

Quality Area 2: Children's Health and Safety

Child Protection



Introduction

Kootingal and District Preschool is committed to providing an environment that fosters health, development, spirituality, self-respect, and dignity, that is free from violence and exploitation. Under the *Children and Young Persons (Care and Protection) Act 1998*, children and young people must receive the care and protection necessary to ensure their safety, welfare, and wellbeing. All educators and volunteers of our service are Mandatory Reporters and are required to report to the **Child Protection Helpline** (Phone: **132 111**) and police on 000 if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concerns about the safety, welfare or wellbeing of a child or young person where the concerns arise during or from their work. We are committed to ensuring all educators and staff have a full understanding of their responsibilities as a Mandatory Reporter and are supported in fulfilling these. Our service adheres to the National model code and guidelines for taking images or videos of children.

Goals – What are we going to do?

Our goal is to ensure that every reasonable precaution is taken to protect children being educated and cared for at our service from harm. Our service (educators, staff, management, and volunteers) has a responsibility to defend children's right to care and protection to ensure their safety, welfare and wellbeing, and a responsibility to report any children at significant risk of harm.

Implementation of the 10 Child Safe Standards

1. **Child safety is embedded in organisational leadership, governance, and culture.**
2. **Children participate in decisions affecting them.**
3. **Families and communities are informed and involved.**
4. **Equity is upheld, and diverse needs are respected.**
5. **People working with children are suitable and supported.**
6. **Child-focused complaints processes are in place.**
7. **Staff are equipped with knowledge, skills, and awareness.**
8. **Physical and online environments minimise opportunities for harm.**
9. **Child safety in online environments is promoted.**
10. **Policies and procedures are regularly reviewed.**

Definitions

Mandatory reporting: is the legislative requirement for selected classes of people to report suspected child abuse and neglect to government authorities

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

- Health care (eg. 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 (eg. psychologists, social workers, caseworkers, and youth workers)
- Education (eg. teachers, counsellors, principals)
- Children's services (eg. childcare workers, family day carers and home-based carers)
- Law enforcement (eg. police)
- Residential services (eg. refugee workers and out-of-home care workers)
- Religious bodies (eg. a person in religious ministry)

At risk of significant harm: in relation to a child or young person means that there are current concerns for their safety, welfare, or wellbeing because of the presence to a **significant extent** of any one or more of the following circumstances. (Any such circumstances may relate to a single act or omission or to a series of acts or omissions).

- The child's or young person's basic physical or psychological needs are not being met or at risk of not being met
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive medical care
- In the case of a child or young person who is required to attend school in accordance with the *Education Act 1990* — the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act
- The child or young person has been, or is at risk of being, physically or sexually abused or ill-treated
- The child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm
- A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm; or
- The child was the subject of a pre-natal report under section 25 of the *Children and Young Persons Care and Protection Act 1998* and the birth mother of the child did not engage successfully with the support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

Immediate Risk of Significant Harm: is a term used in the Mandatory Report Guide to tell reporters that they must report immediately to the Department of Communities & Justice and NSW Police.

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 neglects acts of omission. Note that in practice, the terms child abuse and child neglect are used more frequently than the term child maltreatment.

Reasonable grounds: that you suspect a child may be at risk of significant harm based on:

- Your observations of the child, young person, or family; or
- What the child, young person, parent, or another person has told you. It does not mean that you are required to confirm your suspicions or have clear proof before making a report. To do so may interfere with evidence or compromise the work of statutory agencies, for example the Police or Department of Communities and Justice.

WHAT IS CHILD ABUSE?

The World Health Organisation ([WHO], 2006, p. 9) defines child abuse and neglect as:

“All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.” (Australian Government, Australian Institute of Family Studies)

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. NSW Communities and Justice identify different forms of child abuse which include- neglect, sexual, physical and emotional abuse or psychological harm.

TYPES OF ABUSE AND NEGLECT

The NSW Government- Department of Communities and Justice (DCJ) identifies the following types of abuse and neglect:

- neglect
- sexual abuse
- physical abuse
- emotional abuse or psychological harm
- circumcision, including female circumcision
- domestic and family violence
- forced marriage and underage forced marriage

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.

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.

The DCJ provides further definitions and indicators for Recognising Child Abuse.

CHILDSTORY REPORTER COMMUNITY

If a child is at immediate risk and police or medical assistance is required, educators/staff must contact emergency services immediately on 000.

Child Story Reporter – Responding to and Reporting Risk of Abuse and neglect

Mandatory reporters in NSW should use the online 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.

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

Strategies – To achieve our goals

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider/ Nominated Supervisor	➤ Our Service promotes a culture of child safety and wellbeing within the Service. To ensure best practice, all educators and staff will attend approved child protection training certified by a registered training organisation. Educators and staff will continue to maintain current knowledge of child protection law and mandatory reporter requirements by completing Child Protection Awareness Training annually. ➤ Ensure that any adult working or volunteering with children completes a Working with Children Check and does not commence employment without their Working with Children Check being verified. Any person whose working with children check has been disqualified as a result of failing to qualify for a working with children check renewal, will not be continued to be employed by the service. This check is verified when renewed. Working with Children checks will be completed on a regular basis, at least yearly. ➤ Ensure every adult including Volunteers working with children is made aware of the <i>Children and Young Persons (Care and Protection) Act 1998</i> and <i>Keep Them Safe: A shared approach to child wellbeing</i> and of their obligations under this law and action plan ➤ The Approved Provider must notify the Regulatory Authority through the NQAITS within 24 hours of the following: ○ Any incident where an employee reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for by the education and care service ○ Allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service (other than an allegation that has been notified under section 174(2)(b) of the Law). ○ The Head of Relevant Entity [HRE] – Approved Provider, must give written notice to the Office of the Children's Guardian within 24 hours of becoming aware of a reportable allegation. A Final Report must be submitted within 30 days of becoming aware of reportable conduct, upon conducting further investigation. If a final report cannot be provided within 30 calendar days of becoming aware of reportable conduct, the HRE – Approved Provider, must contact the Office of the Children's Guardian and submit an Interim Report. ➤ Orientate every working and volunteering adult to this child protection policy, Keep Them Safe/Child Story protocols and Mandatory Reporter responsibilities and ensuring their regular review of these. ➤ Implement Child Safe Standards and ensure all members of the service understand the requirements.

	➤ that obligations under the Education and Care Services National Law and National Regulations are met and child's safety and wellbeing are prioritised at all times ➤ educators, staff, students and volunteers have knowledge of and adhere to this policy and associated procedure and are advised on how and where the policy can be accessed ➤ families are aware of this Child Protection Policy and procedure and are advised on how and where the policy can be accessed ➤ all children being educated and care for by the Service are adequately supervised (Sec. 165) ➤ staff, educators, volunteers, students and visitors have knowledge of and adhere to the National Model Code and Guidelines and not use, or have access to, any personal electronic devices, including mobile phones or smart watches that are able to take images or videos when educating and caring for children at the Service ➤ staff and educators only use electronic devices issued by the Service for taking images or videos of children enrolled at the Service ➤ that the premises, including toilets and nappy change facilities are designed and maintained to ➤ facilitate clear supervision of children whilst maintaining their rights and dignity ➤ students, volunteers and/or visitors are never left alone with a child whilst at the Service under any circumstance ➤ educators and staff are provided with training and ongoing supervision to promote a child safe culture and ensure they understand that child safety is everyone's responsibility, and they adhere to the Child Safe Standards ➤ any nominated supervisor and responsible person in day-to-day charge of the Service has successfully completed a course in child protection approved by the regulatory authority ➤ a thorough recruitment process is implemented to employ people who are committed to children's safety and ensure their views align with the Service's Code of Conduct, Statement of Philosophy and child safety policies and procedures ➤ the recruitment process includes pre-employment screening and reference checks ➤ the Service registers with Office of the Children's Guardian and validates all staff, educator, volunteers and students Working with Children Checks (WWCC) in accordance with the Child Protection (Working with Children) Act 2012 BEFORE the person begins working or interacting with children ➤ a record is kept and updated of the number of each WWCC number and expiry date and staff and educators are reminded to renew their WWCC prior to expiry ➤ registration for the Service is completed for eReporting through the ChildStory Reporting Community ➤ to emphasise child safety throughout the Service with regular discussions at team meetings and with children and families (NQF Safe Culture Guide (2025)) ➤ records of abuse or suspected abuse are kept in line with our Privacy and Confidentiality Policy ➤ ensure our complaint handling processes are child-focused providing support and guidance for children to know who to talk to if they are feeling unsafe (See Complaints and Feedback Policy)
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	➤ ensure following any critical incident, children, staff and families are provided with access to • support they may need- counselling, debriefing, access to community services ➤ Ensure staff and families aware of our Service policy and associated procedures for the Safe use of Digital Technologies.
Early Childhood Educators	➤ Develop trusting and secure relationships with all children at the service ➤ Make reports of current concerns for any child at risk of significant harm to the Child Protection Helpline for Mandatory Reporters ➤ Make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service. ➤ Understand and implement the Child Safe Standards

Documentation of current concerns

Role	Authority/Responsibility For
Approved Provider/ Nominated Supervisor	➤ Support staff through the process of documenting and reporting current concerns of children at risk of significant harm ➤ Provide all staff and educators with clear guidelines around documentation and a template to support this.
Early Childhood Educators	➤ Make a record of the indicators observed that have led to the belief that there is a current risk of harm to a child or young person. Information on indicators of risk of harm are outlined in the <i>NSW Mandatory Reporter Guide</i> ➤ Discuss any concerns with the Nominated Supervisor of the service. ➤ Advise the Nominated Supervisor of their intention to make a report to the Child Protection Helpline (132 111) ➤ Advise the Nominated Supervisor when a report has been made to the Child Protection Helpline. ➤ adhere to the Service's policies and procedures ➤ promote the welfare, safety, and wellbeing of children at the Service by creating and maintaining child safe environment and adhere to the NSW Child Safe Standards ➤ foster a culture of openness, respect and cultural safety where children and young people feel safe to disclose risk of harm to children or report abuse ➤ participate in a comprehensive induction and orientation program that includes an understanding of child protection law and their obligations ➤ provide valid Working with Children Check (WWCC) details during their employment and engagement at the Service ➤ advise the approved provider of any circumstances that may affect their WWCC or fit and proper status ➤ not use, or have access to, any personal electronic devices, including mobile phones or smart watches that are able to take images or video of children while in direct contact with the children

	➤ participate in regular up-to-date training on how to identify, understand, report, and respond to child maltreatment, abuse and harm through annual child protection training ➤ 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 ➤ allow children to be part of decision-making processes where appropriate ➤ provide ongoing monitoring and follow-up for children's health and wellbeing.
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Mandatory Reporting

Role	Authority/Responsibility For
Approved Provider/ Nominated Supervisor	➤ Provide all staff and educators working directly with children with a copy of this Child Protection Policy and a copy of the <i>Mandatory Reporter Guide</i> to assist them in their reporting, also show them where reporting information is displayed within the service. ➤ Provide all staff and educators working directly with children with access to the <i>Child Wellbeing and Child Protection NSW Interagency Guidelines</i> ➤ Display the Child Protection Helpline number (132 111) on all phone and lists of emergency contact number in the interests of timely reporting. ➤ Dial 000 if a child is at immediate risk and Police or medical assistance is required ➤ follow the NSW Department of Education guide to Responding to incidents, disclosures and suspicions of child abuse ➤ report all instances (alleged or witnessed) of child abuse, including assault or sexual abuse (including grooming) to NSW Police ➤ notify the Department of Communities and Justice (DCJ) if a child is at risk of significant harm to the Child Protection Helpline 132111 or make online eReport through ChildStory Reporter website within 24 hours ➤ notify the NSW Department of Education through the NQA-ITS (within 24 hours) of any incident or allegation 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 the Service ➤ notify the NSW Department of Education through the NQA-ITS (within 24 hours) of any complaints alleging that a serious incident has occurred or is occurring at the Service ➤ notify the NSW Department of Education through the NQA-ITS (within 24 hours) of a serious incident, which may include physical or sexual abuse where emergency services attended the Service ➤ ensure documentation is completed to assist in making reports to relevant authorities including an incident, injury, trauma and illness record ➤ comply with legislation for Reportable Conduct Scheme and ensure 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. (see Reportable Conduct Scheme section). ➤ Ensure that all notifications are kept confidential
Early Childhood Educators	Educators and staff will:

	1. contact the police on 000 if there is an immediate danger to a child and intervene if it is safe to do so 2. respect what a child discloses, taking it seriously and follow up on their concerns through the appropriate channels 3. report all incidents, allegations and complaints relating to child safety to the approved provider 4. report all instances (alleged or witnessed) of child abuse, including assault or sexual abuse (including grooming) to NSW Police 5. follow the NSW Department of Education guide to Responding to incidents, disclosures and suspicions of child abuse 6. comprehend their mandatory reporting obligations and responsibilities to report suspected risk or significant risk of harm to the NSW Department of Communities and Justice (Child Protection Helpline) 132111 or make online eReport through ChildStory Reporter website within 24 hours 7. 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 8. 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 9. understand that allegations of abuse or suspected abuse against them are treated in the same way as allegations of abuse against other people 10. identify and report any concerns and allegations of reportable conduct involving a staff member, 11. volunteer or contractor to the approved provider and/or NSW Office of the Children's Guardian as part of mandatory requirements under the Reportable Conduct Scheme 12. 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). Family consent will be sought before making referrals. 13. Ensure that all notifications are kept confidential
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Disclosure of abuse

Role	Authority/Responsibility For
Early Childhood Educators	➤ React calmly to the child making the disclosure ➤ Listen attentively and later write down the child's exact words ○ Provide comfort and care to the child. ○ Follow the steps for reporting as per the Mandatory Reporter Guide. ➤ Reassure the child or young person that: ○ It is not their fault ○ It was right to tell ○ It is not OK for adults to harm children - no matter what ○ Explain what will happen now - that it is part of your job to tell people who can help the child or young person. ➤ Educators and staff WILL NOT prompt the child for further details or ask leading questions which would make the child feel uncomfortable or has the potential

	to jeopardise any future legal proceedings that may arise as a result of any investigation. ➤ It is important to understand that our role is solely to support the wellbeing of the child at all times, not to investigate further any disclosure made by the child.
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Allegations of abuse against staff, educators, volunteers or students

Role	Authority/Responsibility For
Approved Provider/ Nominated Supervisor	➤ Develop and maintain a system of appropriate record keeping for all allegations against staff, educators, or volunteers to ensure detailed documentation is made and stored as required ➤ Take all allegations of abuse seriously and clarify what is being alleged with the person who is making the allegation ➤ Assess whether or not a child or young person is 'at risk of significant harm' and, if so, make a report to the Child Protection Helpline and the Office of Children's guardian ➤ Determine whether or not the allegation is a reportable allegation or reportable conviction . ➤ 24 hour notification form will be completed by the HRE – Approved Provider and submitted to the Office of the Children's Guardian within 24 hours of becoming aware of reportable allegation, as required under the Children's Guardian Act 2019 ➤ Consider whether or not the police need to be informed of the allegation and if so, make a report ➤ Ensure confidentiality is maintained at all times and that systems are in place to deal with any breaches of confidentiality ➤ Undertake a risk management approach following an allegation to ensure the protection and safety of children, staff, and visitors to the service. Based on this risk assessment, decisions will be made in order to manage the risks that have been identified. ➤ Develop an investigation plan of the matter. Obtain relevant information from a range of sources. This may include a statement from the person who made the allegation; statements from witnesses and a statement from the person against whom the allegation has been made and any other relevant documentation: ○ If the allegation is being investigated by Department of Communities and Justice or the Police, the service will be guided by their advice as to whether they should independently investigate the allegation ○ If the investigation is carried out by the service, the information that has been gathered will be assessed and a finding made as to whether the allegation is false, vexatious, misconceived, not reportable conduct, not sustained or sustained. The reasons for the finding will be clearly recorded to ensure that the decision-making has been transparent ➤ The educator, volunteer or student will be advised of the outcome of the investigation in writing. Advice will be provided about the investigation finding and any follow up action that may be required. Advice will also be provided about any rights of appeal and the person will be advised that the Office of the Children's Guardian has been notified and the Joint Child Protection Response [JCPR] Program also notified of the relevant employment proceeding (if relevant)

	➤ 30-day interim report form or Entity report form (to be provided after the investigation or determination is completed) will be completed by the Approved Provider and submitted to the Office of the Children's Guardian with 30 calendar days of becoming aware of a reportable allegation, as required under the Children's Guardian Act 2019. ➤ Department of Communities and Justice will also be informed of the outcome of the investigation.
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Informing the educator, volunteer/student

Role	Authority/Responsibility For
Approved Provider/ Nominated Supervisor	➤ Treat the staff member/educator/volunteer/student with fairness and uphold their employee rights at all times ➤ Depending on the nature of the allegation, arrange to inform the person immediately (though be guided by the advice of DCJ or the police) ➤ Arrange for the person against whom an allegation has been made, to have a support person attend the meeting. This support person must not participate in the discussions throughout the meeting ➤ Make accurate documentation of all conversations, and ensure all records are kept confidentially ➤ Offer counselling or support to the person subject to the allegation ➤ Depending on the nature of the allegation made, the person subject to the allegation may be suspended pending further investigation ➤ After all investigations are completed, provide the educator/carers/volunteer with verbal and written notification of the outcome of the investigation. ➤ Utilise the Child Safe Standards in all aspects of the service
Students/ Volunteers/ Visitors	➤ adhere to the Service's policies and procedures ➤ participate in a comprehensive induction and orientation program, including an understanding of child protection law ➤ provide a child safe environment for all children ➤ provide valid Working with Children Check (WWCC) details during their engagement at the Service ➤ advise the approved provider of any circumstances that may affect their WWCC or fit and proper status ➤ promote the welfare, safety, and wellbeing of children at the Service, fostering a child safe culture ➤ participate in child protection training as required ➤ not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or video of children at the Service ➤ report any concern or suspicion that a child is at risk of abuse, harm, neglect or ill-treatment to ➤ the approved provider or nominated supervisor as soon as possible ➤ report all instances (alleged or witnessed) of child abuse, including assault or sexual abuse (including grooming) to NSW Police ➤ identify and report any concerns around staff, educator or volunteer behaviour or conduct to management/approved provider of the Service as soon as practicable ➤ allow children to be part of decision-making processes where appropriate.

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Rights of all parties

- The decision-making process throughout the investigation will be based on the safety and wellbeing of the child/ren and the staff/carers/carer's household members
- Consideration will be taken in relation to actual or potential 'conflicts of interest' that may be held by the investigator
- All reportable allegations will be notified to the Office of the Children's Guardian. The person, against whom the allegation has been made, will be notified of this and will also be notified of the investigation find and follow up action, including the notification to the Joint Child Protection Response Program
- The person, against whom the allegation has been made, will be notified of any appeal mechanisms if they are not satisfied with the investigation process or the outcome of the investigation
- The Approved Provider, Nominated Supervisor, or other nominated person who conducts the investigation, will ensure that they act without bias, without delay and without conflict of interest
- All parties can complain to the Office of the Children's Guardian if they are not satisfied with the conduct of the investigation.

Further information on the Office of the Children's Guardian can be obtained by:

Phone: 02 8219 3800

Email: reportableconduct@kidsguardian.nsw.gov.au

Web: www.kidsguardian.nsw.gov.au

Confidentiality

- The service will handle any allegation of child abuse in a **confidential manner**.

Smoking & Vaping

Sharing of information

Chapter 16A of the NSW Children and Young Person (Care and Protection) Act 1998 provides for the exchange of information and cooperation between prescribed bodies, if the information relates to the safety, welfare or wellbeing of a child or young person.

Sharing personal information about children and their families must be lawful, which means either gaining consent or working within relevant legislation. Information sharing by consent, where possible, is important to meaningful work with families to facilitate change. Consent may be obtained verbally or in writing; however, you should not seek consent if doing so might compromise the safety of a child or any other person.

Information can only be shared between prescribed bodies. Prescribed bodies or organisations include:

- NSW Police
- public service agencies or public authorities
- private and public schools, and TAFE establishments
- health care providers
- OSHC providers

- organisations that have direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services or law enforcement, wholly or partly to children or their parent/s.

To provide or request information it must relate to the safety, welfare or wellbeing of a particular child or class of children. The information must be for the purposes of assisting a prescribed body to:

- make any decision, assessment or plan or to initiate or conduct any investigation, or to provide any service, relating to the safety and welfare of the child or class of children, or
- manage any risk to the child or class of children that might arise in the prescribed body's capacity as an employer or designated agency.

Monitoring, Review and Evaluation

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps. The service will review this policy annually.

Families and staff are essential stakeholders in the policy review process and will be given opportunities and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to other policies

Code of Conduct for Staff Members

Child Safe Code of Conduct

Supervision

Interactions with Children

Parents and Guardians Code of Conduct

Participation of Volunteers and Students

Complies with:

NQS

Quality Area 2	Children's health and safety
Quality Area 4	Staffing arrangements
Standard 4.2	Professionalism
Quality Area 7	Governance and leadership
Standard 7.1	Governance
Element 7.1.3	Roles and responsibility

National Regulations

Reg	84	Awareness of child protection law
Reg	145	Staff Records
Reg	149	Volunteers & Students
Reg	155	Interactions with Children
Reg	166	Children are not to be alone with visitors

Reg	167	Record of service's compliance
Reg	168	Education and care service must have policies and procedures
Reg	170	Policies and procedure to be followed
Reg	175	Prescribed information to be notified to Regulatory Authority
Reg	176	Time to notify certain information to regulatory Authority

Links to:

- Children and Young Persons (Care and Protection) Act 1998
- Education and Care Services National Law Act (2010)
- Children's Guardian Act (2019) Part 4
- Education and Care Services National Regulations (2011)
- Children's Guardian Act (2019)
- NSW Government, Department of Family and Community Services, Resources for Mandatory Reporters - www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters
- NSW Department of Communities and Justice, Protecting our kids - www.facs.nsw.gov.au/families/Protecting-kids
- National Quality Standards
- Office of the Children's Guardian – Child Safe Standards
- National model code

Developed: 2015

Reviewed: Feb 16, Mar 17, Feb 18, Nov 18, Dec 20, Mar 22, May 22, Apr 23, Mar 24

Reviewed & Updated: June 25, Aug 25, Sept 26