

▲ VICTORIAN 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

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:

Regulations 84; 73; 77-102; 155; 156; 160-162; 168; 177; 178

The child safe standards: [Department of Health and Human Services, Victoria:](#)

▲ 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 staff adhere to the Code of Conduct, outlining their responsibilities to promoting and protecting the interests and safety of all children.

▲ 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 staff/ 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 staff/ 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 about signs of abuse to ensure that child protection requirements are being met.

▲ 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.

FROEBEL Australia has zero tolerance for child 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 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, staff, 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 Providers are mandatory reporters for Human Services.
- Centre procedures 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 child abuse to ensure a report is made.
- Report any situation where they suspect a child is at risk of significant harm using the appropriate reporting pathway.
- 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.
- Assist in supporting children and families when liaising with 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

- Provide information, training, and development for all employees in the recognition and reporting of abuse and harm.
 - Upon employment complete Protecting Children mandatory reporting and other obligations for the early childhood sector in conjunction with reading this policy.
 - Following online training educators will upload their completed e-learning certificate to Employment Hero.
 - All employees will undertake the mandatory reporting training annually to keep their knowledge and understanding up to date.
- Give clear expectations to educators about their roles and responsibilities regarding child protection.
- Ensure educators are aware of their obligations to immediately report cases where they believe on reasonable grounds a child has or is experiencing abuse and neglect including sexual abuse.

- Ensure educators are aware of the indicators showing a child may be at risk of abuse or neglect.
- Provide training and development for all educators, staff and volunteers in the recognition and reporting of harm.
- Provide reporting procedures and professional standards to safeguard children and protect the integrity of educators, staff, and volunteers.
- Inform all stakeholders of the actions or inactions that form a breach of the child protection risk management strategy and the potential outcomes of breaching the strategy.
- Manage any breaches of the child protection risk management strategy.
- Conduct a police check and Working with Children Check (WWCC) for all educators, staff, and volunteers unless the person meets the criteria for exemption from a WWCC. Further information is available at <http://www.workingwithchildren.vic.gov.au/>
- Provide access to relevant acts, regulations, standards, and other resources to help educators, staff and volunteers meet 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.

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.
- 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.
- not smoke or vape on the service's premises.

EDUCATORS WILL SUPPORT CHILDREN THROUGH PEDAGOGY AND CURRICULUM PROGRAMS

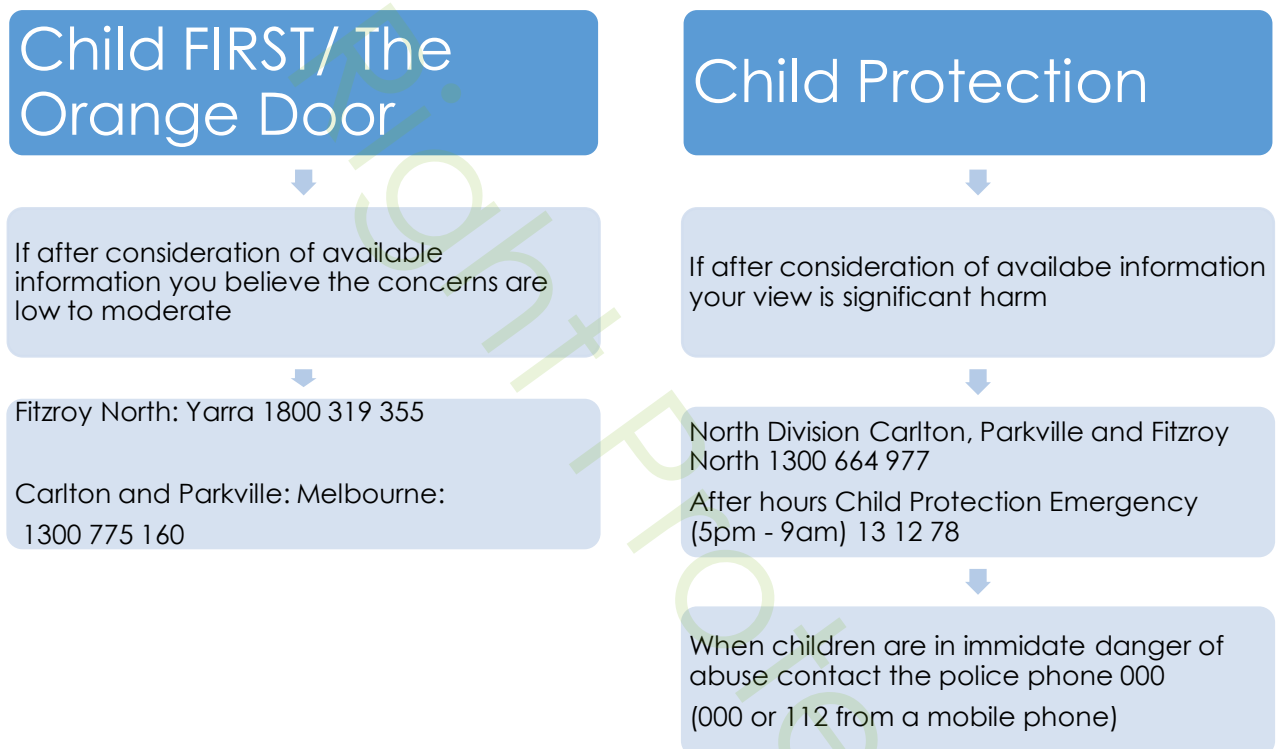
- About their right to feel safe, body safety and safe adults.
- About their rights to be heard, listened to, and believed.
- Educators will listen to children's verbal and non-verbal communications.

- 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 curriculum across 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

The following link provides a comprehensive guide to identifying and responding to abuse from the Victorian Department of Education and must be read in conjunction with this FROEBEL Policy to ensure complete understanding and obligations of early childhood professionals as mandatory reporters.

[PROTECT- Identifying and Responding to ALL forms of Abuse in Early Childhood Services](#)





Additional Child Protection Contacts	
DHS Regions	Telephone
Eastern	1300 360 391
Southern	1300 655 795
Northern & Western	1300 664 977
South Western Rural and Regional	1800 075 599
Eastern and South Eastern Rural and Regional	1800 020 202
Western Rural and Regional	1800 000 551
North Eastern Rural and Regional	1800 650 227
North Western Rural and Regional	1800 675 598
<p>If you are unsure which regional office to call, please see the website below.</p> <p>http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/child-protection-contacts</p>	

The following agencies have responsibilities regarding child protection. FROEBEL Australia will liaise with these services and agencies should concerns about child protection arise at our service.

Police (000)

- Responsible for criminal investigations into alleged child abuse.

Child Protection Service

- 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 VIC 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 FIRST/ The Orange Door

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

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.
- Is notified when there is a reportable allegation against a worker or volunteer engaged at a FROEBEL centre.

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 and 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 Victoria Police Force or Department of Health and Human Services (DHHS) Child Protection - 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.

Concerns don't meet the Risk of significant Harm Threshold

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

Suspecting a Child is at Risk of Significant Harm

Educators may access the Child Protection Manual [Child Protection Manual Victoria](#) to decide if any of the following conditions are present to a significant risk:

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

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

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

“Reasonable grounds” refers to the need to have an objective basis for suspecting that a child may be at risk of significance based on:

- firsthand observation of the child, young person or family.
- what the child, young person, parent or other person has disclosed.
- what can be reasonably be inferred based on professional training and/ or experience.

When the use of the Child Protection Manual advises risk of significant harm, mandatory reporter must make a report to the Child Protection Service.

DOCUMENTATION AND NOTIFICATION

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

Documentation is to be completed using the DHHS the PROTECT [reporting template](#) The helpline will ask for information that is outlined in this document.

Once a report is made to the Child Protection Service the Quality management and Compliance Coordinator at FROEBEL Head office or the Managing Director is to be notified to determine if a report to the Department of Education is required.

Mandatory Reporters

All early childhood teachers and educators are mandatory reporters.

Responding to Incidents, Disclosures, and Suspicions of Child Abuse:

When someone with mandatory reporting obligations has reasonable suspicion of abuse, follow the [Four Critical Actions](#)

1. Responding to the Emergency
2. Reporting to authorities
3. Contacting parents / carers
4. Providing ongoing support

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

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

Notification of those involved in Children's Services

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

Any person involved with the service is obligated to report to child First or Child Protection if they suspect someone involved in the service is abusing children. Any incident involving another person involved in the service must be immediately reported to the Victorian Police 000. The above details must be provided to the Police. The report must be made with assistance or support of the highest point of contact for your centre (Nominated Supervisor). If the report is about the Nominated Supervisor contact FROEBEL Head Office, Human Resources, Managing Director or Quality and Compliance Manger.

If the above point of contact is the person that has raised suspicion, then the Approved Provider or most senior member of staff should assist in notifying the Police. As well as notifying the Police 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.

The Approved Provider must be notified as soon as an allegation against a worker of volunteer is made. The Approved Provider will then report to the Commission.

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

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

- The report shall not be held to be breach of professional etiquette or ethics or a departure from acceptable standards of professional conduct.
- No liability for defamation can be incurred because of making of report.
- The report, or its contents, is not admissible in any proceedings as evidence against the person who made the report.
- A person cannot be compelled by a court to provide the report or give any evidences as to its contents.
- A report is exempt document under the Freedom of Information Act 1989.

If the law enforcement agencies require the identity of the reporter in order to investigate

serious offences alleged to have been committed against children, the identity of the reporter may be released to the police.

Disclosure

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

Further Information

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

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.

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

DEFINITION OF TERMS

Agency: The Child Care Centre

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

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

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

Head of Agency: The Approved Provider/Owner of the service – 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

Position Description	<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 ● Attract and retain educators
Advertising the Position	<ul style="list-style-type: none"> ● Include a clear statement about the organisation safe and supportive work practices ● Include a clear and concise detail about the organisations safety screening of candidates, including the 'zero tolerance to child abuse' ● Current working with children check ● Current police check ● Name and 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; ● Identifying, assessing and minimizing risks ● The organisations policies and procedures, including the organisations 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 an accreditation ● Training offered by external organisation ● Training developed and delivered internally and ● On the job training, meeting key objectives ● Training can also be informal such as ● 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
<p>Induction</p>	<ul style="list-style-type: none"> ● Our organisations 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 organisations safe and supportive policies and procedures and strategies to minimize harm ● Procedures to follow when a disclosure of harm is received ● Reporting guidelines in relation to disclosures of harm and suspicions of harm ● The educators own rights and responsibilities as well as those of children and young people ● What to expect if there is an allegation of harm made against them or to them ● What constitutes a breach of our organisations 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 organisations processes and management, job design, remuneration or career planning and development, and ● Receive positive feedback on what is working well in the organisation

▲ SOURCES AND FURTHER READING

- Children and Young Persons (Care and Protection) Act 1998
- Children Legislation Amendment (Wood Inquiry Recommendations) Act 2009 No 13
- Community and Disability Services Ministers' Conference (2005). Creating safe environments for children: Organisation, employees and volunteers: National framework:
<http://www.ccyp.vic.gov.au/childsafetycommissioner/downloads/childsafesched02.pdf>
- <https://ccyp.vic.gov.au/child-safe-standards/>
- Community and Disability Services Ministers' Conference (2005). Schedule: Guidelines for building the capacity of child-safe organisation. Creating safe environments for children: organisation, employees and volunteers: National framework:
<http://www.ccyp.vic.gov.au/childsafetycommissioner/downloads/childsafesched01.pdf>
- Education and Care Services National Regulations
- Early Years Learning Framework
- The Ombudsman's Act 1974 (with the relevant child protection amendment in the reprinted version)
- The Commission for Children and Young People Act 1998
- Child Protection (Prohibited Employment) Act 1998
- 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

▲ RESOURCES

- Child Safe Standards
<https://ccyp.vic.gov.au/child-safe-standards/>
- Early Childhood PROTECT reporting template.
https://www.education.vic.gov.au/Documents/about/programs/health/protect/EarlyChildhood_ReportingTemplate.pdf
- PROTECT Guidance document
https://www.education.vic.gov.au/Documents/about/programs/health/protect/EarlyChildhood_Guidance.pdf
- Four Critical Actions overview
https://www.education.vic.gov.au/Documents/about/programs/health/protect/EarlyChildhood_FourCriticalActions.pdf
- Victoria State Government Child Protection Manual:
<http://www.cpmanual.vic.gov.au/>

ASSOCIATED POLICIES

- Accidents and Incidents
- Administering First Aid and CPR
- Death at the Centre
- Child Safety and Wellbeing
- Child Safe Environments and Supervision
- Centre Security
- External Services
- Emergency Response
- Feedback and Grievance
- Interactions with children and positive behaviour guidance
- 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 service is committed to providing the highest standard of care 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 service 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 for blue cards;
- 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.

VICTORIAN 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:

- Adhering to FROEBEL Australia child safe policy at all times / upholding FROEBEL Australia's statement of commitment to child safety at all time
- 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 plan 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: ___/___/_____