BOOSH
Beecroft Out Of School Hours

Child Protection

Policy Statement

The BOOSH Centre believes that it is every child's right to be safe and protected from all forms of abuse, violence or exploitation. It is the legal and moral obligation of all adults who work within our service to ensure the safety and wellbeing of all children in our care. All educators including permanent and casual staff, volunteers and students have a duty of care to ensure the safety and protection of all children who access the service's facilities and/or programs.

The safety and welfare of all children is of paramount importance. In all operations, decision-making, and service delivery, the safety, rights, and best interests of the children are the paramount consideration. In the event of any conflict of interest between the service, the Approved Provider, and the rights of a child, the rights and best interests of the child must always prevail.

Educators and management have a legal responsibility as Mandatory Reporters, to take action to protect and support children they suspect might be at significant risk of harm. Our service will carry out the responsibilities of Mandatory Reporters as indicated under legislation. This responsibility involves following the procedures as outlined by the Department of Education and the Department of Communities and Justice.

The BOOSH Centre is required, under the Child Safe Scheme, to implement the Child Safe Standards. The BOOSH Centre ensures our practices align with the requirements of the Child Safe Standards and we use these standards to inform our practice, policies, procedures and processes to continually improve our child safe capabilities.

Background

The BOOSH Centre identifies the importance of child protection in ensuring the safety of children and therefore maintains policy and procedures relevant to child protection requirements and expectations.

Legislative Requirements

This policy is consistent with the legislative requirements detailed in, but not limited to, the following *Education and Care Services National Law* and *Regulations* and the *Children (Education and Care Services National Law Application) Amendment Act 2025 (NSW)*:

Section/Regulation	**Description**
Section 3A	Paramountcy Principle
Section 5AA	Inappropriate Conduct
Section 162A	Child protection training

Section 165	Offence to inadequately supervise children
Section 166	Offence to use inappropriate discipline
Section 167	Offence relating to protection of children from harm and hazards
Section 300E	Protected Disclosures
Regulation 82	Tobacco, drug, and alcohol-free environment
Regulation 83	Staff members and family day care educators not to be affected by alcohol or drugs
Regulation 84	Awareness of child protection law and educator requirements
Regulation 115	Premises designed to facilitate supervision
Regulation 145	Staff record
Regulation 165	Record of visitors
Regulation 166	Children not to be alone with visitors
Regulation 167	Record of service's compliance
Regulation 168	Education and care services must have policies and procedures
Regulation 168(2)(h)	Commitment to the Paramountcy Principle
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 175 (d)(e)	Prescribed information to be notified to Regulatory Authority

National Quality Standard - Elements used to inform our policy

2.2.3 - Child protection Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

4.2.2 - Professional standards guide practice, interactions and relationships.

5.1.2 - The dignity and rights of every child are maintained.

Links to other policies

- Governance and management
- Staffing
- Providing a child safe environment

Procedures

Mandatory Reporting

A Mandatory Reporter is anybody aged 18 or over who delivers services to children as part of their paid, voluntary or professional work

In OOSH services, Mandatory Reporters are:

- Educators, including the leadership team, that deliver services to children
- Other persons involved in OOSH services, either paid or voluntary, whose duties include direct responsibility or direct supervision for the provision of these services, including the Convenor and the other members of the Approved Provider.

All Mandatory Reporters are required by law to report to NSW Department of Communities and Justice if they have current concerns about the safety or welfare of a child relating to Section 23 of the *NSW Children and Young Persons (Care and Protection) Act 1998*, and they have been advised by the Mandatory Reporter Guide (MRG) to do so.

Risk of Significant Harm

Risk of significant harm is defined as harm that:

- is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent
- is not minor or trivial
- may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or well being
- can result from a single act or omission or an accumulation of both an act and omission

Section 23 of the *NSW Children and Young Persons (Care and Protection) Act 1998* states that a child is at risk of significant harm if:

- the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met (Neglect),
- the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary 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,
- the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

Educators at centre will undergo training in relation to child protection and reporting as part of the training budget.

Any educator that forms a belief based on grounds that a child is at risk of harm should ensure they record the details of the report in a clear objective format. Reports should be treated with strict confidentiality in adherence to the service's Confidentiality Policy and Procedures. Any educator who forms a belief based on reasonable grounds that a child is at risk of harm should discuss their concerns with the Nominated Supervisor or Responsible Person, as they may also have information that the educator may not be aware of.

Any concerns should be documented through observations of the child's physical and mental presentation or their behaviour. Documentation should be factual and contain transcriptions of actual conversations if applicable. Each presentation/observation/conversation should be dated, signed and contain the location where the information was obtained. Educators should always remain impartial and not offer personal responses or opinions in the documentation.

The Nominated Supervisor will then assist the educator in running the online Mandatory Reporters Guidelines (MRG) tool (see below for more information) which will then outline the next steps to follow.

If directed by MRG to report to Community Services, the educator or Nominated Supervisor must report their concerns to the **Child Protection Helpline: 13 21 11**. When reporting to the Helpline it is important to have as much information as possible available to give to the Helpline. This might include child's information, family information, reporter details and outcomes of the MRG. If the Nominated Supervisor or Responsible Person has been advised to, but has not reported the incident to Community Services, the educator or staff member who informed them of the incident has the legal responsibility to do so. Once a report has been made to the Community Services Helpline no further report needs to be made unless new information comes to hand.

Mandatory Reporting Guidance (MRG) Tool

The Mandatory Reporters Guide (MRG) tool has been developed to help frontline mandatory reporters, including OOSH workers, determine whether the risk to a child or young person meets the new statutory threshold of 'risk of significant harm'.

The MRG will guide the reporter on what action should be taken. The MRG is an interactive tool and is available online at https://reporter.childstory.nsw.gov.au/s/mrg . If still in doubt, the Child Protection Helpline will provide feedback about whether or not the report meets the

new threshold for statutory intervention. If new information arises concerning the child or young person, run the MRG tool again.

Where concerns do not meet the 'significant harm' threshold, the MRG tool may guide you to 'Document and continue the relationship'. This requires the service to continue to support, provide services and coordinate assistance and referral for the child and family. The final decision report page from the MRG should be printed and placed in a secure location for future reference regardless of whether or not further action is recommended.

For assistance with referral information

- Department of Communities and Justice: https://dcj.nsw.gov.au/

The NSW Early Learning Commission's Reporting Guide must be kept in a highly visible, accessible location for all staff.

Mandatory Registers

The BOOSH Centre will maintain a secure, up-to-date register of all child protection concerns and conduct regular child protection risk assessments. The BOOSH Centre will report any such conduct to the Office of the Children's Guardian (OCG) and the NSW Department of Education within the required timelines.

Information Exchange

In order to provide effective support and referral it may be necessary to exchange information with other prescribed bodies including government agencies or non-government organisations and services.

The *NSW Children and Young Persons (Care and Protection) Act 1998* was been amended in 2009 to include chapter 16A Information Exchange. Chapter 16A requires prescribed bodies to take reasonable steps to coordinate decision making and the delivery of services regarding children and young people. Under chapter 16A educators will exchange information that relates to a child or young person's safety, welfare or wellbeing with appropriate prescribed bodies including, but not limited to:

- Department of Communities and Justice;
- Department of Education;
- Beecroft Primary School (BPS) Principal or their delegate.

The information requested or provided **must** relate to the safety, welfare or wellbeing of the child. Information includes:

- A child or young person's history or circumstances
- A parent or other family member, significant or relevant relationship
- The agency's work now and in the past

If any child/children attending The BOOSH Centre are at risk of significant harm, and this risk may continue to exist or extend to the school environment, a confidential sharing of information between the centre leadership team and BPS Principal (or delegate) will occur to minimise ongoing risk of significant harm.

Where information is provided in good faith and according to legal provisions, under section 29 and section 245G *NSW Children and Young Persons (Care and Protection) Act 1998,* reporters cannot be seen as breaching professional etiquette or ethics or as a breach of professional standards. There can be no liability for court action.

All personal information pertaining to sensitive information must be handled and stored in a secure and confidential manner. A written record of exchanges of information under Chapter 16A should be made and stored in a way that is consistent with the existing legislation (including the *State Records Act 1998*, *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Protection Act 2002*). Information Exchange records must be kept at the centre under restricted access separate to the child's developmental records.

Reportable Conduct

Should an incident occur, or an allegation be made, that involves a child being put at risk of harm from a member of staff, volunteer, trainee or person visiting the service, this is regarded as reportable conduct and necessitates such conduct being reported to the NSW Office of the Children's Guardian (OCG), The OCG must be notified within 7 days of the educator or management becoming aware of the incident or allegation.

When an issue or concern arises or is reported regarding a child in relation to allegations against a person outside the child's family, the Director or Responsible Person will notify the parent of the concern as well as the Convenor within 24 hours.

Reportable conduct is:

- any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material), or
- any assault, ill-treatment or neglect of a child, or
- any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.
- Any actions that constitute inappropriate conduct involving a child

Reportable conduct does not extend to:

- conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures, or
- conduct of a class or kind exempted from being reportable conduct by the *Children's Guardian Act 2019.*

Examples of conduct that would not constitute reportable conduct include (without limitation) touching a child in order to attract a child's attention, to guide a child or to comfort

a distressed child; an educator raising their voice in order to attract attention or to restore order; and conduct that is established to be accidental. Some conduct may fall within more than one category.

Where the allegation, or suspicion of risk of harm, is made against an educator of a person in management, the facts as stated will be recorded in writing, that includes dates, times, names of person/s involved, name of person making allegation and the person making the report. This report should be kept on record and treated as strictly confidential in locked files. This report needs to be filed and the Director must be notified whether or not the incident or conduct has been deemed reportable conduct.
The relevant forms together with information and assistance are available online at: https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme

The person making the report should follow the advice of the Office of the Children's Guardian's Departmental Officers. The matter will be treated with strict confidentiality.

For the protection of both the children and the Educator involved, the Educator should be encouraged to take special leave or removed from duties involving direct care and contact with children, until the situation is resolved.

Support should be provided to all involved. This support can be given in the form of counselling or referral to an appropriate agency.

Recruitment and Orientation of Staff

All educators employed at The BOOSH Centre, members of the leadership team, volunteers and students will be subject to a Working With Children Check (WWCC) carried out by the NSW Office of the Children's Guardian. It is the employee's responsibility to apply for this check online (https://ocg.nsw.gov.au/), and pay the $80 fee. Once the clearance letter is received, the employee is required to send the WWCC number, their last name, and their date of birth to the Director to verify the WWCC online.

The online verification needs to be printed and placed in the employee's staff file. Employees are unable to begin employment at The BOOSH Centre until this application and verification is complete. When The BOOSH Centre engages a self-employed individual to provide services, the provider is required to provide a WWCC clearance, or self-employed work clearance. These certificates provide verification that the person employed is not banned by law from working with children. It is an offence for anyone subject to a prohibition notice to provide false or misleading information regarding their status

All visitors running incursions, sporting, or other programs with the children are required to supply proof of WWCC.

All staff, volunteers, and students aged 18 or above must complete the mandatory **National Child Safety Training** through the Australian Government's **Geccko** platform. Foundation training must be completed within 6 months of commencement, with ongoing refresher training required every two years.

National Early Childhood Worker Register

As of 27 February 2026, The BOOSH Centre complies with the National Child Safety Reforms by maintaining accurate workforce records in the National Early Childhood Worker Register (via NQAITS). All staff, volunteers, and agency workers will have their identity, Working with Children Check (WWCC), and child safety training completion recorded and updated within 14 days of employment or any changes. The register assists regulatory authorities in monitoring and responding to risks effectively.

Child Safe Standards

The NSW government has implemented 10 child safe standards to guide organisations in implementing practises that keep children safe. These standards are considered in the creation of this policy and reflected in them. In addition to this we will take the following steps based on the specific child safe standards:

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

- Child protection is a core focus of our policies, procedures, and staff training.
- Child Safety to be a standing agenda item in staff meetings.

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

- Children are encouraged to express their views on matters affecting them.
- Children to have a say in shaping the service through various forms; BRC, regular surveys, feedback, casual conversations, and suggestions book. Children's voices are implemented into programming and service operation.
- Staff are trained to actively listen and respond to children's concerns through induction training and ongoing development.

Standard 3: Families and communities are informed and involved

- Families are able to access this policy/procedure at any time at the service or from our website.
- Open communication is maintained with parents and carers through emails, newsletters, and through enrolment.
- Feedback is sought from parents through questionnaires, surveys, and informal discussions.

Standard 4: Equity is upheld, and diverse needs are respected

- Every child is treated with dignity and respect, regardless of background, abilities, or identity.
- Cultural safety is promoted through inclusive programs and reflected on in the programming cycle.
- Staff receive training on supporting children with additional needs.

Standard 5: People working with children are suitable and supported

- Above the required training for ‘Responsible Persons’ our service will provide regular child protection training to all staff.

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

- Clear reporting and response procedures are in place.
- Children and families are provided with accessible information on how to make complaints or report concerns.
- Confidentiality and sensitivity are maintained in handling reports.

Standard 7: Staff and volunteers are equipped with knowledge, skills, and awareness

- Regular training in child protection, identifying abuse, and reporting obligations is provided for all staff. Through child protection refresher courses and staff meeting discussions.
- Induction and training process ensure all new staff understand their child safety responsibilities.
- Specific training on potential supervision blind spots and awareness of shared spaces within the supervision area and beyond.
- To minimise opportunities for harm in shared school spaces, the following site-specific vigilance procedures are mandatory at The BOOSH Centre:
    - The School Hall & Stage: When utilizing the School Hall for high-energy activities such as dodgeball, Educators must implement a perimeter-based supervision model.
        - Access Control: Educators must be stationed at the primary entry/exit points (facing the COLA/Building C) to manage the interface between the BOOSH service and the general school environment.
        - Active Scanning: Supervision must account for the Stage area and the equipment storage zones. Educators must ensure children do not retreat behind stage curtains or into storage cupboards (ER0007), which are designated as "isolated zones".
        - Transition Safety: During high-intensity play, Educators must maintain clear sightlines across the 197sqm floor space to prevent "blind spots" created by mobile equipment or large groups.
    - The Shared Classrooms: When utilizing any classrooms, educators must be positioned at the primary entry/exit points to monitor the interface between the service and the school environment. Active scanning must include checking reading nooks and alcoves to ensure children are never in isolated, unobserved zones.
    - The Demountables: During outdoor play or transitions, educators are specifically assigned to monitor the 'blind spots' created by the corridors between demountable buildings. No child is permitted to play in the alcoves behind or between these structures where sightlines are obstructed.
    - Mary Street Entry (Public Interface): As a high-traffic boundary point, educators must maintain a 'protective barrier' stance when children

are in this zone. Staff must ensure the gate is secured and that any interaction with members of the public (including school parents not collecting BOOSH children) is supervised and managed according to the Delivery and Collection of Children Policy.

- Transition Vigilance: Before moving groups between the BOOSH hub and any school facility (e.g., the Oval or Hall), a formal headcount must be verified against the digital roll. A 'sweep' of the departure area must be conducted to ensure no child is left behind in a shared space.

Standard 8: Physical and online environments minimise risk

- Safe use of technology and social media is enforced with clear guidelines, children do not use their own devices whilst at Boosh and are not permitted to access the internet.
- Only service-issued devices may be used for taking any images or videos of children for documentation purposes.
- Staff, volunteers, and students are strictly prohibited from carrying or using personal devices including smart phones, tablets and some digital watches whilst working directly with children. An exception is allowed for those with medical conditions that require digital monitoring. There must be explicit written authorisation from the service provider to possess the device. Exemptions for ongoing personal health requirements or disabilities must be monitored and reviewed annually and the BOOSH Centre must Services must keep records of these authorisations as part of their revised digital technology policies.

Standard 9: Implementation of child-safe practices is continuously reviewed and improved

- Policies and practices are reviewed annually.
- Consultation with children, staff, and families informs continuous improvements.

Standard 10: Policies and procedures document child safety commitments

- Procedures are easily accessible to staff, families, and the community.
- Records of child safety-related training are maintained.

For further information

- Child Story https://reporter.childstory.nsw.gov.au/s/
- NSW Office of the Children's Guardian: https://ocg.nsw.gov.au/ Phone: 8219 3600
- Child Protection Helpline: 13 21 11
- Department of Communities and Justice: https://www.facs.nsw.gov.au/families

Date Endorsed 25 April 2026

Signed by _____

Khuong Lac – Beecroft PS P&C President

Signed by 

Danielle Moncrieff – BOOSH Convenor/P&C Vice President

Date for Review and Evaluation 24 April 2027 (or as required by legislation)