abuse and adhere to our legislative obligations at all time.

We aim to implement effective strategies to assist in ensuring the safety and wellbeing of all children. Connells Point BASC will act in the best interest of each child, assisting them to develop to their full potential in a secure and child safe environment.

## **SCOPE**

This policy applies to management, educators, families and visitors (including contractors) of Connells Point Before & After School Care Centre.

## What is abuse?

Child abuse is any action towards a child or young person that harms or puts at risk their physical, psychological or emotional health or development. Child abuse can be a single incident or can be a number of different incidents that take place over time.

In NSW there are eight types of abuse, some of which are further divided into more specific categories:

1. Physical abuse
2. Neglect, incorporates;
  - a. Supervision
  - b. Shelter/environment
  - c. Food
  - d. Hygiene/clothing
  - e. Medical care
  - f. Mental health care
  - g. Education – not enrolled / habitual absence
3. Sexual abuse, incorporates;
  - a. Abuse of a child
  - b. Abuse of a young person
  - c. Problematic sexual behaviour toward others
4. Psychological harm
5. Danger to self or others
6. Relinquishing care
7. Carer concern, incorporates:
  - a. Substance abuse
  - b. Mental health
  - c. Domestic violence
8. Unborn child

## DEFINITIONS

**Maltreatment** refers to non-accidental behaviour towards another person, which is outside the norms of conduct and entails a substantial risk of causing physical or emotional harm. Behaviours may be intentional or unintentional and include acts of omission and commission.

Specifically abuse refers to acts of commission and neglect acts of omission. Note that in practice the terms child abuse and child neglect are used more frequently than the term child maltreatment

**Risk of Significant Harm (ROSH)** refers to circumstances causing concern for the safety, welfare and wellbeing of a child or young person to a significant extent. This means it is sufficiently serious to warrant a response by a statutory authority irrespective of the family's consent.

What is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's or young person's safety, welfare, or wellbeing. In the case of an unborn child, what is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child.

**Reasonable grounds** refer to the need to have an objective basis for suspecting that a child may be at risk of abuse and neglect based on:

- First hand observation of the child or family
- What the child, parent or other person has disclosed
- What can reasonably be inferred based on observation, professional training and/ or experience

**Mandatory Reporting** is the legislative requirement for selected classes of people to report suspected child abuse and neglect to government authorities. Mandatory reporting laws are not the same across all jurisdictions.

**In NSW, mandatory reporting is regulated by the Children and Young Persons (Care and Protection) Act 1998 (The Care Act).**

## **MANDATORY REPORTERS**

Mandatory reporters are people who deliver the following services, wholly or partly, to children as part of their paid or professional work:

- Health care (e.g. registered medical practitioners, specialists, general practice nurses, midwives, occupational therapists, speech therapists, psychologists, dentists and other allied health professionals working in sole practice or in public or private health practices)
- Welfare (e.g. social workers, caseworkers and youth workers)
- Education (e.g. teachers, counsellors, principals)
- Children's services (e.g. child care workers, out of school hours services, family day carers and home-based carers)
- Residential services (e.g. refuge workers)
- Law enforcement (e.g. police)
- Disability services (e.g. disability support workers and personal care workers)
- Registered psychologists providing a professional service as a psychologist

- A person in religious ministry or a person providing religious-based activities to children (e.g. minister of religion, priest, deacon, pastor, rabbi, Salvation Army, officer, church elder, religious brother or sister)

All educators have a responsibility to recognise and respond to concerns for safety, welfare and the wellbeing of children and young people, and to report these concerns to management. According to the *Children and Young Persons (Care and Protection) Act 1998* mandated reporters (including people employed in children's services and unpaid managers of these services) must make reports if they suspect on reasonable grounds a child is at risk of significant harm because:

- The child's basic physical or psychological needs are not being met or are at risk of not being met
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child to receive necessary medical care
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for a school age child to receive an education
- The child has been, or is at risk of being physically or sexually abused or ill-treated
- The child is living in a household where there have been incidents of domestic violence and they are at risk of serious physical or psychological harm
- The parent's or other caregiver's behaviour means the child has suffered or is at risk of suffering serious psychological harm.

*Source: Children and Young Persons (Care and Protection Act) NO 157 Chapter 3 > Part 2 > Section 23*

### **CHILD STORY REPORTER**

Mandatory reporters in **NSW** should use the Mandatory Reporter Guide (MRG) if they have concerns that a child or young person is at risk of being neglected or physically, sexually or emotionally abused. The MRG assists in providing mandatory reporters with the most appropriate reporting decision. It is not designed to determine whether the matter constitutes risk of significant harm (ROSH). This is done at the Child Protection Helpline through the Screening and Response Priority (SCRPT) tool.

The MRG supports mandatory reporters to:

- Determine whether a report to the Child Protection Helpline is needed for concerns about possible abuse or neglect of a child (including unborn) or young person
- Identify alternative ways to support vulnerable children, young people and their families where a mandatory reporter's response is better served outside the statutory child protection system

It is recommended that mandatory reporters complete the MRG on each occasion they have risk concerns, regardless of their level of experience or expertise. Each circumstance is different, and every child and young person is unique.

Helpline caseworkers will make determinations on reports received from mandatory reporters using SCRPT in conjunction with additional information, which may not be available to mandatory reporters.

Mandatory reporters can call the **NSW Child Protection Helpline** on 132 111  
(24 hours a day, 7 days a week).

For more information on Child Story Reporter, refer to: <https://reporter.childstory.nsw.gov.au/s/>

*NOTE: The reporter is not required to prove that abuse has occurred.*

## INDICATORS OF ABUSE

There are common physical and behavioural signs that may indicate abuse or neglect. The presence of one of these signs does not necessarily mean abuse or neglect. Behavioural or physical signs, which assist in recognising harm to children, are known as indicators. The following is a guide only. One indicator on its own may not imply abuse or neglect. However, a single indicator can be as important as the presence of several indicators. Each indicator needs to be deliberated in the perspective of other indicators and the child's circumstances. A child's behaviour is likely to be affected if he/she is under stress. There can be many causes of stress and it is important to find out specifically what is causing the stress. Abuse and neglect can be single incidents or ongoing and may be intentional or unintentional.

*General indicators of abuse and neglect may include:*

- Marked delay between injury and seeking medical assistance
- History of injury
- The child gives some indication that the injury did not occur as stated
- The child tells you someone has hurt him/her
- The child tells you about someone he/she knows who has been hurt
- Someone (relative, friend, acquaintance, and sibling) tells you that the child may have been abused.

## NEGLECT

Child neglect is the continuous failure by a parent or caregiver to provide a child with the basic requirements needed for their growth and development, such as food, clothing, shelter, medical and dental care and adequate supervision. Some examples are:

- Inability to respond emotionally to the child
- Child abandonment
- Depriving or withholding physical contact
- Failure to provide psychological nurturing
- Treating one child differently to the others

#### *Indicators of Neglect in children:*

- Poor standard of hygiene leading to social isolation
- Scavenging or stealing food
- Extreme longing for adult affection
- Lacking a sense of genuine interaction with others
- Acute separation anxiety
- Self-comforting behaviours, e.g. rocking, sucking
- Delay in development milestones
- Untreated physical problems

## **PHYSICAL ABUSE**

Physical abuse is when a child has suffered, or is at risk of suffering, non-accidental trauma or injury, caused by a parent, caregiver or other person. Educators will be particularly aware of looking for possible physical abuse if parents or caregivers:

- Make direct admissions from parents about fear of hurting their children
- Have a family history of violence
- Have a history of their own maltreatment as a child
- Make repeated visits for medical assistance

#### *Indicators of Physical Abuse:*

- Facial, head and neck bruising
- Lacerations and welts
- Explanations are not consistent with injury
- Bruising or marks that may show the shape of an object
- Bite marks or scratches
- Multiple injuries or bruises
- Ingestion of poisonous substances, alcohol or drugs
- Sprains, twists, dislocations

- Bone fractures
- Burns and scalds

## **PSYCHOLOGICAL ABUSE**

Psychological harm occurs where the behaviour of the parent or caregiver damages the confidence and self-esteem of the child, resulting in serious emotional deficiency or trauma. In general, it is the frequency and duration of this behaviour that causes harm. Some examples are:

- Constant or excessive criticism, condescending, teasing of a child or ignoring or withholding admiration and affection
- Excessive or unreasonable demands
- Persistent hostility, severe verbal abuse, and rejection
- Belief that a specific child is bad or 'evil'
- Using inappropriate physical or social isolation as punishment
- Exposure to domestic violence
- Intimidating or threatening behaviour.

### *Indicators of psychological abuse*

- Feeling of worthlessness about them
- Inability to value others
- Lack of trust in people and expectations
- Lack of 'people skills' necessary for daily functioning
- Extreme attention seeking behaviours
- Extremely eager to please or obey adults
- May take extreme risks, is markedly disruptive, bullying, or aggressive
- Other behavioural disorders (disruptiveness, aggressiveness, bullying)
- Suicide threats (in young people)
- Running away from home.

## **SEXUAL ABUSE**

Sexual abuse is when someone involves a child in a sexual activity by using their authority over them or takes advantage of their trust. Children are often bribed or threatened physically and psychologically to make them participate in the activity. Sexual abuse includes:

- Exposing the child to the sexual behaviours of others

- Coercing the child to engage in sexual behaviour with other children or adults
- Verbal threats of sexual abuse
- Exposing the child to pornography

### *Indicators of Sexual Abuse*

- The child describes sexual acts
- Direct or indirect disclosures
- Age inappropriate behaviour and/or persistent sexual behaviour
- Self-destructive behaviour
- Regression in developmental achievements
- Child being in contact with a suspected or known perpetrator of sexual assault
- Bleeding from the vagina or anus
- Injuries such as tears to the genitalia

## **DOMESTIC VIOLENCE**

Domestic violence, or intimate partner violence, is a violation of human rights. It involves violent, abusive or intimidating behaviour carried out by an adult against a partner or former partner to control and dominate that person.

Domestic violence causes fear, physical, and/or psychological harm. It is most often violent, abusive, or intimidating behaviour by a man against a woman, but can also be these behaviours by a woman against a man. Living with domestic violence has a profound effect upon children and young people and therefore constitutes a form of child abuse. (*The NSW Domestic and Family Violence Action Plan*, June 2010).

NOTE THAT ONLY THE FREQUENTLY REQUIRED CATEGORIES HAVE BEEN INCLUDED HERE. FOR FURTHER INFORMATION ON INDICATORS PLEASE REFER TO THE *RESOURCES FOR INDICATORS OF ABUSE AND NEGLECT* SECTION OF THIS POLICY.

## **IMPLEMENTATION**

Connells Point BASC strongly opposes any type of abuse against a child and endorses high quality practices in relation to protecting children. Educators have an important role to support children and young people and to identify concerns that may jeopardise their safety, welfare, or wellbeing. To ensure best practice, all educators will attend approved Child Protection training certified by a registered training organisation. Educators will continue to maintain current knowledge of child protection and Mandatory Reporter requirements by completing Child Protection Awareness Training **annually**.



### **Management/Nominated Supervisor will ensure:**

- Connells Point BASC and any responsible person in day-to-day charge of CPBASC has successfully completed a course in child protection approved by the Regulatory Authority
- All educators', staff, and volunteers' Working with Children Checks are validated unless the person meets the criteria for exemption from a WWCC. See exemption factsheet at <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/apply>
- All employees and volunteers are:
  - Provided with a copy of the current Child Protection policy as part of the induction process at Connells Point BASC
  - Aware of their mandatory reporting obligations and responsibilities to immediately report cases where they believe a child is at risk of significant harm to their immediate supervisor or to the NSW Child Protection Helpline on 132 111
  - Aware of indicators showing a child may be at risk of harm or significant risk of harm.
- Training and development in child protection is provided for all educators and staff.
- Educators are provided with a reporting procedure and professional standards to safeguard children and protect the integrity of educators, staff and volunteers.
- Access is provided to all staff regarding relevant legislations, regulations, standards and other resources to help educators, staff, and volunteers meet their obligations.
- Records of abuse or suspected abuse are kept in line with our *Privacy and Confidentiality Policy*.
- The Office of the Children's Guardian is notified within 7 business days of becoming aware of any allegations and/or convictions of abuse or neglect of a child made against an employee or volunteer and ensure they are investigated, and appropriate action taken. [7-day notification form](#)
- To notify the regulatory authority through the NQA-ITS (within 7 days) of any incident where it is reasonably believed that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by Connells Point BASC
- To notify the regulatory authority through the NQA-ITS (within 7 days) of any allegation that sexual or physical abuse of a child has occurred or is occurring while the child is being educated and cared for by Connells Point BASC.

### **EDUCATORS WILL:**

- Contact the police on 000 if there is an immediate danger to a child and intervene if it is safe to do so.

- Be able to recognise indicators of abuse.
- Respect what a child discloses, taking it seriously and following up on their concerns through the appropriate channels.
- Allow children to be part of decision-making processes where appropriate.
- Comprehend their obligations as mandatory reporters and their requirement to report any situation where they believe, on reasonable grounds, that a child is at risk of significant harm to the Child Protection Helpline on **132 111** (available 24 hours/7 days a week).
- Have completed online training to understand the child protection reporting process and use of the Mandatory Reporter Guide (MRG) <https://reporter.childstory.nsw.gov.au/s/mrg>
- Refer families to appropriate agencies where concerns of harm do not meet the threshold of significant harm. These services may be located through CWU (Child Wellbeing Units) or/and FRS (Family Referral Services) at <http://www.keepthemsafe.nsw.gov.au> Family consent will be sought before making referrals.
- Promote the welfare, safety, and wellbeing of children at Connells Point BASC.
- Prepare accurate records recording exactly what happened, conversations that took place and what was observed to pass on to the relevant authorities to assist with any investigation.
- Understand that allegations of abuse or suspected abuse against them are treated in the same way as allegations of abuse against other people.
- NOT investigate suspicion of abuse or neglect but collect only enough information to substantiate concerns and pass on to the Child Protection Helpline or appropriate authority.

### **DOCUMENTING A SUSPICION OF HARM**

If educators have concerns about the safety of a child they will:

- Record their concerns in a non-judgmental and accurate manner as soon as possible.
- Record their own observations as well as precise details of any discussion with a parent (who may for example explain a noticeable mark on a child).
- Not endeavour to conduct their own investigation.
- Document as soon as possible so the details are accurate including:
  - Child's personal details (name, address, DOB, details of siblings)
  - Time, date and place of the suspicion
  - Full details of the suspected abuse
  - Date of report and signature

## ***DOCUMENTING A DISCLOSURE***

A disclosure of harm emerges when someone, including a child, tells you about harm that has happened or is likely to happen. When a child discloses that he or she has been abused, it is an opportunity for an adult to provide immediate support and comfort and to assist in protecting the child from the abuse. It is also a chance to help the child connect to professional services that can keep them safe, provide support and facilitate their recovery from trauma. Disclosure is about seeking support and your response can have a great impact on the child or young person's ability to seek further help and recover from the trauma.

### ***When receiving a disclosure of harm, Connells Point BASC will:***

- Remain calm and find a private place to talk
- Not promise to keep a secret
- Tell the child/person they have done the right thing in revealing the information but that they'll need to tell someone who can help keep the child safe
- Only ask enough questions to confirm the need to report the matter because probing questions could cause distress, confusion and interfere with any later enquiries
- Not attempt to conduct their own investigation or mediate an outcome between the parties involved.
- Document as soon as possible so the details are accurately captured including:
  - Time, date and place of the disclosure
  - 'Word for word' what happened and what was said, including anything they said and any actions that have been taken
  - Date of report and signature.

### ***In addition, an educator receiving a disclosure from a child will:***

- Give the child or young person their full attention.
- Maintain a calm appearance.
- Reassure the child or young person it is right to tell.
- Accept the child or young person will disclose only what is comfortable and recognise the bravery/strength of the child for talking about something that is difficult.
- Let the child or young person take his or her time.
- Let the child or young person use his or her own words.
- Don't make promises that can't be kept. For example, never promise that you will not tell anyone else
- Honestly tell the child or young person what you plan to do next.
- Do not confront the perpetrator.

## **CONFIDENTIALITY**

It is important that any notification remains confidential, as it is vitally important to remember that no confirmation of any allegation can be made until the matter is investigated. The individual who makes the notification should not inform the suspected perpetrator (if known). This ensures the matter can be investigated without contamination of evidence or pre-rehearsed statements. It also minimises the risk of retaliation on the child for disclosing.

## **PROTECTION FOR REPORTERS**

All reporters are protected against retribution for making or proposing to make a report under amendments to the Children and Young Persons (Care and Protection) Act 1998 effective 1 March 2020. Law from being disclosed protects the identity of the reporter, except in certain exceptional circumstances. Provided the report is made in good faith:

- The report will not breach standards of professional conduct
- The report cannot lead to defamation and civil and criminal liability
- The report is not admissible in any proceedings as evidence against the person who made the report
- A person cannot be compelled by a court to provide the report or disclose its contents
- The identity of the person making the report is protected.

*A report is also an exempt document under the Freedom of Information Act 1989.*

## **BREACH OF CHILD PROTECTION POLICY**

All educators and staff working with children have a duty of care to support and protect children. A duty of care is breached if a person:

- Does something that a reasonable person in that person's position would not do in a particular situation.
- Fails to do something that a reasonable person in that person's position would do in the circumstances.
- Acts or fails to act in a way that causes harm to someone the person owes a duty of care.

## **MANAGING A BREACH IN CHILD PROTECTION POLICY**

Management will investigate the breaches in a fair, unbiased and supportive manner by:

- Discussing the breach with all people concerned and advising all parties of the process .
- Giving the educator/staff member the opportunity to provide their version of events.
- Documenting the details of the breach, including the versions of all parties.
- Recording the outcome clearly and without bias.

- Ensuring the matters in relation to the breach are kept confidential.
- Reach a decision based on discussion and consideration of all evidence.

### **OUTCOME OF A BREACH IN CHILD PROTECTION POLICY**

Depending on the nature of the breach outcomes may include:

- Emphasising the relevant element of the child protection policy and procedure
- Providing closer supervision
- Further education and training
- Providing mediation between those involved in the incident (where appropriate)
- Disciplinary procedures if required
- Reviewing current policies and procedures and developing new policies and procedures if necessary.

### **REPORTABLE CONDUCT SCHEME- ALLEGATIONS AGAINST EDUCATORS AND OTHER EMPLOYEES, VOLUNTEERS or STUDENTS (or contractors)**

The Approved Provider has the legislative obligation under the *Reportable Conduct Scheme* to notify the Office of the Children's Guardian (OCG) of reportable allegations and convictions against their employees (including volunteers and contractors), investigate the allegation and advise the Office of the outcome. In addition, the Approved Provider must take appropriate action to prevent reportable conduct by employees.

The *Children's Guardian Act 2019*, effective 1 March 2020, defines the head of an organisation as a 'relevant entity'. An approved education and care service is listed at Schedule 1 of the Act as an 'entity'.

All educators have an obligation to report relevant allegations of a child protection nature as part of the Reportable Conduct Scheme to the Approved Provide or OCG. This reportable conduct may have occurred either within work hours or outside work hours. A child is anyone under the age of 18 at the time of the alleged conduct occurred.

The Approved Provider must notify the Children's Guardian within seven (7) business days and conduct an investigation into the allegations. [7-day notification form Reportable Conduct Directorate: \(02\) 8219 3800. \(Monday – Friday\)](#)

A final report of the investigation must be ready to submit within 30 calendar days or provide information about the progress of the investigation to the Children's Guardian. [30 Day interim report form](#)

The Approved Provider must send a report to the Office of the Children's Guardian that enables the Office of the Children's Guardian to determine whether the investigation was completed satisfactorily and whether appropriate action was or can be taken.

The Approved Provider/Parent Management Committee must ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the Act or other legislation. The heads of relevant entities have obligations under section 57 of the Act to disclose 'relevant information' to the following persons unless they are satisfied that the disclosure is not in the public interest:

- A child to whom the information relates.
- A parent of the child
- If the child is in out-of-home care- an authorised carer that provides out-of-home care to the child.

See: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/reportable-conduct-scheme/fact-sheets> for further information.

The Children's Guardian will monitor the entity's response and may conduct their own investigation.

The Children's Guardian Act 2019 defines reportable conduct as:

- A sexual offence has been committed against, with or in the presence of a child.
- Sexual misconduct with, towards or in the presence of a child.
- Ill-treatment of a child.
- Neglect of a child.
- An assault against a child.
- Behaviour that cause significant emotional or psychological harm to the child.

see: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/training-and-resources/webinars-and-face-to-face-training> for further information and training.

### **EDUCATING CHILDREN ABOUT PROTECTIVE BEHAVIOUR**

Connells Point BASC program will educate children

- About acceptable and unacceptable behaviour, and what is appropriate and inappropriate contact at an age appropriate level and understanding.
- About their right to feel safe at all times.
- To say 'no' to anything that makes them feel unsafe or uncomfortable.
- About how to use their own knowledge and understanding to feel safe.
- To identify feelings that they do not feel safe.
- The difference between 'good' and 'bad' secrets.

- That there is no secret or story that cannot be shared with someone they trust.
- That educators are available for them if they have any concerns.
- To tell educators of any suspicious activities or people.
- To recognise and express their feelings verbally and non-verbally.
- That they can choose to change the way they are feeling.

### **Child Safe Standards**

The Child Safe Standards recommended by the Royal Commission provide a framework for making organisations safer for children. The NSW government has accepted them. Based on extensive research and consultation, the Standards provide tangible guidance for organisations to create cultures, adopt strategies and act to put the interests of children first, to keep them safe from harm.

The Standards have been designed to:

- help drive cultural change in organisations.
- be principle-based and outcome-focused.
- be flexible enough that they can be adapted by organisations of varying sizes and characteristics.
- avoid placing undue burden on organisations
- help organisations address multiple risks
- balance caution and caring
- be a benchmark against which organisations can assess their child safe capability and set performance targets
- be of equal importance and interrelated.

The Office of the Children's Guardian have provided 10 child safe standards which are:

*Standard 1: Child safety is embedded in organisational leadership, governance and culture.*

*Standard 2: Children participate in decisions affecting them and are taken seriously.*

*Standard 3: Families and communities are informed and involved.*

*Standard 4: Equity is upheld and diverse needs are taken into account.*

*Standard 5: People working with children are suitable and supported.*

*Standard 6: Processes to respond to complaints of child abuse are child focused.*

*Standard 7: Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.*

*Standard 8: Physical and online environments minimise the opportunity for abuse to occur.*

*Standard 9: Implementation of the Child Safe Standards is continuously reviewed and improved.*

*Standard 10: Policies and procedures document how the organisation is child safe.*

A child safe culture is a set of values and practices that guide the attitudes and behaviour of all educators. Good leaders champion these values and embed them in organisational governance. The following values should be at the heart of any approach that prioritises children's safety:

- The best interests of children and their protection from harm is paramount.
- Child abuse is not tolerated and must not happen.
- Children's rights are understood and respected.
- Concerns about child safety raised by children and their parents and carers' are acted on.
- Reporting abuse is not obstructed or prevented.

### ***Definition of a child Safe organisation***

Child safe organisations create cultures, adopt strategies and act to prevent harm to children, including sexual abuse. The Australian and New Zealand Children's Commissioners and Guardians define a child safe organisation as one that systematically:

- Creates conditions to reduce the likelihood of children being harmed.
- Creates conditions that increase the likelihood of identifying and reporting harm.
- Responds appropriately to disclosures, allegations and suspicions of harm.

## **RESOURCES FOR INDICATORS OF ABUSE AND NEGLECT**

<https://education.nsw.gov.au/student-wellbeing/child-protection/child-protection-policy-guidelines/resources>

NAPCAN- <https://www.napcan.org.au/napcan-brochures/>

CHILD SAFE ORGANISATIONS- <https://childsafeforhumanrights.gov.au>

[Child Protection Reporting: Overview of legislative amendments \(NSW\) 2020](#)



## CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standards	Service Policies / Documentation	Other
r84 r155 r175 r176 S162 (A)	2.2 2.2.1 2.2.2 2.2.3	<ul style="list-style-type: none"> <li>• Child Safe Environment Policy</li> <li>• Code of Conduct Policy</li> <li>• Family Communication Policy</li> <li>• Health and Safety Policy</li> <li>• Interactions with Children, Family and Staff Policy</li> <li>• Privacy and Confidentiality Policy</li> <li>• Respect for Children Policy</li> <li>• Responsible Person Policy</li> <li>• Staffing Arrangements Policy</li> <li>• Student and Volunteer Workers Policy</li> <li>• Supervision Policy</li> <li>• Work Health and Safety Policy</li> <li>• Incident Injury Trauma and Illness Record</li> <li>• Child Protection Annual Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Australian Children’s Education &amp; Care Quality Authority. (2014).</li> <li>▪ Australian Government Australian Institute of Family Studies. (2005). National comparison of child protection systems: <a href="https://aifs.gov.au/cfca/publications/national-comparison-child-protection-systems">https://aifs.gov.au/cfca/publications/national-comparison-child-protection-systems</a></li> <li>▪ Australian Government Australian Institute of Family Studies. (2018). Australian child protection legislation: <a href="https://aifs.gov.au/cfca/publications/australian-child-protection-legislation">https://aifs.gov.au/cfca/publications/australian-child-protection-legislation</a></li> <li>▪ Australian Government: Australian Institute of Family Studies. (2017). Mandatory reporting of child abuse and neglect: <a href="https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect">https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect</a></li> <li>▪ Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).</li> <li>▪ <i>Child Protection (Working with Children) Act 2012</i></li> <li>▪ <i>Children and Young Persons (Care and Protection) Act 1998</i></li> <li>▪ Child Story Reporter: <a href="https://reporter.childstory.nsw.gov.au/s/">https://reporter.childstory.nsw.gov.au/s/</a></li> <li>▪ Early Childhood Australia Code of Ethics. (2016).</li> <li>▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).</li> <li>▪ Guide to the National Quality Standard. (2020).</li> <li>▪ My Time Our Place: Framework for School Age Care in Australia. (2011).</li> <li>▪ NSW Government Family &amp; Community Services. 2019). Mandatory reporters:</li> </ul>

		<ul style="list-style-type: none"> <li>• Educator Induction Processes</li> <li>• Educator Appraisal Processes</li> <li>• Educator Recruitment Processes</li> <li>• Educator Professional Development Processes</li> <li>• Educator Job Descriptions</li> <li>• Staff Records</li> <li>• Risk Management Plans</li> </ul>	<p>What to report and when:  <a href="https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters/what-when-to-report/chapters/mandatory-reporter-guide">https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters/what-when-to-report/chapters/mandatory-reporter-guide</a></p> <ul style="list-style-type: none"> <li>▪ NSW Government Legislation <i>Children's Guardian Act 2019</i>  <a href="https://legislation.nsw.gov.au/#/view/act/2019/25/full">https://legislation.nsw.gov.au/#/view/act/2019/25/full</a></li> <li>▪ NSW Office of the Children's Guardian:  <a href="https://www.kidsguardian.nsw.gov.au/">https://www.kidsguardian.nsw.gov.au/</a></li> <li>▪ <i>Ombudsman Act 2001</i>.</li> <li>▪ Revised National Quality Standard. (2018).</li> </ul>
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**ENDORSEMENT BY CONNELLS POINT BEFORE & AFTER SCHOOL CARE CENTRE INC.**

**Approval Date: 8 August 2021**  
**Date for Review: 8 August 2022**

*[Signature]* 9/8/21  
*[Signature]* 9/8/21  
*[Signature]* 10-8-21  
*[Signature]* 10-8-21  
*ug/bj* 10 Aug. '21

# CHILD PROTECTION REPORTING OVERVIEW

NOTIFICATIONS OF ABUSE



WHEN CHILDREN ARE IN IMMEDIATE DANGER OF ABUSE  
CALL **POLICE ON 000**



OTHERWISE CONTACT  
THE **CHILD PROTECTION HELPLINE ON**  
**132 111** (24 HOURS, 7 DAYS)

OR MAKE AN E-REPORT IF NOTIFICATION IS NOT URGENT

[HTTPS://REPORTER.CHILDSTORY.NSW.GOV.AU/S/](https://reporter.childstory.nsw.gov.au/s/)