

# Next Steps Kindy & Northside Christian College Outside School Hours Care



## POLICY

### Child Risk Management

<b>Issued by:</b>	Next Steps Kindy & Northside Christian College Outside School Hours Care
<b>Issue Date:</b>	September 2019
<b>Approved by:</b>	Next Steps Kindy Board and College Board
<b>Location:</b>	Kindy and OSHC Data Base
<b>Review Date:</b>	September 2021

### Reference

- *Working with Children (Risk Management and Screening) Act 2000 (Qld)*
- *Working with Children (Risk Management and Screening) Regulation 2011 (Qld)*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulations 14, 15, 16, 46, 84, 145, 146, 147, 168(2)(h), 170, 171, 172, 177, 181, 183, 184*
- *National Quality Standard: Quality Areas 2.3.2, 2.3.4, 4.2.3, 7.1.2, 7.1.5, 7.3.4 and 7.3.5*
- *Child Protection Act 1999 (Qld)*
- *Child and Youth Risk Management Strategy Toolkit*
- *Department of Communities, Child Safety and Disability Services' Child Protection Guide resource*

### Purpose

The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all children.

### Scope

Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

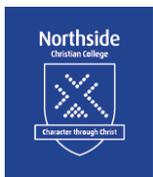
### Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to the safety and wellbeing of children enrolled at the service. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, NSK and NCC OSHC is dedicated to eliminating and minimising risks to child safety through this Strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the service's care.

#### Implementation

##### 1. Statement of Commitment

This Child Risk Management Strategy is evidence of NSK and NCC OSHC's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the *Working with Children (Risk Management and Screening) Regulation 2011 (Qld)*.



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In practice, Next Steps Kindy and Northside Christian College Outside School Hours Care's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act* ("the Act") to ensure the safety and wellbeing of children means that it will implement the measures outlined below in points 1 - 8.

#### 2. Code of Conduct

At NSK and NCC OSHC we expect our employees to conduct themselves as follows:

Service employees are expected to always behave in ways that promote the safety, welfare and well-being of children. They must actively seek to prevent harm to children, and to support those who have been harmed.

Specific responsibilities include:

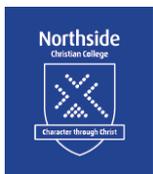
- Employees should avoid situations where they are alone in an enclosed space with a child.
- When physical contact with a child is a necessary part of the teaching, learning or caring experience, employees must exercise caution to ensure that the contact is appropriate and acceptable.
- Employees must not develop a relationship with any child that is, or that can be interpreted as having a personal rather than a professional interest in a child
- Employees must not have a sexual relationship with a child

This commitment is evidence of NSK and NCC OSHC fulfilment of the requirements of section 3(1)(b) of the Regulation.

#### 3. Recruitment, Selection, Training and Management Procedures

NSK and NCC OSHC are committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, NSK and NCC OSHC will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant
  - Advertising the position with a clear statement about the service's commitment to safe and supportive work practices and identifying whether candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including young people
  - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description
  - A probationary period of employment, which allows the service to further assess the suitability of the new employee and to act as a check on the selection process
- Ensure that its training and management procedures act to reduce the risk of harm to children from employees via:
  - Management processes that are consistent, fair and supportive
  - Performance management processes to help employees to improve their performance in a positive manner
  - Supportive processes for employees when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services
  - An Induction Policy and program that thoroughly address the service's policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children



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- Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
  - The service's policies and procedures
  - Identifying, assessing and minimising risks to children
  - Handling a disclosure or suspicion of harm to a child
- Keeping a record of the training provided to employees

This commitment is evidence of NSK and NCC OSHC's fulfilment of the requirements of section 3(1)(c) of the Regulation. See Appendix A for more information.

#### 4. Handling Disclosures or Suspicions of Harm

NSK and NCC OSHC's Child Protection Policy is evidence of fulfilment of the requirements of section 3(1)(d) of the Regulation.

#### 5. Managing Breaches of this Child Risk Management Strategy

NSK and NCC OSHC is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employee Code of Conduct and this is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulation Mandatory requirement 5.

#### Procedures for Managing Breaches

This plan outlines the steps to be taken following a breach of the child protection risk management strategy in order to address the breach in a fair and supportive manner.

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 to whom the person owes a duty of care.

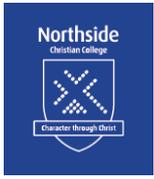
A breach is also any action or inaction by any member of the kindy, including children and young people that fails to comply with any part of the strategy including any breach of:

- a statement of commitment to the safety of children and their protection from harm
- a code of conduct for interacting with children
- procedures for recruiting, selecting, training and managing paid employees and volunteers
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- policies and procedures for implementing and reviewing the child protection risk management strategy
- risk management plans for high risk activities and special events
- strategies for communication and support.

#### Processes to manage a breach of the child protection risk management strategy

The Nominated Supervisor or Kindy will manage breaches in a fair, unbiased and supportive manner:

- all people concerned will be advised of the process
- all people concerned will be able to provide their version of events
- the details of the breach, including the versions of all parties and the outcome will be recorded
- matters discussed in relation to the breach will be kept confidential
- an appropriate outcome will be decided.



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#### Suitable outcomes for breaches

Depending on the nature of the breach outcomes may include:

- emphasising the relevant component of the child protection risk management strategy,
- further education and training
- mediating between those involved in the incident (where appropriate)
- disciplinary procedures if necessary
- reviewing current policies and procedures and developing new policies and procedures if necessary.

#### 6. Blue Card Compliance

NSK and NCC OSHC is committed to acting in accordance with chapter 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, NSK and NCC OSHC will:

- Require relevant prospective or current employees, including the Approved Provider and Nominated Supervisor, volunteers, trainee students and others as relevant to hold a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with NSK and NCC OSHC's position descriptions and the Act
- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a *Change in police notification* form when notified by employee that such a change has occurred
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received
- Submit a *No longer with organisation* form when appropriate
- Appoint a service contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential in accordance with the NSK and NCC OSHC's Privacy Policy and Record Retention Policy
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

The Kindy/Nominated Supervisor will:

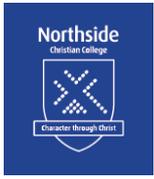
- appoint a 'contact person/manager' who will be responsible for managing blue cards at the kindy
- develop policies and procedures about deciding who requires a blue card and who is exempt under the *Working with Children (Risk Management and Screening) Act 2000 (the Act)*
- ensure that all information in relation to blue card applications is kept confidential, and
- maintain a blue card register of all staff and volunteers.

This commitment is evidence of NSK and NCC OSHC's fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

#### 7. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence that NSK and NCC OSHC is committed to the annual review of this Strategy in fulfilment of the requirements of section 3(1)(f)(i) of the Regulation relating to review.

NSK and NCC OSHC will also record, monitor and report to the Approved Provider, the NSK and NCC OSHC's Council and Board regarding any breaches of the Strategy.



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In addition, NSK and NCC OSHC is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

#### 8. Risk Management Plans for High Risk Activities

NSK and NCC OSHC is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis. NSK and NCC OSHC will utilize various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of NSK and NCC OSHC's fulfilment of the requirements of section 3(1)(g) of the Regulation.

In addition to workplace health and safety concerns, a child risk management strategy should analyse the risk of 'harm' to children. See Appendix B for a Risk Management template.

#### 9. Strategies of Communication and Support

NSK and NCC OSHC's commitment to making this Child Risk Management Strategy available to families and employees via its Enrolment and Orientation Policy, Induction Policy, enrolment package, employee handbook is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

NSK and NCC OSHC is committed to training employees in relation to risks to children and will conduct this training annually via formal training, informal updates at staff meetings or regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulation.

#### Responsibilities

NSK and NCC OSHC is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at NSK and NCC OSHC are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

#### Compliance and Monitoring

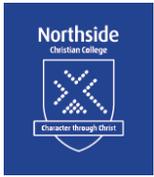
The College is committed to the annual review of this Strategy. The College will also record, monitor and report to the College Board and the Senior Leadership Team regarding any breaches of the Strategy. In addition, the College is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

## Appendix A

### Educator Recruitment Procedures

#### Recruitment Process

- The Director will oversee and approve the recruitment process:
  - ensuring there is a documented position description for the vacant position that is accurate and current
  - arranging for the position to be advertised
  - ensuring there is a standard list of interview questions for all applicants
  - reviewing the applications that have been received and making a short list of applicants
  - arranging suitable interview times with the shortlisted applicants
  - contacting referees for the most suitable candidate(s). A Telephone reference Check Template is attached.



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- making an offer of employment in writing which the applicant must sign as an acceptance of the offer. The applicant must sign a contract of employment containing the specific terms and conditions of employment.
  - notifying unsuccessful applicants by letter, telephone or email.
- Recruitment and selection decisions will be made by the Director

### Position Description

Every position must have a position description which:

- summarises the job and describes the tasks,
- details the skills, qualifications and experience required to perform the job and whether these are essential or desirable criteria
- Clearly describes the expectations for educators/staff members to provide a safe and supportive environment for children

### Advertising

- Positions may, at the discretion of the Director and where relevant, be initially advertised internally. This process gives current employees the chance to be considered for a transfer or nominate a suitable contact as a potential candidate.
- External advertising will occur when a suitable internal candidate (including employee contact) is unavailable, or may occur concurrently with the internal advertising where the Director believes it is in the kindy's best interests to source additional candidates.

### The Job Advertisement

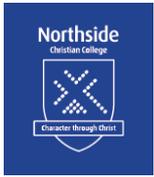
The job advertisement will be written in clear, concise and non-discriminatory language and will contain:

- the title of the position
- a summary of the role and conditions of employment
- the essential and desirable criteria for candidates
- information about what applicants should provide with their applications
- clear, concise details about our Kindy and our safe, supportive work practices
- advice that the successful applicant will need to undergo a successful Working With Children Check (blue card screening, police check) or be eligible for exemption, referee checks and identification, and that candidates will be asked to disclose any information relevant to their eligibility to engage in activities involving children
- the closing date for receipt of applications

### Interviews

The Director will conduct the interview. The format of the interview will be:

- advise the applicant about the position and the Kindy
- discuss the applicant's skills and experience as they relate to the position
- answer any questions the applicant may have
- advise the applicant about the next steps in the selection process
- obtain permission to contact the applicant's nominated referees.



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#### Selection of Candidates and Offer of Employment

Following the interviews, we will check the work histories and references of the most suitable candidates(s) after obtaining their permission. We will include the following questions in those asked of referees:

- Would you employ the person again?
- Have you directly supervised the applicant and directly observed their work with children?
- Do you have any concerns about the applicant working directly with children?
- Can you give an example of a time when you observed the applicant managing a child with challenging behaviours?

If a decision is made to employ the most suitable candidate, we will make a written offer of employment.

The successful applicant must sign a contract of employment containing the specific terms and conditions of their employment.

#### Exit Interviews

If an employee resigns, management will undertake an exit interview with the person to:

- identify possible areas for improvement in organisational processes, management, job design, remuneration or career planning and development
- receive positive feedback on what is working well

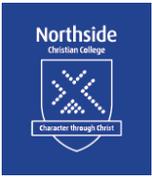
#### The Child and Youth Risk Management Strategy Toolkit discusses the following matters under Mandatory Guideline 3 Managing and Training Employees

Refer to the Educator and Management Policy for our procedures on managing and training employees.

#### Commitment to the rights and expectations of children and young people, parents and carers

Commitment to the rights and expectations of children and families is an integral component of the NQF (eg NQS 1.1.5, 1.1.6, and QA6) and is discussed in several of our policies including:

- Relationships with Children
- Parental Interaction and Involvement in the Kindy Policy
- Educator and Management Policy



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#### Appendix B – Additional Resources

<p><b>Child Protection Risk Management Strategy – Template Risk Management Plan for High Risk Activity</b></p>	 Management
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In addition to occupational health and safety concerns, a child and youth risk management strategy should analyse the risk of 'harm' to children and young people.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<p><b>Describe the activity</b>            What is the activity and what are your objectives?            Where will it take place?            Identify the stakeholders, staff, parents, and children involved            Identify all elements of the event from beginning to end.</p>	<p><b>Identify Risks</b>            Something that could happen that results in harm to a child - consider physical, emotional, sexual and cultural risks from other children, someone outside the kindy, an employee or volunteer and themselves</p>	<p><b>Analyse the Risk</b>            How likely is the risk, what would happen if the risk did occur?</p>	<p><b>Evaluate the Risk</b>            The level of risk - see table at end of template</p>	<p><b>Manage the Risk</b>            Assess the options to reduce the risk</p>	<p><b>Review</b>            Nominate who will review after the event/activity</p>



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Determine **likelihood** of the risk by using the left hand column of the **Risk Analysis Matrix** (below). Use the impact information to determine the **consequences** level. Combine the Consequence and Likelihood ratings to arrive at the **Risk Level** (i.e. *Low, Medium, High* or *Critical*). **CONSEQUENCES**

LIKELIHOOD	Insignificant	Minor	Moderate	Major	Extreme
<b>Very likely</b> Expected to occur in most circumstances	Medium	Medium	High	Critical	Critical
<b>Likely</b> Will probably occur in most circumstances	Low	Medium	High	High	Critical
<b>Possible</b> Might occur at some time	Low	Medium	Medium	High	High
<b>Unlikely</b> Not expected to occur	Low	Low	Medium	Medium	High
<b>Rare</b> Occurs in exceptional circumstances only	Low	Low	Low	Medium	Medium

#### Appendix D Child Protection Annual Review Guidelines

Child Protection Awareness		 Staff
Staff Declaration they are aware of their responsibilities in relation to child protection.		
Element 2.3.4		
Staff Names:		Date:
Staff Signature:		
Nominated Supervisor's Name:		
Nominated Supervisor's Signature:		



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**When to use this procedure:** The Nominated Supervisor will use this procedure for all staff, volunteers and students.

**Step 1.**

Allow staff, volunteers and students time to read the Child Protection Policy.

**Step 2**

Person declares they:

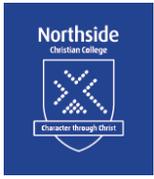
- have read and understood the Child Protection policy and agree to abide by its provisions.
- are aware of the responsibilities in relation to child protection ACT and Regulations.

**Step 3**

Sign and date this procedure. File in the staff folder in locked filing cabinet.

I (Full Name) ..... have read and understand the Child Protection Policy, Confidentiality Policy and agree to abide by its provisions. I am aware of the responsibilities in relation to child protection ACT and regulations.

<b>Child Protection – Procedure for making a notification</b>		 Staff
Staff are aware of the current processes and procedures for child protection.		
<b>Element 2.3.4</b>		
Staff Names:		<b>Date:</b>
Staff Signature:		



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A notification is an expression of concern of the child. Staff members **do not have to prove** that reportable conduct is occurring or have evidence of who may be abusing the child to consider making a notification.

A notification will **only** be made after contacting the Nominated Supervisor and any notification must be made in conjunction with the Nominated Supervisor, unless they are suspected of reportable conduct. In this situation you must make the notification.

It is important that when making a notification that the notifier asks the following questions in relation to notification:

- Name of person at Helpline who you spoke to.
- What the next step in the process is to be.
- What confirmation will be sent to confirm the report has been made.
- Is there any further action you as the notifier need to take?

It is the **responsibility of Child Protection Authorities to carry out any investigation.**

Following a notification being made records of the child remain the responsibility of the centre staff and should not be passed onto any other person. If officers wish to see the records they should be viewed at the centre in the presence of the Directors/Authorised Supervisor and only removed if signed for by the State and Territory Authorities officer with a stated date for return of the records to the centre.

If an interview is to be conducted at the centre the following should be adhered to:

- If it is clearly apparent that the alleged abuser is not a member of the child's immediate family, the parents should be notified of the interview and be given the opportunity to be present. State and Territory Authorities must be consulted prior to this.
- A staff member to whom the child relates will be present during the interview. The staff member must not intervene in the process but should be present as an observer and a support for the child.
- All staff will co-operate with any investigation undertaken by State and Territory Authorities and/or police.
- Following the interview, the staff member must immediately write a report in the first person, which states as well as she/he can remember what each person has said, and forward a copy to the Nominated Supervisor marked confidential.

#### **Procedure to link information from families to your own observations**

It is important for staff at all times to be sensitive to the practices of families of culturally diverse or indigenous backgrounds, however, this child protection policy must be adhered to. The processes and procedures within this policy attempt to allow for the individual differences of families.

Up-to-date developmental records on all children are to be kept. Relevant conversations with parents that may relate to a child's behaviour change (e.g. parents separating, new baby in the family, moving house etc.) are to be noted in the developmental record.

Staff should work with parents to develop and record appropriate procedures for managing toilet practices and behaviour management. Parents should be made aware that it may be necessary to physically restrain an out of control child who may be compromising the safety of him/herself, other children or staff, or to isolate the child from others for short periods of time.



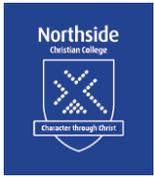
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<b>Child Protection – The process for supporting families of children with specific protection needs</b>		 Staff
Staff are aware of the current processes and procedures for child protection.		
<b>Element 2.3.4</b>		
Staff Names:		Date:
Staff Signature:		
<p>The process for supporting families of children where a mandatory report has been made or they have been referred to community services.</p> <p>Nominated supervisors and educators are required to provide whatever professional support they can to families and children experiencing difficulties and refer them to appropriate agencies in the community.</p> <p>The kindy has a duty to raise awareness within the community by providing information on appropriate child rearing practices and child protection through brochures, posters and other forms of communication to the families with children enrolled.</p> <p>When a protection need is identified the Nominated Supervisor must be notified and a meeting between the family and nominated supervisor must take place.</p> <ol style="list-style-type: none"> <li>1. The particulars of the protection need should be identified and a responsibility chart mapped.</li> <li>2. The kindy may have a legal obligation to make a mandatory report or a duty of care to notify State and Territory Authorities. (Follow Making a Notification procedure)</li> <li>3. The kindy has a duty of care to assist the family by providing information from State and Territory Authorities including all contact details.</li> <li>4. All educators will be notified of the protection requirements or needs of children at the kindy. The privacy and confidentiality of the child and family will be maintained at all times.</li> <li>5. A person forbidden by court order from having contact with a child must not be given any information concerning the child.</li> <li>6. The kindy will follow the procedure for releasing children from care.</li> <li>7. A review date for the protection issue will be set.</li> <li>8. A review will take place on the review date.</li> </ol> <p><b>Staff and Family Relationships</b></p> <p>Nominated Supervisors should encourage all staff to keep separate their private and professional roles. Counselling of staff by the Nominated Supervisor regarding confidentiality may be required.</p> <p>When a relationship is developed with the families of the children enrolled, confidentiality and objectivity must be maintained. It is the responsibility of the Nominated Supervisor to ensure there is a clear understanding of the difference between personal and professional roles by both parties in such cases.</p>		



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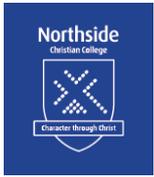


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<b>Child Protection – Current information on Child Protection use these websites</b>		 Director
<b>Element 2.3.4</b>		
Nominated Supervisor Names:		<b>Date:</b>
Nominated Supervisor's Signature:		

Jurisdiction	Responsible authority	Website
QLD	Department of Communities – Child Safety Services <b>1800 177 135</b>	<a href="http://www.childsafety.qld.gov.au">www.childsafety.qld.gov.au</a>



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<b>Child Protection – Current Practice evaluation for Child Protection</b>		 Director
<b>Element 2.3.4</b>		
Nominated Supervisor Name:		Date:
Nominated Supervisor's Signature:		
Name of person:		
Signature:		
Are you: <input type="checkbox"/> Educators <input type="checkbox"/> Parent or Caregiver <input type="checkbox"/> Other service staff <input type="checkbox"/> Nominated/Certified Supervisor		

<p>Policy</p> <p><b>1. Have you read Child Protection Policy?..... Yes No</b></p> <p><b>2. Overall how would you rate the child protection policy? (Please circle one)</b></p> <p style="text-align: center;">Very Satisfied      Satisfied      Neither satisfied or dissatisfied      Dissatisfied      Very Dissatisfied</p> <p><b>3. Overall how would you rate the child protection procedures? (Please circle one)</b></p> <p style="text-align: center;">Very Satisfied      Satisfied      Neither satisfied or dissatisfied      Dissatisfied      Very Dissatisfied</p> <p><b>4. What is the centre currently doing well in regards to child protection?</b></p> <p><b>5. What areas of the child protection policy and procedures require most improvement?</b></p> <p><b>6. What issues are likely to affect the kindy's practices on child protection now or in the near future?</b></p> <p><b>7. Are there areas of interest that the centre or specific staff would like to explore in regards to child protection?</b></p> <p><b>8. How effectively has the centre communicated with you about its child protection policy and procedures? (Please circle one)</b></p> <p style="text-align: center;">Very effectively    effectively    Neither effectively or not effectively    somewhat ineffectively    Very Ineffectively</p> <p><b>9. Do you feel you have frequent and genuine opportunities to contribute to the child protection policy and procedures? ..... Yes No</b></p>
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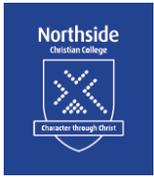
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10. Are you aware whether educators/staff have had training or professional development in the area of Child Protection..... Yes No N/A

Thank you for your time – Nominated Supervisor

<b>Child Protection – Child Protection Compliance Procedure and Test</b>		
<b>Element 2.3.4</b>		
Nominated Supervisor Name:		Date:
Nominated Supervisor's Signature:		
Staff Names:		
Staff Signature:		



# Next Steps Kindy & Northside Christian College Outside School Hours Care



## POLICY

### Child Risk Management

#### Policy

Has staff member read and signed off on the Child Protection Policy?..... Yes No

If no, staff member is to read and sign off on Child Protection Policy immediately.

#### Training

Was staff member trained in Child protection when they commenced employment at the service?.....Yes No

Has the staff member had additional child protection training within the last 12 months of employment? ..... Yes No

#### Knowledge of Child Protection Issues

Child abuse or neglect can occur within all cultural, occupational and socio-economic groups. Mandatory reports of abuse are usually required for the following types of abuse (different states have different requirements for mandatory reporting – see child protection policy): (please fill in 4 main areas of reportable conduct)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

To report conduct, do you need to prove that reportable conduct is occurring? ..... Yes No

To report conduct, do you need evidence of who may be abusing the child before making a notification? ..... Yes No

Are individuals or groups of children permitted to be in areas where they are not visible by more than 1 staff member, or taken into rooms that can be locked? ..... Yes No

Are students and volunteers advised they cannot be alone with children? ..... Yes No

While there is a child on the premises of a centre, there is to be a minimum of \_\_\_ staff on the premises.

Indicators can be: (Please place a tick next to the indicators)

- |   |   |
|---|---|
| <input type="checkbox"/> Significant changes in mood or behaviour                               | <input type="checkbox"/> Rocking the body or sucking things                   |
| <input type="checkbox"/> Bruises, burns, sprains, cuts, fractures                               | <input type="checkbox"/> Boys playing with dolls                              |
| <input type="checkbox"/> Marked delay between injury and getting medical assistance             | <input type="checkbox"/> Being very withdrawn or depressed                    |
| <input type="checkbox"/> Child talking about going to the doctors                               | <input type="checkbox"/> Delays in physical, mental and emotional development |
| <input type="checkbox"/> Extreme attention-seeking or risk taking behaviour                     | <input type="checkbox"/> High levels of excitement                            |
| <input type="checkbox"/> Child wanting to climb the tree in the play area                       | <input type="checkbox"/> Frequent hunger                                      |
| <input type="checkbox"/> Behavioural disorders such as disruptiveness, aggressiveness, bullying | <input type="checkbox"/> Child asking for a second serve of morning tea       |
| <input type="checkbox"/> Having a fight with best friend  | <input type="checkbox"/> Seeming constantly tired or lacking life or energy   |
| <input type="checkbox"/> Compulsive lying and stealing  | <input type="checkbox"/> Low self-esteem                                      |
| <input type="checkbox"/> Destructive or violent behaviour                                       | <input type="checkbox"/> Child coming to care with their hair not brushed     |
|   | <input type="checkbox"/> Looking generally run-down and sickly                |



# POLICY

## Child Risk Management

### Child Protection Compliance Procedure and Test

#### Answers

#### Knowledge of Child Protection Issues

Child abuse or neglect can occur within all cultural, occupational and socio-economic groups. Mandatory reports of abuse are usually required for the following types of abuse (different states have different requirements for mandatory reporting – see child protection policy): (please fill in 4 main areas of reportable conduct)

1. Neglect
2. Sexual
3. Physical
4. Emotional
5. Witness to domestic violence

To report conduct, do you need to prove that reportable conduct is occurring? ..... No

To report conduct, do you need evidence of who may be abusing the child before making a notification? ..... No

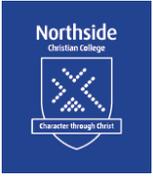
Are individuals or groups of children permitted to be in areas where they are not visible by more than 1 staff member, or taken into rooms that can be locked? ..... No

Are students and volunteers advised they cannot be alone with children? ..... Yes

While there is a child on the premises of a centre, there is to be a minimum of 2 staff on the premises.

Indicators can be: (Please place a tick next to the indicators)

- |   |   |
|---|---|
| <b>Yes</b> Significant changes in mood or behaviour                               | <b>Yes</b> Rocking the body or sucking things                   |
| <b>Yes</b> Bruises, burns, sprains, cuts, fractures                               | <b>No</b> Boys playing with dolls                               |
| <b>Yes</b> Marked delay between injury and getting medical assistance             | <b>Yes</b> Being very withdrawn or depressed                    |
| <b>No</b> Child talking about going to the doctors                                | <b>Yes</b> Delays in physical, mental and emotional development |
| <b>Yes</b> Extreme attention-seeking or risk taking behaviour                     | <b>No</b> High levels of excitement                             |
| <b>No</b> Child wanting to climb the tree in the play area                        | <b>Yes</b> Frequent hunger                                      |
| <b>Yes</b> Behavioural disorders such as disruptiveness, aggressiveness, bullying | <b>No</b> Child asking for a second serve of morning tea        |
| <b>No</b> Having a fight with best friend   | <b>Yes</b> Seeming constantly tired or lacking life or energy   |
|   | <b>Yes</b> Low self-esteem                                      |
|   | <b>No</b> Child coming to care with their hair not              |



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## POLICY

### Child Risk Management

<b>Yes</b> Compulsive lying and stealing	brushed
<b>Yes</b> Destructive or violent behaviour	<b>Yes</b> Looking generally run-down and sickly