

▲ CHILD PROTECTION AND CHILD PROTECTION RISK MANAGEMENT

▲ NQS

Element 2.2: Each child is protected.

Element 2.2.1 As all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Element 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

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

Element 4.1: Staffing arrangements enhance children's learning and development.

Element 4.2.2: Professional standards guide practice, interactions, and relationships.

Element 5.1.1: Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident, and included.

Element 5.1.2: The dignity and rights of every child are maintained.

Element 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Element 7.1.3 Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations: 84, 73; 77-102; 155; 156; 160-162; 168; 177; 178

Child Safe Standards: [Office of children's Guardian Child Safe Scheme](#)

▲ STATEMENT OF COMMITMENT

FROEBEL Australia is committed to promoting and protecting the interests and safety of children. We have *zero tolerance* for child abuse. Everyone working at FROEBEL Australia, is responsible for the care and protection of children and reporting information about child abuse to protect a child's right to be safe from abuse of any kind.

All employees sign and adhere to the Code of Conduct, outlining their responsibilities to promoting and protecting the interests and safety of all children. (Appendix 1).

▲ PURPOSE

- To facilitate the prevention of child abuse occurring within FROEBEL Australia services
- To work towards an organisational culture of child safety
- To prevent child abuse within FROEBEL Australia services
- To ensure all parties are aware of their responsibilities for identifying possible occasions for child abuse, and for establishing controls and procedures for preventing such abuse and/ or detecting such abuse when it occurs.
- To provide guidance to employees/ volunteers/ contractors, as to action that should be taken where they suspect any abuse within or outside of the organisation.
- To provide a clear statement to employees/ volunteers/ contractors forbidding such abuse
- To provide assurance that all suspected abuse will be reported and fully investigated.

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

The organisation aims to educate all parties about their roles in child protection and also about signs of abuse and ensure that child protection requirements are implemented for the safety of all children.

▲ POLICY

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family or social background have equal rights to protection from abuse.

Everyone working at FROEBEL Australia is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between FROEBEL Australia services, all employees, workers, contractors, associates, and members of the FROEBEL Australia community.

Educators at our service are aware of their obligations under the law, regarding the welfare of children and at all times are to 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 event a child has suffered abuse, the service can act quickly in the best interests of the child.

At FROEBEL Australia, we intend to empower children who are vital and active participants in our organisation. We involve children when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

FROEBEL Australia supports and respects all children, employees and volunteers. FROEBEL Australia is committed to the cultural safety of Aboriginal children, and those from culturally and/ or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

EDUCATORS Understand

- All employees, educators, carers and Approved Provider are mandatory reporters for Human Services.
- Centre procedure outline that reports regarding a child at risk are to be made by the Nominated Supervisor/Centre Director or Approved Provider. However, if this person fails to make a report employees continue to be legally responsible to do so. It is the responsibility of the person that suspects a child abuse to ensure a report is made.
- Report any situation where they suspect a child is at risk of significant harm using the Mandatory Reporters Guide through the child story website.
- Promote the welfare, safety and wellbeing of children at the centre.
- 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 other government agencies.
- Not drink alcohol or use illicit substances while on the service's premises and not come to the service while under the influence of alcohol or illicit substances.
- Not smoke or vape on the service's premises.
- Not show favoritism towards any child.
- Refrain from developing close personal relationships with children out of the carer/child relationship.
- Refrain from using abusive, derogatory, or offensive language.

THE APPROVED PROVIDER AND NOMINATED SUPERVISOR WILL

- Ensure that all employees and volunteers are informed and:
 - Clear about their roles and responsibilities regarding child protection.
 - Aware of their obligations to immediately report suspected abuse following steps outlined using the MRG
 - Aware of the indicators when a child may be at risk of harm or significant harm.
- Provide information, training, and development for all employees in the recognition and reporting of abuse and harm.
 - Upon employment all employees are to complete the child safe e-learning keeping children safe modules 1 – 9 from office of children's guardian in conjunction with reading this policy.
 - Child protection information training will be completed through an approved provider, every 2 years. This will ensure all educators keep their knowledge and understanding.

- Following online training educators will upload their completed e-learning certificate to Employment Hero

The Approved Provider must ensure that the Nominated Supervisor of the service and any Responsible Person in day-to-day charge of the service has successfully completed the relevant approved child protection course which has been approved by the New South Wales Regulatory Authority.

- 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 centre operations.
- Report to the NSW Office of the Children's Guardian 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.
- Ensure educators have access to relevant acts, regulations, standards and other resources in order for them to complete their obligations.
- Ensure records of harm or suspected harm are kept in line with our Privacy and Confidentiality policy.
- Ensure ongoing professional development and training supports educators in developing confidence in difficult conversations and developing teaching strategies that provide curriculums that embed child safety and wellbeing practices.
- Ensure records of harm or suspected harm are kept in line with our Privacy and Confidentiality policy.
- Ensure ongoing professional development and training supports educators in developing confidence in difficult conversations and developing teaching strategies that provide curriculums that embed child safety and wellbeing practices.

FAMILIES WILL

- Be encouraged to participate in policy reviews.
- Be encouraged to participate in dialogue about child safety and explore concepts about child safe environments within FROEBEL and the community.
- Be provided with information about child safe standards and FROEBEL's approach to keeping children safe.
- Treat all children at the service equitably 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.
- 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.
- Do not drink alcohol or use illicit substances while on the service's premises and do

not come to the service while under the influence of alcohol or illicit substances.

- Do not smoke on the service's premises.

EDUCATORS WILL SUPPORT CHILDREN THROUGH PEDAGOGY AND CURRICULUM PROGRAMS

- About their right to feel safe, body safety and safe adults
- About their rights to be heard, listened to, and believed.
- Educators will listen to children's verbal and non-verbal communications.
- Teaching children to say 'no' to anything that makes them feel unsafe or uncomfortable.
- Teaching concepts of diversity and inclusion, including Aboriginal and Torres Strait Islander Peoples and LGBTIQ+ families
- Teaching and empowering children about body awareness and body safety
- Support children to understand their feelings.
- Encourage children to have a say in what experiences they are involved in, teaching concepts of consent within all aspects of the curriculum in all age groups.
- Empower children to speak to an educator, or safe adult, when feeling worried or concerned about something.
- Ensure all children have opportunities to participate in programs that maximise their individual full potential within the group.
- Risk assessments, and policies will be used to ensure physical and online environments are safe and information provided to all stakeholders about how risks are minimised

▲ PROCEDURES

- As mandatory reporters, all educators are required to report if there are reasonable grounds to suspect that a child or young person is, or that a class of children or young persons are at risk of significant harm (ROSH).
- When there is such cause to suspect ROSH, educators will use the [Mandatory Reporters Guide](#) (MRG) to assist in deciding whether to report concerns of possible abuse or neglect to the Child Protection Helpline.
- Should the situation be life threatening or an emergency the mandatory reporter will call 000.
- An MRG will be completed each time there are concerns about the safety, welfare or wellbeing of a child or young person.
- In any situation where there is an allegations or reportable conviction, the head of agency will report to the Office of the Children; s Guardian within 7 days of becoming aware of the allegation

	Child Story MRG reporting
Step 1	<p>Gather sufficient information using incident report form for suspicion or allegation</p> <p>Child or young person details (name, address, DOB, sibling details) Incident details (date, type of risk, person's causing or contributing to harm) Impact of incident to child or young person Network of support around young person If necessary, engage related support services for guidance in completing documentation</p>
Step 2	<p>Decide what to do</p> <p>Complete MRG decision tree to guide next steps, use the guide to select a decision tree to support completion of the MRG https://reporter.childstory.nsw.gov.au/s/article/Guide-To-Selecting-A-Decision-Tree</p>
Step 3	<p>Use MRG</p> <p>If outcome MRG is Immediate Report to the Child Protection Helpline' or REPORT to the Child Protection Helpline' Contact the Child Protection Helpline 132 111 with essential details from Step 1 and the outcome of the MRG. Or use eReport for non-immediate matters https://reporter.childstory.nsw.gov.au/s/</p>
Step 4	<p>Find Local Help</p> <p>Explore appropriate support services for the child/young person and their family. Any of the following options can assist you:</p>



	<p>Family and Community Services https://www.facs.nsw.gov.au/about_us/contact_us Contact your local Family Referral Service (FRS) if you would like help referring the family, child or young person to local support services such as housing or respite http://www.familyreferralservice.com.au</p> <p>Visit the Human Services Network (HSNet) website to self-access a broad range of services https://www.hsnet.nsw.gov.au/</p> <p>Contact NSW Family Services Inc. (FamS) to access support to non-government, not-for-profit organisation staff working with vulnerable children and families https://www.fams.asn.au/</p>
--	--

The following agencies have responsibilities regarding child protection. Our centre will liaise with these services and agencies should child protection become an issue at our centre. These 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 or serious physical abuse the Child Protection Hotline 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.

eReporting Information

eReporting is a secure and convenient channel for reporting non-imminent suspected risk of significant harm to the Child Protection Helpline over the Internet. This reporting method improves mandatory reporter accessibility to the Child Protection Helpline and improves the quality of information reported through its structured template.

<https://kidsreport.facs.nsw.gov.au>

NSW Reportable Conduct Scheme – helping to keep kids safe.

NSW Office of the Children's Guardian

- Monitor how organisations investigate and report on certain conduct made against their employees, volunteers or certain contractors who provide services to children.

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/reportable-conduct-scheme>

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.

A child and youth risk management strategy should analyse the risk of ‘harm’ to children and young people.

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

DEFINITION OF TERMS

Agency: The Child Care Centre

A reportable allegation: is an allegation that an employee has engaged in conduct that may be reportable conduct

A reportable conviction: means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere of an offence involving reportable conduct

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, eg TAFE, secondary or tertiary students

Head of Agency: The Approved Provider/Owner of the centre – FROEBEL Australia Ltd.

STRATEGIES FOR RECRUITMENT, SELECTION, MANAGEMENT AND TRAINING OF EDUCATORS AND VOLUNTEERS

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

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

	<ul style="list-style-type: none"> name a contact person for more information.
Selection Process	<ul style="list-style-type: none"> assessment of applicant interview process referee checks
Probationary Period of Employment	<ul style="list-style-type: none"> set goals identify training needs, specifically in relation to risk management practices, and provide support to the new employee to be successful in undertaking the role.
Training	<ul style="list-style-type: none"> Educators should receive training in the following areas: <ul style="list-style-type: none"> identifying, assessing and minimising risks the organisation 's policies and procedures (including the organisation 's code of conduct) compulsory training as required by industry standards or legislation, and handling a disclosure or suspicion of harm, including reporting guidelines. Training can be formal such as: <ul style="list-style-type: none"> higher education training and accreditation training offered by external organisations training developed and delivered internally, and on-the-job training meeting key objectives. Training can also be informal such as: <ul style="list-style-type: none"> inviting police officers or Child Safety educators to meetings to discuss issues in relation to child protection inviting other professionals to speak at meetings or functions, and internal mentoring and coaching.
Induction	<ul style="list-style-type: none"> our organisation 's commitment to an environment that is safe and supportive for children and young people the standards of behaviour expected as detailed in our code of conduct our organisation 's safe and supportive policies and procedures, and strategies to minimise harm procedures to follow when a disclosure of harm is received

	<ul style="list-style-type: none"> reporting guidelines in relation to disclosures of harm and suspicions of harm the educators' own rights and responsibilities, as
	<p>well as those of children and young people</p> <ul style="list-style-type: none"> what to expect if there is an allegation of harm made against them or to them what constitutes a breach of our organisation's child and youth risk management strategy and the potential consequences the roles of key people in our organisation, and grievance procedures.
<p>Exit interviews or questionnaires</p>	<ul style="list-style-type: none"> gather information about the effectiveness of the recruitment process identify possible areas for improvement in organisational processes, management, job design, remuneration or career planning and development, and receive positive feedback on what is working well in our organisation.

Documentation for any Notification

The centre 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 and Confidentiality Policy. Using the Incident Notification form, (Appendix 2).

The helpline may 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 such as
 - Domestic violence
 - Alcohol or another 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?

Reporter's Details

- Name, centre 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 time)
- 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 reporter's 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 Child Protection Helpline 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.

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 where 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 involved in the service must report the incident or suspicion 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 centre (approved provider or nominated 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's details 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 ways related or affected by an abusive situation that they are not to question the child(ren) about the abuse as this may hinder the formal investigation or 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.

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 scapegoating
- 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
- injuries such as tears or bleeding 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 symptoms 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 but 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.

Notifying the Office of the Children's Guardian

FROEBEL will follow procedures for preventing, detecting and responding to reportable allegations or convictions including making a notification to the Office of the Children's Guardian within 7 business days of becoming aware of a reportable allegation or conviction against an employee.

ALLEGATION AGAINST THOSE INVOLVED IN THE CENTRE

The centre will provide appropriate support for any staff member who has an allegation made against them.

MANAGING BREACHES

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.

Breach

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.

▲ SOURCES AND FURTHER READING

- Children and Young Persons (Care and Protection) Act 1998
- Children's Guardian Act 2019
<https://legislation.nsw.gov.au/#/view/act/2019/25/full>
- 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
- Child Story Reporter
<https://reporter.childstory.nsw.gov.au/s/>
- Education and Care Services National Regulations
- Early Years Learning Framework
- Office of the Children's Guardian
<https://ocg.nsw.gov.au/>
- UNICEF Fact sheet: A summary of the rights under the Convention on the Rights of the Child: www.unicef.org/crc/files/Rights_overview.pdf

▲ ASSOCIATED POLICIES

- Accidents and Incidents
- Administering First Aid and CPR
- Centre Security
- Child Safety and Wellbeing
- Death at the Centre
- Emergency Response
- External Services
- Feedback and Grievance
- Interactions with children and positive behavior guidance
- Provision of child safe environments and supervision
- Privacy and Confidentiality
- Students, volunteers, and visitors

▲ POLICY REVIEW

-
- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.

- Last review: 14.09.2023
- Next review: 14.09.2024

Information for parents and carers

Creating safe and supportive service environments for children and young people is everyone 's business. Our centre 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?

The centre 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 address 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 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. Please refer to the above policy and strategies and contact us if you have any questions.

Appendix 1

NSW CHILD PROTECTION CODE OF CONDUCT

All staff, volunteers and board members of FROEBEL Australia are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of FROEBEL Australia are responsible for supporting the safety, participation, wellbeing, and empowerment of children by:

- always Adhering to FROEBEL Australia child safe policy at all times / upholding FROEBEL Australia's statement of commitment to child safety
- taking all reasonable steps to protect children from abuse.
- Treating everyone with respect
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Promoting the cultural safety, participation, and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- Promoting the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- Promoting the safety, participation, and empowerment of children with a disability (for example, during personal care activities)
- Ensuring as far as practicable that adults are not left alone with a child.
- Reporting any allegations of child abuse to FROEBEL Child Safety Officer/ The Nominated Supervisor, and ensure any allegation is reported to the police or child protection.
- Reporting any child safety concerns to FROEBEL Child Safety Officer; The Nominated Supervisor
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open play area)
- Put children at risk of abuse (for example, by locking doors)
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children.



- Express personal views on cultures, race, or sexuality in the presence of children
- Discriminate against any child, including because of culture, race, ethnicity, or disability.
- Have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- Ignore or disregard any suspected or disclosed child abuse.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to FROEBEL Child Safety Officer /Nominated Supervisor.

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

Name: _____

Signature: _____

Date: ___/___/_____

▲ CHILD PROTECTION AND CHILD PROTECTION RISK MANAGEMENT

Appendix 2

Incident report form for any suspicion, allegation or disclosure of child abuse or a complaint of inappropriate behaviour.

Your full name and position at FROEBEL	
Name of the child or young person involved	
Name of person making complaint	
Name of person who the complaint was made against	

1. Nature of the complaint – include time, date, location and what happened (this can include observations of the child's behaviour).
2. Details of any injuries and if the child received medical attention.
3. Accurately record what the child said when describing what happened
(In the case of an allegation of abuse, formal investigations and interviews will be carried out by Family and Community Services and/or NSW Police. You must record what the child has said but unless it is your role to investigate, you should **not** interview the child).
4. Details of anyone who saw what happened.

5. Does this complaint indicate the possibility of child abuse, i.e. physical abuse, sexual abuse, or neglect?

Yes No

6. Does this complaint include identifying and notifying reportable conduct

Yes No

7. What reporting pathways have been used and progress notes:

Organisation	Date of contact	Name of person you spoke to	Outcome of discussion/ decision	Progress notes
MRG				
FACS (via child story link)				
FACS (via 132 111)				
OCG website				
Office of Children's Guardian				
FROEBEL Head Office				