

# PUTNEY PLAYGROUNDS KINDERGARTEN CHILD PROTECTION POLICY

## NOTIFICATIONS OF ABUSE



IF ANYONE AT THE SERVICE HAS SUSPICIONS OF ABUSE, CONSULT THE **MANDATORY REPORTERS GUIDE** TO ASSESS WHETHER A CHILD IS AT RISK OF SIGNIFICANT HARM.

**[WWW.KEEPTHEMSAFE.NSW.GOV.AU](http://WWW.KEEPTHEMSAFE.NSW.GOV.AU)**



WHEN SOMEONE WITH MANDATORY REPORTING OBLIGATIONS HAS REASONABLE SUSPICION OF ABUSE THEY NEED TO CONTACT THE  
**NSW CHILD PROTECTION HELPLINE**

**133627** (24 HOURS, 7 DAYS)



CONSULT THE **SERVICE'S CHILD PROTECTION POLICY** FOR MORE INFORMATION.

# NQS

QA2	2.3.4	Educators, co-ordinators and educators are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.
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## National Regulations

Reg s	84	Awareness of child protection law
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### Aim

The service takes our responsibility to provide a safe and caring environment for all children seriously. We believe that the safety of children is paramount at all times and aims to protect a child's right to be safe from abuse of any kind.

The service also aims to defend the rights of educators to confidentiality if a complaint against them is made and is found to be unsubstantiated. The service will ensure that all parties affected by this policy are made aware of their roles and responsibilities regarding child protection.

The service aims to educate all parties about their roles in child protection and also about signs of abuse and ensure that all requirements of child protection requirements are being met.

### Related Policies

Privacy and Confidentiality Policy  
Record Keeping and Retention Policy  
Physical Environments (Workplace Safety, Learning and Administration) Policy  
Death of a Child Policy  
Open Doors Policy  
Family Law and Access Policy  
Relationships with Children Policy  
Tobacco Drug and Alcohol Policy

### Who is affected by this policy?

Staff  
Families  
Child  
Management

**Child Protection Risk Management Strategy  
– Statement of Commitment**



Management

## **Statement of Commitment**

Our service fundamentally believes that all children have the right to a life that is free from harm. Our service aims to provide an environment that is free from any type of abuse and foster a child's growth and development as per the individual requirements of each child. Educators at our service are aware of their obligations under the law in regards to the welfare of children and at all times uphold their obligation. In addition to this, our service aims to provide regular training to all educators (along with any volunteers, students etc) on child protection issues to ensure that, in the sad event a child has suffered abuse, the service can act quickly in the best interests of the child.

# **Child Protection Risk Management Strategy** – **Code of Conduct**



Management

## **Code of Conduct**

Our service upholds the following code of conduct in relation to employers, educators, volunteers, students, families and children:

**For Employers:**

- ≡ Ensure that all employees are:
  - ≡ Clear about their roles and responsibilities regarding child protection.
  - ≡ Aware of their obligations to immediately report suspected abuse to the Child Protection Hotline.
  - ≡ Aware of the indicators when a child may be at risk of harm or significant harm.
- ≡ Provide training and development for all employees in the recognition and reporting of abuse and harm.
- ≡ Provide reporting procedures and professional standards for care and protection work.
- ≡ Conduct a Working with Children Check for anyone that will be heavily involved with service operations.
- ≡ Enable educators to have access to relevant acts, regulations, standards and other resources in order for them to complete their obligations.

**For Educators:**

- ≡ Report any situation where they suspect a child is at risk of significant harm to the Child Protection Helpline.
- ≡ Promote the welfare, safety and wellbeing of children at the service.
- ≡ Have an awareness of referral agencies for families where concerns of harm do not meet the significant harm threshold.
- ≡ Be aware of obligations as per the Mandatory Reporter Guide.
- ≡ Assist in supporting children and families when liaising with relevant government agencies.
- ≡ I will not drink alcohol or use illicit substances while on the service's premises and I will not come to the service while under the influence of alcohol or illicit substances.
- ≡ I will not smoke on the service's premises.
- ≡ I will not show favouritism towards any child.
- ≡ I will refrain from developing close personal relationships with children out of the carer/child relationship.

- ≡ I will refrain from using abusive, derogatory or offensive language.

### **For Families:**

- ≡ Treat all children at the service equally and respectfully.
- ≡ Report any suspicions to the most senior person on duty when at the service.
- ≡ Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.
- ≡ Respect the decision of employees and teach children to do likewise.
- ≡ Focus on encouraging children's efforts and learning.
- ≡ Support all efforts to remove any form of abuse in the service and encourage a safe and supportive service environment.
- ≡ I will not drink alcohol or use illicit substances while on the service's premises and I will not come to the service while under the influence of alcohol or illicit substances.
- ≡ I will not smoke on the service's premises.

### **For Children:**

- ≡ We will respect other children and adults at the service.
- ≡ We will cooperate and will follow our Classroom Rules.
- ≡ We will listen to our Educator's instructions and follow them.
- ≡ We will control our temper and talk to an Educator if we are feeling upset.
- ≡ We will have a say in what activities we are involved in.
- ≡ We will speak to an Educator if we are worried or concerned about something.
- ≡ We will not bully other children.
- ≡ We will tell an Educator if we see a child bullying another child.

# **Child Protection Risk Management Strategy – Policies and Documentation**



Management

## **Policies and Documentation**

Please refer to the following policies and documentation:

- Child Protection Policy
- Educators Recruitment Policy
- Professional Development Policy
- Incident Report Form
- Educators Job Descriptions
- Child Protection Annual Review
- Educators Induction Processes
- Educators Appraisal Processes
- Employee Register
- High Risk Activity Risk Management Plan

## Child Protection Risk Management Strategy – Recruitment, Selection, Management and Training of Educators and Volunteers



Management

### Recruitment

The service will keep up-to-date policies on recruiting, selecting, training and managing paid employees and volunteers.

The service is responsible for developing policies and procedures about recruitment, selection, management and training to ensure all persons working at the service are suitable.

When developing our recruitment strategy, our service will consider the following –

Position Description	<ul style="list-style-type: none"> <li>≡ establish an understanding of the roles and expectations for educators to provide a safe and supportive environment for children and young people</li> <li>≡ become more aware of the tasks required for specific activities</li> <li>≡ develop requirements of the position (sometimes referred to as selection criteria)</li> <li>≡ identify training needs</li> <li>≡ reduce the risk of harm to children and young people, and</li> <li>≡ attract and retain educators.</li> </ul>
Advertising the Position	<ul style="list-style-type: none"> <li>≡ include a clear statement about your organisation's safe and supportive work practices</li> </ul>

	<ul style="list-style-type: none"> <li>≡ include clear, concise details about your organisation</li> <li>≡ provide brief details about the position and working conditions, and</li> <li>≡ name a contact person for more information.</li> </ul>
Selection Process	<ul style="list-style-type: none"> <li>≡ assessment of applicant</li> <li>≡ interview process</li> <li>≡ referee checks</li> </ul>
Probationary Period of Employment	<ul style="list-style-type: none"> <li>≡ set goals</li> <li>≡ identify training needs, specifically in relation to risk management practices, and</li> <li>≡ provide support to the new employee to be successful in undertaking the role.</li> </ul>
Training	<p>Educators should receive training in the following areas:</p> <ul style="list-style-type: none"> <li>≡ identifying, assessing and minimising risks</li> <li>≡ the organisation's policies and procedures (including the organisation's code of conduct)</li> <li>≡ compulsory training as required by industry standards or legislation, and</li> <li>≡ handling a disclosure or suspicion of harm, including reporting guidelines.</li> </ul> <p>Training can be formal such as:</p> <ul style="list-style-type: none"> <li>≡ higher education training and accreditation</li> <li>≡ training offered by external organisations</li> <li>≡ training developed and delivered internally, and</li> <li>≡ on-the-job training meeting key objectives.</li> </ul> <p>Training can also be informal such as:</p> <ul style="list-style-type: none"> <li>≡ inviting police officers or Child Safety educators to meetings to discuss issues in relation to child protection</li> <li>≡ inviting other professionals to speak at meetings or functions, and</li> <li>≡ internal mentoring and coaching.</li> </ul>
Induction	<ul style="list-style-type: none"> <li>≡ your organisation's commitment to an environment that is safe and supportive for children and young people</li> <li>≡ the standards of behaviour expected as detailed in your code of conduct</li> <li>≡ your organisation's safe and supportive policies and procedures, and strategies to minimise harm</li> <li>≡ procedures to follow when a disclosure of harm is received</li> <li>≡ reporting guidelines in relation to disclosures of harm and suspicions of harm</li> <li>≡ their own rights and responsibilities, as well as those of children and young people</li> <li>≡ what to expect if there is an allegation of harm made against them or to them</li> <li>≡ what constitutes a breach of your organisation's child and youth risk management strategy and the potential consequences</li> <li>≡ the roles of key people in your organisation, and</li> <li>≡ grievance procedures.</li> </ul>



Exit interviews or questionnaires	<ul style="list-style-type: none"> <li>≡ gather information about the effectiveness of the recruitment process</li> <li>≡ identify possible areas for improvement in organisational processes, management, job design, remuneration or career planning and development, and</li> <li>≡ receive positive feedback on what is working well in your organisation.</li> </ul>
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## Child Protection Risk Management Strategy – Concerns of Abuse / Neglect



Management

The following outlines the responsibilities for educators and related people to children's services:

### ***Children's Services Educators must:***

- ≡ Report any situation where they suspect a child is at risk of significant harm to the Child Protection Helpline.
- ≡ Promote the welfare, safety and wellbeing of children at the service.
- ≡ Have an awareness of referral agencies for families where concerns of harm do not meet the significant harm threshold.
- ≡ Be aware of obligations as per the Mandatory Reporter Guide which is available at - [WWW.KEEPTHEMSAFE.NSW.GOV.AU](http://WWW.KEEPTHEMSAFE.NSW.GOV.AU).
- ≡ Assist in supporting children and families when liaising with the NSW Department of Human Services (formerly DoCS) or other government agencies.
- ≡ It is imperative to remember that all employees, educators, carers and licensees are mandatory reporters for Department of Human Services. The service procedure dictates that reports regarding a child at risk to be made by the Nominated or Certified Supervisor. However, if this person fails to make a report you continue to be legally responsible to do so. It is the responsibility of the person that suspects child abuse to ensure a report is made.

### ***Children's Services Employers must:***

- ≡ Ensure that all employees are:
  - Clear about their roles and responsibilities regarding child protection.
  - Aware of their obligations to immediately report suspected abuse to the Child Protection Hotline 133 627 (24 hours/7 days).
  - Aware of the indicators when a child may be at risk of harm or significant harm.
- ≡ Provide training and development for all employees in the recognition and reporting of abuse and harm.
- ≡ Provide reporting procedures and professional standards for care and protection work.
- ≡ Conduct a Working with Children Check for anyone that will be heavily involved with service operations.
- ≡ Report to the NSW Ombudsman any reportable allegations and convictions made against an employee and ensure they are investigated by the Head of the Agency with appropriate actions being taken when the investigation is complete.
- ≡ Notify the Commission for Children and Young People of details of employees against whom relevant disciplinary proceedings have been completed and or persons whose employment has been rejected because of a risk identified in employment screening processes.
- ≡ Enable educators to have access to relevant acts, regulations, standards and other resources in order for them to complete their obligations.

The following agencies have responsibilities regarding child protection. Our service will liaise with these services and agencies should child protection become an issue at our service. The services and their responsibilities are as follows:

### **Child Protection Helpline**

- ≡ Receive and assess reports of children who are at risk of significant harm.
- ≡ Investigate and assess reports where there is a likelihood of risk of significant harm to a child or children.
- ≡ In cases involving child sex abuse of serious physical abuse the Child Protection Hotline 133627 (24 hours/7 days) will plan, conduct and manage with Police, the NSW Health Department (where a medical examination and counselling or support are needed) a joint investigation.
- ≡ Provide, arrange and request care and/or support for children and families.

- ≡ Inform reporting agencies of the progress and outcomes of assessments and investigations as permitted by law.

### **Child Wellbeing Unit**

- ≡ To help and identify whether a case meets the new threshold or risk of significant harm.

### **NSW Ombudsman's Office**

- ≡ Monitor the investigation of and in some cases investigated reportable allegations made against employees in government and non-government agencies, such as children's services.
- ≡ The Ombudsman must be notified of all allegations of abuse or neglect of a child by a children's services employee.
- ≡ A volunteer is also counted as an employee in this situation.

### **The Commission for Children and Young People**

- ≡ Monitors trends and makes recommendations to government and non-government agencies on legislation, policies, practices and services affecting young children.
- ≡ Provides guidelines relating to employment screening for child related employment and maintains database of relevant disciplinary proceedings.

### **Indicators of Abuse**

There are many indicators of child abuse and neglect. The following is a guide only. One indicator on its own may not imply abuse or neglect. Each indicator needs to be considered in the context of other indicators and the child's circumstances.

#### **General indicators of abuse and neglect**

- ≡ 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, sibling) tells you that the child may have been abused

#### **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

### **Indicators of Neglect in parents and caregivers**

- ≡ failure to provide adequate food, shelter, clothing, medical attention, hygiene or leaving the child inappropriately without supervision
- ≡ 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 Physical Abuse in children**

- ≡ 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

### **Indicators of Physical Abuse in parents and caregivers**

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

### **Indicators of Emotional Abuse in children**

- ≡ feeling of worthlessness about them
- ≡ inability to value others
- ≡ lack of trust in people and expectations
- ≡ extreme attention seeking behaviours
- ≡ other behavioural disorders (disruptiveness, aggressiveness, bullying)

### **Indicators of Emotional Abuse in parents and caregivers**

- ≡ constant criticism, belittling, teasing of a child or ignoring or withholding praise and affection
- ≡ excessive or unreasonable demands
- ≡ persistent hostility, severe verbal abuse, rejection and scape-goating
- ≡ belief that a particular child is bad or “evil”
- ≡ using inappropriate physical or social isolation as punishment
- ≡ exposure to domestic violence

### **Indicators of Sexual Abuse in children**

- ≡ they describe sexual acts
- ≡ direct or indirect disclosures
- ≡ age inappropriate behaviour and/or persistent sexual behaviour
- ≡ self destructive behaviour
- ≡ regression in development achievements
- ≡ child being in contact with a suspected or know perpetrator of sexual assault
- ≡ bleeding from the vagina or anus
- ≡ injuries such as tears to the genitalia

### **Indicators of Sexual Abuse in parents, caregivers of anyone else associated with the child**

- ≡ exposing the child to sexual behaviours of others
- ≡ suspected of or charged with child sexual abuse
- ≡ inappropriate jealousy regarding age appropriate development of independence from the family
- ≡ coercing the child to engage in sexual behaviour with other children
- ≡ verbal threats of sexual abuse
- ≡ exposing the child to pornography

### **Indicators of Domestic Violence in children**

- ≡ show aggressive behaviour
- ≡ develop phobias & insomnia
- ≡ experience anxiety
- ≡ show systems of depression
- ≡ have diminished self esteem
- ≡ demonstrate poor academic performance and problem solving skills
- ≡ have reduced social competence skills including low levels of empathy
- ≡ show emotional distress
- ≡ have physical complaints

### **Definition of Significant Harm**

A child is at risk of significant harm when the circumstances that are causing concern are present to a significant state. This means the concern is sufficient to warrant a response by a

statutory authority, such as the NSW Police Force or Community Services, regardless of a family's consent.

What is significant is not minor or trivial and may reasonably be expected to produce substantial and adverse impacts on the child's safety, welfare or wellbeing.

The significance can be a result of a single act or omission or an accumulation of acts and omissions.

### **Concerns don't meet the Risk of significant Harm Threshold.**

When concerns of harm do not meet the significant harm threshold, the service should offer and coordinate assistance or make a referral to other services. Services may be located through the Family Referral Services or through Human Services. Family consent will be sought before making referrals.

### **Suspecting a Child is at Risk of Significant Harm**

Educators can access the Mandatory Reporter Guide ([www.keepthemsafe.nsw.gov.au](http://www.keepthemsafe.nsw.gov.au)) to decide if any of the following conditions are present to a significant risk:

- ≡ Physical abuse
- ≡ Neglect
  - Supervision
  - Physical shelter/environment
  - Food
  - Medical care
  - Mental health care
  - Education
- ≡ Sexual abuse
- ≡ Problematic sexual behaviour
- ≡ Psychological harm
- ≡ Relinquishing care
- ≡ Carer concerns
  - Parent/carer substance abuse
  - Parent/carer mental health
  - Parent/carer domestic violence
- ≡ Unborn child

If an educator has reasonable grounds to suspect risk of significant harm, they are to use the Mandatory Reporter Guide to assess whether their concerns meet the threshold of risk of significant harm.

### **If there is an immediate danger to the child the police and/or the Child Protection Hotline should be contacted directly.**

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

- ≡ First hand observation of the child, young person or family

- ≡ What the child, young person, parent or other person has disclosed
- ≡ What can reasonably be inferred based on professional training and/ or experience.

When the use of the Mandatory Reporter Guide advises risk of significant harm, a mandatory reporter must make a report to the Child Protection Helpline.

### **Documentation**

The service will maintain records to prepare and support its ability to make a report to the Child Protection Helpline. Records will be kept in line with our Privacy, Security and Confidentiality of Records Policy.

The helpline will ask for the following information;

### **Child's Information**

- ≡ Name of the child or young person (or alias) or other means of identifying them
- ≡ Age and date of birth (or approximation)
- ≡ If the child is Indigenous
- ≡ Cultural background of the child, language spoken, religion and other cultural factors
- ≡ Name, age of other household children or young people
- ≡ Address of child and family
- ≡ If the child has a disability – nature/type, severity, impact on functioning
- ≡ Is the child/young person subject of an Apprehended Violence Order?
- ≡ Is the child or young person under the care of the minister or residing in out-of-home care?

### **Family information**

- ≡ Name, age of parents/carer and household adults
- ≡ Home and/or mobile phone number
- ≡ Cultural background of parents, languages spoken, religion and other cultural factors
- ≡ Information about parental risk factors and how they link to child's risk of harm
- ≡ Domestic violence
- ≡ Alcohol or other drug misuse
- ≡ Unmanaged mental health
- ≡ Intellectual or other disability
- ≡ Protective factors and family strengths
- ≡ Non-offending carers' capacity to protect child
- ≡ Any previous suspicious death of a child or young person in the household?
- ≡ Is the carer/parent pregnant?
- ≡ Is the parent/carer subject of an Apprehended Violence Order?
- ≡ Description of the family structure.
- ≡ Name, age, gender of siblings. Do siblings live with the child or young person?

### **Reporters Details**

- ≡ Name, service name, address, phone and email details
- ≡ Position
- ≡ Reasons for reporting today

- ≡ Nature of contact with child or family
- ≡ Nature of ongoing role with child or family (include frequency, duration and type)
- ≡ If report is being made by someone else in the agency, name of the agency worker who sourced the report

### **Other information**

- ≡ If parent knows of the report and their response
- ≡ If child or young person knows about the report and their views
- ≡ Information related to worker safety issues
- ≡ Outcome of mandatory reporters guide

Once a report is made to the Child Protection Helpline no further report needs to be made unless new information comes to hand.

### **Notification of Abuse**

When someone with mandatory reporting obligations has responsible suspicion of abuse they need to contact the Help and provide them with the necessary details. It is preferable that all documentation needed be available at the time of the call to ensure that all information can be given at once.

Consult the Mandatory Reporters Guide to assess whether a child is at risk of significant harm.

The Child Protection Helpline phone number for mandatory reporters is

**133627**

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?

### **Notification of those involved in Children's Services**

In the case that someone that provides care for children in a children's service has witnessed or has suspicions of another person involved in the care of children in children's services of abusing children the same definition of abuse applies to those involved in children's services as it would to anyone outside the service.

Any person involved with the service is a mandatory reporter if they suspect someone involved in the service is abusing children. Any incident involving another person in the service must be reported to the Child Protection Helpline. The above details must be provided to the Helpline. Your concerns should be raised with the highest point of contact for your service (management, licensee or authorised supervisor) as part of the process of notification.



If the above point of contact is the person that has raised suspicion then the most senior member of staff should notify the Helpline. As well as notifying the Helpline the most senior member of staff should contact their Children's Services Advisor from the Department to inform them of the incident as it may also breach the regulations and be investigated as a licensing matter.

### **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.

### **Safeguards for reporters**

An individual who reports to Community Services is kept confidential. The reporter's identity is protected by law if the report is made in good faith. The law offers the following protections:

- ≡ The report shall not be held to be breach of professional etiquette or ethics or a departure from acceptable standards of professional conduct
- ≡ No liability for defamation can be incurred because of making of report
- ≡ The report, or its contents, 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 give any evidences as to its contents
- ≡ A report is exempt document under the *Freedom of Information Act 1989*.

If the law enforcement agencies require the identity of the reporter in order to investigate serious offences alleged to have been committed against children, the identity of the reporter may be released to the police.

### **Disclosure**

The individual who makes the complaint should not inform the person they have made the complaint about. This ensures the matter can be investigated without prior knowledge and contamination of evidence.

### **Further Information**

All educators should be aware that when dealing with children who have been abused or are in other way related or affected by an abusive situation that they are not questioned about the abuse as this may hinder the formal investigation of the situation. Educators should not coerce additional information from children, but should keep a record of their disclosure should children disclose information. This information will be used as part of the formal investigation.

### **Notifying the Ombudsman**

Special procedures are in place to deal with allegations of reportable conduct or convictions against employees of all government and some non-government agencies in NSW. The Ombudsman Act requires the Head of Agency to notify the Ombudsman within 30 days of becoming aware of any reportable allegations or conviction made against an employee in

children's services. The Ombudsman needs to be informed of any allegation regardless of the outcome.

Visit [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au) for any forms required.

Some matters are notifiable to the Ombudsman as an allegation of reportable conduct. These are only reported to the Child Protection Helpline if there are also current concerns or children at significant risk.

### **Allegations against those involved in the service**

The service will provide appropriate support for any educator who has an allegation made against them.

### **Definitions of Terms**

**Agency:** The Child Care Service

**Reportable Allegations:** any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence), any assault, ill treatment or neglect of a child, any behaviour that causes psychological harm to a child.

**Employee of Agency:** There are two groups of people who are considered to be employees and who may have reportable allegations made against them or be the subject of a reportable conviction.

These two groups are:

- any employee of the agency, whether or not employed in connection with any work or activities of the agency that relates to children, and
- any individual engaged by the agency to provide services to children (including in the capacity as a volunteer).
  - contractors
  - sub-contractors
  - volunteers
- work experience participants, students on placements, e.g. TAFE, secondary or tertiary students

**Head of Agency:** the Licensee/Owner of the Service or nominated person

## **Child Protection Risk Management Strategy – Managing Breaches**



Management

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

### **Definition**

A breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy. This includes any breach in relation to:

- ≡ statement of commitment to the safety and wellbeing of children and the protection of children from harm
- ≡ code of conduct for interacting with children and young people;
- ≡ 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 children and youth risk management strategy and maintaining an employee register
- ≡ risk management plans for high risk activities and special events, and
- ≡ strategies for communication and support.

All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.

### **Processes to manage a breach of the child and youth risk management strategy**

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- ≡ 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, and
- ≡ an appropriate outcome will be decided.

### **Suitable outcomes for breaches**

Depending on the nature of the breach, outcomes may include:

- ≡ emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct
- ≡ providing closer supervision
- ≡ further education and training
- ≡ mediating between those involved in the incident (where appropriate)
- ≡ disciplinary procedures if necessary, or
- ≡ reviewing current policies and procedures and developing new policies and procedures if necessary.

## **Child Protection Risk Management Strategy – Template Risk Management Plan for High Risk Activity**



Management

**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.**

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
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<b>Describe the activity</b> <i>Identify all elements of the event from beginning to end</i>	<b>Identify Risks</b> <i>Something that could happen that results in harm to a child or young person</i>	<b>Analyse the Risk</b> <i>(Likelihood/Consequences)</i>	<b>Evaluate the Risk</b> <i>The level of risk</i>	<b>Manage the Risk</b> <i>Assess the options</i>	<b>Review</b> <i>Nominate who will review after the event/activity</i>

## Child Protection Risk Management Strategy – Information for Families



Management

### Information for parents and carers

#### **Our organisation's child and youth risk management strategy**

Creating safe and supportive service environments for children and young people is everyone's business. Our organisation is committed to providing the highest standard of service to children and young people and ensuring they are kept safe from harm. In order to create a safe and supportive service environment for children and young people, organisations must initiate and maintain ongoing planning and commitment. In a safe and supportive environment, services and activities are provided so children and young people:

- ≡ feel safe and protected from harm
- ≡ help plan activities and make decisions
- ≡ are consulted and respected, and
- ≡ Have their best interests considered and upheld.

Putney Playgrounds Kindergarten is required to have a written child and youth risk management strategy to protect the children and young people in our organisation from harm. The strategy will help ensure our organisation is a safe and supportive service environment for children and young people, by identifying and minimising risks. Screening employees and volunteers through safety screening clearances is also a part of our strategy.

The child and youth risk management strategy addresses the following elements:

- ≡ a statement of commitment
- ≡ a code of conduct for interacting with children and young people
- ≡ procedures for recruiting, selecting, training and managing paid employees and volunteers
- ≡ policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- ≡ a plan for managing breaches of the child and youth risk management strategy
- ≡ policies and procedures for implementing and reviewing the child and youth risk management strategy and maintaining an employee register for Working With Children checks.
- ≡ risk management plans for high-risk activities and special events, and
- ≡ strategies for communication and support.

As a parent/carer, it is important for you to understand the policies and procedures that form the child and youth risk management strategy. A copy of the strategy is attached for your information and comment.

## Teaching Protective Behaviour with Children

**We aim to teach children -**

- ≡ to recognise their feelings and express them verbally.
- ≡ to express their feelings both verbally and non-verbally.
- ≡ that they can choose to change the way they are feeling.
- ≡ that they have a right to feel safe at all times.
- ≡ to recognise the signs when they do not feel safe and when they need to be alert and think clearly.

- ≡ the difference between 'fun' scared that is the feeling of adventure and appropriate risk taking and dangerous scared that is not ok.
- ≡ to use their own skills to feel safe.

## **Beliefs**

Our service believes -

- ≡ That children are capable of the same range of emotions as adults are.
- ≡ That children's emotions are real and need to be accepted by adults.
- ≡ That a response given to a child from an adult in a child's early stages of emotional development can be hugely positive or detrimental depending on the adult's reaction.
- ≡ That children are very in touch with their bodies reactions to their emotions.
- ≡ That children who retain, enhance and better understand their body's response to an emotion are more able to foresee the outcome out a situation and avoid them or ask for help.

## Sources

Community and Disability Services Ministers' Conference (2005). *Creating safe environments for children: Organisations, employees and volunteers: National framework*. Retrieved April 27, 2010, from [http://www.ocsc.vic.gov.au/downloads/childsafe\\_framework.pdf](http://www.ocsc.vic.gov.au/downloads/childsafe_framework.pdf)

Community and Disability Services Ministers' Conference (2005). Schedule: Guidelines for building the capacity of child-safe organisations. *Creating safe environments for children: Organisations, employees and volunteers: National framework*. Retrieved April 27, 2010, from [http://www.ocsc.vic.gov.au/downloads/childsafe\\_sched01.pdf](http://www.ocsc.vic.gov.au/downloads/childsafe_sched01.pdf)

UNICEF (n.d.). *Fact sheet: A summary of the rights under the Convention on the Rights of the Child*. Retrieved April 27, 2010, from [http://www.unicef.org/crc/files/Rights\\_overview.pdf](http://www.unicef.org/crc/files/Rights_overview.pdf)

Children and Young Persons (Care and Protection) Act 1998

The Ombudsman's act 1974 (with the relevant child protection amendment in the reprinted version)

The Commission for Children and Young People Act 1998

Child Protection (Prohibited Employment) Act 1998

Children Legislation Amendment (Wood Inquiry Recommendations) Act 2009 No 13

Education and Care Services National Regulations 2011

Early Years Learning Framework

## Review

The policy will be reviewed annually.

The review will be conducted by:

- ≡ Management
- ≡ Employees
- ≡ Families

**Reviewed: July 2014  
July 2015**

**Date for next review:**