

Lady Gowrie Community Kindergartens

CHILD PROTECTION POLICY

CONSIDERATIONS:

NATIONAL QUALITY STANDARD	2.1, 2.2, 4.1, 4.2, 5.1, 5.2,6.1, 7.1, 7.2
NATIONAL LAW ACT & NATIONAL REGULATIONS	Law: Section 165,166,167 and 174 Regulations: 84 - 87,151,155,156, 167, 168 and 170
OTHER	Child Protection Act 1999 Child Protection Regulation 2011 ECA Code of Ethics United Nations Convention on the Rights of the Child Working with Children (Risk Management and Screening) Act 2000 Working with Children (Risk Management and Screening) Regulation 2011 Working with Children (Risk Management and Screening) Regulation 2020

POLICY STATEMENT:

Lady Gowrie Qld and the Kindergarten Service seek to take a proactive role in protecting all children from harm and or abuse and or neglect by those with a duty of care – educators, family members, staff and others.

Lady Gowrie Qld and the Kindergarten Service advocate for the fundamental right of all children to be protected and kept safe through supporting awareness of child protection and the prevention of harm, abuse and neglect, through child friendly communities, including strategies which support children’s mental health and wellbeing.

All staff of Lady Gowrie Qld and the Kindergarten Service are aware of their legislative responsibilities and are able to act, when required, in undertaking mandatory reporting when these apply. Lady Gowrie Qld and the Kindergarten Service provide a supportive environment for the individual to undertake the mandatory reporting when required.

RELEVANT FORMS/MATERIAL:

- Notification of Serious Incident (ACECQA)
- Lady Gowrie Qld Incident, Injury, Trauma and Illness Record
- Lady Gowrie Qld Injury on Arrival Form
- Lady Gowrie Community Kindergartens Behaviour Guidance Policy
- Lady Gowrie Community Kindergartens Environmental Hazards and Critical Incident Policy
- Lady Gowrie Community Kindergartens First Aid Administration Policy
- Lady Gowrie Community Kindergartens Incident, Injury and Trauma Policy
- Lady Gowrie Community Kindergartens Interactions with Children Policy
- Lady Gowrie Community Kindergartens Privacy and Confidentiality Policy
- Lady Gowrie Community Kindergartens Safety and Supervision Policy
- Lady Gowrie Community Kindergartens Student and Volunteer Policy

- Record of Service Compliance Log
- Visitor Register
- Lady Gowrie Qld Child and Youth Risk Management Strategy
- Kindergarten Service Community Support Information
- Child Protection Posters and Brochures
- Family and Child Connect Posters and Brochures
- The Child Protection Guide (Online reporting tool)
- Sexual Behaviours in Children and Young People – A guide to identify, understand and respond to sexual behaviours brochure

SOURCES:

- Department of Children, Youth Justice and Multicultural Affairs (www.csyw.qld.gov.au)
- Queensland Family and Child Commission (www.qfcc.qld.gov.au)
- The National Association for Prevention of Child Abuse and Neglect (NAPCAN) (www.napcan.org.au)
- Supporting Families Changing Futures Program (www.cyjma.qld.gov.au/campaign/supporting-families/implementing-reforms/supporting-families-changing-futures-2019-2023).
- The State of Queensland (Department of Communities, Child Safety and Disability Services) (2016). Supporting Families Changing Futures – Advancing Queensland’s child protection and family support reforms.
- The State of Queensland (Department of Communities, Child Safety and Disability Services) (2014). Protecting Children and Supporting Families – A guide to reporting child protection concerns and referring families to support services.
- Australian Human Rights Commission (www.humanrights.gov.au)
- Early Childhood Australia (2016) Code of Ethics.
- World Health Organization, United Nations Children’s Fund, World Bank Group (2018). Nurturing care for early childhood development: a framework for helping children survive and thrive to transform health and human potential. Geneva: World Health Organization. Education and Care Services National Law Act
- Australian Human Rights Commission (2018). National Principles for Child Safe Organisations.
- Education and Care Services National Regulations.
- Education and Care Services National Law (Queensland) Act. (Accessed 2023)

REVIEWED: April 2023

Date to Be Reviewed: October 2024

INFORMATION FOR FAMILIES

<p>BACKGROUND</p>	<p>It is an offence under the National Law to subject a child being educated and cared for by an Approved Service, to any form of corporal punishment or any discipline that is unreasonable in the circumstances (Section 166 -167).</p> <p>Early childhood education and care services have a critical role to play in building resilience, support, linking families to support services and promoting the safety and wellbeing of children.</p> <p>The Service will support families by:</p> <ul style="list-style-type: none"> • Building relationships with parents/carers and providing information and general support. • Supplying information about specialist resources and referral support services which could assist with issues related to children and the family situation. • Building resilience and strengthening critical early childhood protective factors such as language and communication, critical thinking and problem solving skills with children at the Service. • Providing ongoing staff training and development to enable them to fulfill their key responsibilities. It is a requirement of the National Quality Framework that the Nominated Supervisor and any staff member who undertakes the role of Person In Day to Day Charge (Responsible Person) holds training in child protection. Under the NQF the Approved Provider must ensure that all staff at the Service who work with children are advised of the existence and application of the current child protection law in the relevant jurisdiction and understand their obligations under that law. Therefore, Lady Gowrie Qld recommends that child protection training is undertaken by all staff. • Ensuring supportive procedures are in place to fulfill reporting obligations. • Monitoring of the implementation and engagement in the review process of the Lady Gowrie Qld child protection and abuse prevention strategies. • Ensuring all staff periodically upgrade their training in child protection to ensure their knowledge is current in relation to child protection law and their responsibilities. • Providing the Injury on Arrival Form for completion by the family in the instance a child arrives at the Service with an injury.
<p>APPROVED PROVIDER</p>	<p>The Approved Provider of the Service is the Executive Committee, and all confidentiality is retained by these members.</p> <p>Where suspected harm is observed in regards to an Executive Committee Member's child, this will be raised with two other Executive Committee Members and confidentiality retained.</p> <p>To support the Executive Committee in being aware of obligations as Approved Provider and in regards to child protection and to support staff in their roles, Lady Gowrie Qld offers free online child protection training course, for one Executive Committee Member each year and it is highly recommended that this is undertaken.</p>

PREVENTION AND AWARENESS

<p>WHAT STAFF SHOULD DO</p>	<p>All educators and staff at the Service who work with children are aware of child protection laws in their jurisdiction and understand their obligation under that law.</p> <p>Staff will acknowledge that:</p> <ul style="list-style-type: none"> • The safety of children is the paramount consideration. • Children need to know and believe that they have the right to be safe at all times. • Children are entitled to basic human rights regardless of additional needs, cultural or socio-economic factors. • Children are people in their own right deserving of respect, care and protection. • Children are entitled to the support of an adult to act as an advocate on their behalf. <p>Staff will act in a positive way to develop a safe environment for children in their care and will take action to fulfill their duty of care by:</p> <ul style="list-style-type: none"> • Paying due attention to information in the staff induction process when they begin work at the Kindergarten Service and when reviewed information relating to policies and procedures are distributed during their employment. • Exercising a duty of care to protect children and keep them safe. • Being aware of the Education and Care Services National Law Act and Education and Care Services National Regulations, • Having a Positive Notice Suitability Card (Blue Card) prior to commencement of employment at the Kindergarten Service and ensuring that this remains current throughout their employment (where a Blue Card is not renewed before the expiry date and a copy of this renewal held at the Service, the staff member must cease employment until a new card is applied for and issued). • Supporting families and advocating for quality services for families and children, in response to known protective behaviors which will decrease a child's risk of harm. • Notifying the Nominated Supervisor when they have reasonable grounds to suspect that a child has been harmed or is at risk of harm. • Providing an environment in which children are free from harm, or risk of harm. • Providing children with child protection and protective care programs (this includes discussions such as identifying people they may talk with if feeling unsafe, right to feel safe, right to basic needs, understanding of emotions, recognising fair and unfair situations, know and use the correct names for body parts, know the difference between safe and unsafe secrets or surprises, problem solving skills and use of assertive language etc.). • Provide families with information as per the NQS (see below) and information regarding sexual development such as the Family Planning Queensland brochure Sexual Behaviours in Children and Young People. • Staff are advised to be mindful of their duty of care and responsibility for children in their care, so that other staff members are in visual sight as far as possible, when children are in their care. Staff should tell another staff member when they are leaving an area to support a child in regards to toileting or supporting them with dressing. • Staff will reflect on documents such as risk assessments and supervision guidelines to ensure that adequate supervision is provided throughout the program day and in particular when children are engaging in learning through play and may access or create areas such as cubby houses where view may be limited, when children are
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	<p>using the bathroom area or dressing, during transitions and when children are resting or sleeping.</p> <ul style="list-style-type: none"> • Staff will be supported to be aware of developmentally appropriate sexual behaviours children may demonstrate when in care and understand ways to respond to these behaviours or interactions that uphold the dignity for the child or children involved.
<p>NATIONAL QUALITY STANDARD</p>	<p>Under National Quality Standard 2.2 Safety, Exceeding Guidance includes:</p> <p>“All Educators are aware of and act on their responsibilities for ensuring children’s safety at all times, including in relation to child protection and are able to articulate these responsibilities.”</p> <p>“Educators, the educational leader and co-ordinators show awareness of and discuss the influences on their practice to support and promote children’s safety, including recognised guidelines, information sources, and other legislation that underpins their practice approach, and how they align with the approved learning framework/s and the services policies and procedures.”</p> <p>“Educators actively raise awareness of issues impacting on child safety with families and the community, including the context of child protection.”</p> <p>Each Service should discuss how they will undertake raising family and community awareness of child protection issues as relevant to the context of their community. This may include:</p> <ul style="list-style-type: none"> • Involvement and promotion of Child Protection Week. • Discussing child protection at information evenings and providing relevant information brochures from organisations such as NAPCAN, Brave Hearts, Daniel Morcombe Foundation and Family Planning Queensland. • Placing articles in local newspapers or school newsletters advocating for child protection and Child Friendly Communities. • Sharing relevant professional readings or documents with families. • Promoting cyber safety. • Hosting a guest speaker information session regarding child protection, cyber safety or topics such as supporting resilience and self-esteem. • In relation to meeting children’s basic needs information regarding nutrition and opportunities for physical development may also be supported by sharing documents from the Get up and Grow collection. <p>Services in all communities should provide information regarding Parentline 1300 301 300 and other support agencies in their community for families to access this information independently from the Kindergarten Service. The Service may also include some of the support services available through email or electronic newsletters.</p>
<p>SUPPORT FOR PARENTS AND FAMILIES</p>	<p>Raising a child is not always easy but there is support available for parents and carers, some of the available services include:</p> <p>Ask Izzy Ask Izzy is an online community service directory for Queensland parents, carers, families and professionals looking to find support. Ask Izzy lists everything you need, from parenting groups to domestic and family violence support services. www.askizzy.org.au</p>

	<p>Talking Families</p> <p>Talking Families aims to:</p> <ul style="list-style-type: none"> ○ Help reduce the pressures on families. ○ Encourage parents and caregivers to ask for help. ○ Encourage others (for example friends, neighbours, colleagues) to offer help if they see a parent struggling. ○ Provide information about where to access support services. ○ Demystify the child and family support sector. ○ Emphasise the shared responsibility we all have for protecting and caring for Queensland kids. <p>www.talkingfamilies.qld.gov.au</p> <p>Family and Child Connect</p> <p>Family and Child Connect is a free service to help families with the challenges of parenthood. They can connect families to local services that help with:</p> <ul style="list-style-type: none"> ○ Managing their child's behavior. ○ Building better family relationships. ○ Stopping any violence at home. ○ Budgeting and managing money. ○ Alcohol, drug or gambling problems. ○ Housing, health care or other community or government services. <p>Where a staff member or Service is concerned about a child, but they do not believe that their concern meets the threshold for reporting to Child Safety, the family can be referred to Family and Child Connect. The family must give their consent to be referred for help.</p> <p>Staff are able to contact Family and Child Connect, to discuss general support options and programs available in the community. Through the Service having an ongoing relationship with the local Family and Child Connect site, this may support the professional development of the Service team and also further demonstrate the Service commitment in supporting children and families.</p> <p>Family and Child Connect 13FAMILY or 13 32 64.</p> <p>Parentline</p> <p>Parentline is a confidential telephone counselling service which supports parents and carers of children. Phone 1300 301 300 from 8am to 10pm, 7 days a week.</p>
<p style="text-align: center;">CHILD PROTECTION GUIDE</p>	<p>The Child Protection Guide is a web-based decision support tool collaboratively developed across both government and non-government sector. The guide aims to assist professionals to report their concerns to the appropriate statutory agency or refer children and their families to family support service.</p>

<p>WHAT YOU SHOULD KNOW</p>	<p>The Child Protection Guide has been designed to complement rather than replace a professional's critical thinking and does not preclude a professional from any course of action they believe is appropriate.</p> <p>The guide can be found on the Department of Children, Youth Justice and Multicultural Affairs website.</p> <p>Please note, when you first access the Child Protection Guide the following information will appear and should be actioned if relevant to the individual situation.</p> <p><i>Call '000' and ask for the appropriate service to respond to an emergency and/or seek immediate medical or mental health care, if:</i></p> <ul style="list-style-type: none"> • <i>child has a serious illness or injury requiring immediate medical attention.</i> • <i>A crime has just been or is about to be committed.</i> • <i>a child has just caused or is about to cause serious harm to self or others.</i> <p><i>When the situation is under control, proceed to using the CPG to guide your decision if required.</i></p> <p>All staff should be familiar with accessing the Child Protection Guide and the format of the decision report and recommendations which is provided after completing the online guide.</p>
<p>FURTHER SUPPORT SERVICES</p> <p>MENTAL HEALTH AND WELLBEING FOR CHILDREN</p>	<p>In supporting families and children in the community the following support services are available, should staff or families identify, that accessing further resources or providing support and the opportunity to connect with a service, be supportive for a family, child or young person in supporting mental health.</p> <p>Beyond Blue</p> <p>Beyond Blue provides information and support to help everyone in Australia to achieve their best possible mental health, whatever their age and wherever they live. Phone 1300 22 4636 (24 hours, 7 days).</p> <p>Kids Helpline</p> <p>Kids Helpline provides free, private and confidential phone and online counselling service for young people aged 5 to 25. Phone 1800 551 800 (24 hours, 7 days).</p> <p>Eheadspace</p> <p>Eheadspace provides free online and telephone support and counselling to young people aged 12 to 25 and their families and friends. Phone 1800 650 890. The website for Eheadspace includes Yarn Safe for Aboriginal and Torres Strait Islander young people – information and resources.</p>

RESPONDING TO AN INCIDENT AT THE ECEC SERVICE

WHAT YOU SHOULD DO

The Service is committed to supporting the safety and wellbeing of children at all times. A range of policies, procedures and staff training, including ongoing discussions and reflection on practice, supports this commitment.

Where a family or visitor (including students and volunteers) have concerns regarding an interaction or incident, which they observe or a child discloses to them, we encourage that this is reported to the Responsible Person or Nominated Supervisor of the Service as soon as possible. The raising of concerns will support the Service to review practices and support the safety and wellbeing of all children attending the Service.

The Child Protection Act 1999 defines harm to a child as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect, or by sexual abuse or exploitation.

When staff witness or receive a disclosure from a child/parent/visitor that an incident /alleged incident of child harm, abuse or neglect has occurred the following procedures should be undertaken.

If staff witness an incident, they will:

- Take immediate action to support the safety and wellbeing of the individual child, by directing the person to stop the action which may be causing harm, abuse or neglect.
- Where the incident is a child harming themselves or verbally threatening self-harm staff will take immediate action to support the safety and wellbeing of the child and access emergency services or other mental health support services as needed.
- Notify the Responsible Person of the incident.
- Reassure and support the child as needed.
- Follow direction from the Responsible Person/ Nominated Supervisor/ Approved Provider.
- Complete an Incident, Injury, Trauma and Illness Record and hand to the Nominated Supervisor/Responsible Person (if the incident is an interaction between two or more children, an IITI Record is completed for each child and only the child the IITI Record is being completed for is named on their IITI Record, the other child involved will be referred to on the IITI as 'another child' or 'a peer').
- Ensure all documentation and information is regarded confidential.
- Where an incident is between two or more children, staff will access resources and through discussions with the Responsible Person/ Nominated Supervisor/Approved Provider as relevant, in consideration if the interaction was developmentally age appropriate and support strategies to minimise the likelihood of the behaviour taking place at the Service.
- Where an incident is between two or more children, staff will advise families with sensitivity and understanding, as per notification of any other incident, injury, trauma or illness and maintain confidentiality of any child involved through not disclosing names or identifying information.

If staff receive a disclosure of an incident/alleged incident, they will:

- Take into account, and document what parents and children tell them and what they observe.
- Record observations and/or conversations accurately and objectively as soon as possible after the incident has occurred.
- Not assume an investigative role and record all observations factually without any editorial comment, suppositions, interpretations, or allegations.
- Consult immediately with the Nominated Supervisor/Responsible Person who will in turn immediately consult with the Approved Provider.
- Complete an Incident, Injury, Trauma and Illness Record and hand to the Nominated Supervisor/Responsible Person.
- Ensure all documentation and information is regarded confidential.

The Nominated Supervisor / Responsible Person will:

- Take immediate action if necessary to ensure the safety of the child at the Service.
- Request that all staff working with the group and if applicable, staff working with other groups in the same indoor or outdoor environment, where the incident/alleged incident occurred, to complete a record of their observation of the incident/alleged incident (staff may use the headings on the Incident, Injury, Trauma and Illness Record to support them in writing this if they choose to). Staff are to complete these independently and without consultation with other staff.
- Notify the Approved Provider.
- The Approved Provider will notify the Regulatory Authority and request guidance regarding further action.
- The Nominated Supervisor and staff are able to assist the Approved Provider with any further documentation required for submission to the Regulatory Authority.
- The Approved Provider and Nominated Supervisor will discuss strategies for informing families involved and management of staff where required.
- The Approved Provider and Nominated Supervisor will discuss debriefing and or counselling support as needed for children, families and/or staff.
- The Approved Provider will notify Lady Gowrie Qld as the Service CGB regarding the incident, action taken, and any further support required. Where the incident was required to be lodged with the Regulatory Authority through the NQA ITS portal, a copy of this lodgment should be provided by the Service to Lady Gowrie Qld.
- As referred to in the Lady Gowrie Community Kindergartens Grievance For Families Policy, for any complaint / grievance that raises concern regarding the wellbeing and safety of children, all staff should be supported to review and revisit their understanding of the key policies, procedures and support information as pertaining to the context of the complaint/grievance. The sharing of this information can be undertaken through a staff memo from the Nominated Supervisor/s or Approved Provider/Executive Committee.
- The Nominated Supervisor/Approved Provider will arrange for any further staff training including professional readings where this is identified to support the prevention of any further incidents.

RESPONDING TO SUSPECTED HARM OUTSIDE OF THE ECEC SERVICE

<p style="text-align: center;">MANDATORY REPORTING BY ECEC PROFESSIONALS</p>	<p>From 1 July 2017, Early Childhood Education and Care Professionals became mandated by law to report child safety concerns to the Department of Child Safety, Youth and Women (now known as Department of Children, Youth Justice and Multicultural Affairs) where there is a reasonable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and there is not a parent willing and able to protect the child from harm.</p> <p>The meaning of ‘may not be able and willing’ is important. A parent may be willing to protect their child, but not have capacity to do so (that is, they are ‘not able’). Alternatively, a parent may have the capacity and be able to protect their child, but may choose not to do so (that is, they are ‘not willing’). In many serious cases, the severity of the harm or risk of harm itself could be an indication that there may not be a parent able and willing to protect the child.</p> <p>It is the individual staff member to whom the abuse or neglect was disclosed to or who has the reasonable suspicion (that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and there is not a parent willing and able to protect the child from harm) that has the responsibility to ensure that the mandatory reporting is undertaken.</p> <p>The Gowrie QLD and the Kindergarten Service will at all times provide an environment which enables Staff to undertake this mandatory reporting requirement and the individual staff member is able to seek assistance from the Nominated Supervisor, Executive Committee as Approved Provider and Gowrie QLD staff in relation to undertaking the mandatory reporting.</p> <p>While the reporting of psychological, emotional abuse or neglect or any other type of abuse or neglect is not mandated, under their Duty of Care staff are encouraged to also report reasonable suspicion of this when there is not a parent willing and able to protect the child from harm.</p> <p>Staff in regular contact with children and their families are well placed to observe when children appear to be at risk of harm and can play an important role in protecting the safety and wellbeing of those children.</p> <p>The identity of Mandatory Reporters is protected.</p>
<p style="text-align: center;">WHAT YOU SHOULD DO</p>	<p>Staff responding to a disclosure or have reason to suspect that a child in Queensland is experiencing harm or is at risk of experiencing harm or being neglected will:</p> <ul style="list-style-type: none"> • Take into account, and document what parents and children tell them and what they see. • Record observations and/or conversations accurately and objectively as soon as possible after the incident has occurred/been disclosed. • Not assume an investigative role and record all observations factually without any editorial comment, suppositions, interpretations, or allegations.

- Consult immediately with the Nominated Supervisor/Responsible Person who will in turn immediately consult with the Approved Provider.
- Complete an Incident, Injury, Trauma and Illness Record and hand to the Nominated Supervisor/Responsible Person. This IITI is for Service records and is not required to be discussed with or signed by the child's parent/guardian.
- Ensure all documentation and information is regarded confidential.

The staff member or Nominated Supervisor / Responsible Person responding will:

In a life threatening situation:

- If the staff member or Nominated Supervisor/Responsible Person believes the child is in immediate danger or is in a life threatening situation, contact the Queensland Police Service immediately by calling Triple Zero (000).
- Notify the Approved Provider that this is being actioned.

Not an immediate life threatening situation:

- It is recommended where possible staff use the Child Protection Guide (this online guide will help you decide whether to report to Child Safety Services or refer to Family and Child Connect or another agency). The decision report, from using this online guide can be printed and filed at the Service as a record of the action advised.
- Review and action the recommendations of the report from using the Child Protection Guide. Please note that if the report does not recommend notifying Child Safety Services, a staff member can still use their professional judgement and undertake a notification where they feel this is required.

Reporting to Child Safety Services

- Notification can take place verbally over the phone or via online lodgment.
- During normal business hours contact the Regional Intake Service (9am to 5pm).
- After hours Child Safety After Hours Service Centre
1800 177 135

Online lodgment is via the online reporting form on the Department of Children, Youth Justice and Multicultural Affairs website.

Further Considerations

- Support will be provided to the staff engaged in responding to child harm/abuse/neglect and for the staff team as assessed by the Approved Provider.
- Protect the anonymity of staff whom are required under legislation to report their concerns.
- Be aware that Authorised Officers from Child Safety or Police Officers investigating the allegations may lawfully visit the Service or child's home and have the responsibility of informing at least one of the child's parents/guardians.
- If required, gain further support for staff engaged in responding to child harm and protection issues.
- Where possible, seek to consult with, and support parents/guardians throughout the process. The confidentiality of parents/guardians and families will be maintained at all times.

<p>CHILD SAFETY SERVICE CENTRES</p>	<p>Child Safety Service Centres are located in communities throughout Queensland. Child Safety Service Centres provide support and a range of services to children, young people, families and carers to ensure children's safety and wellbeing and to prevent children from being harmed.</p> <p>A Child Safety Service Centre is the contact point during business hours when:</p> <ul style="list-style-type: none"> • You have an enquiry or support need and are an existing client (you or your family currently have contact with a child safety officer working in the service centre). • As a member of the public, you would like to talk to a child safety officer as you have information about a child or young person in contact with the Child Safety Service Centre. • You are a carer of a child who is involved with the Child Safety Service Centre. <p>Department of Children, Youth Justice and Multicultural Affairs, Regional Intake Services are available Monday to Friday, 9 am to 5 pm. Staff should contact the Regional Intake Service for their community to report.</p> <p>Regional Intake Services:</p> <p>Brisbane and Moreton Bay :1300 682 254 Far North Queensland :1300 684 062 North Queensland :1300 706 147 South East (Logan, Gold Coast and Bayside) :1300 679 849 South West (Darling Downs) Toowoomba :1300 683 390 South West (West Moreton) Ipswich :1800 316 855 Sunshine Coast and Central Queensland :1300 703 762</p> <p>After Hours Service Centre – 1800 177 135</p>
<p>CONTACT FROM THE DEPARTMENT OF CHILDREN, YOUTH JUSTICE AND MULTICULTURAL AFFAIRS</p>	<p>In the instance contact is received from the Department of Children, Youth Justice and Multicultural Affairs staff should:</p> <ul style="list-style-type: none"> • Record the name of the Officer, date and time of the contact (staff may ask to return the call to the Officer if the program is in operation and a confidential call is not able to take place or to verify that the call is from the Department). • Answer the Officer's questions accurately and objectively. • Enquire if the family are aware of the contact with the Service, will be advised of this, or seek advice on how to respond if the family enquires with the Service. • Only share information regarding the call with other staff members who work directly with the child, where the information is relevant in supporting the ongoing welfare of the child during their time at the Service. • Advise the Responsible Person and Nominated Supervisor. • Staff may advise the Executive Committee as Approved Provider that information has been shared with the Department, only providing further information where this is necessary in supporting the ongoing welfare of the child during their time at the ECEC Service and that this information is kept confidential.

	<p>It is to be noted that under Section 17 of the Child Protection Act 1999 Officers from time to time may visit the Service and request to interview or meet with the child.</p> <p>17 Contact with children in school, child care centre, family day care etc.</p> <p>(1) This section applies if—</p> <ul style="list-style-type: none"> (a) an authorised officer or police officer is investigating an allegation of harm, or risk of harm, to a child; and (b) the officer reasonably believes— <ul style="list-style-type: none"> (i) it is in the child’s best interests that the officer has contact with the child before the child’s parents are told about the investigation; and (ii) the child’s parents knowing in advance about the proposed contact with the child is likely to adversely affect or otherwise prevent the proper and effective conduct of the investigation; and (c) the child is at a school, or place where child care is provided, when the officer is to have contact with the child; and (d) the officer has lawfully entered, and is lawfully remaining at, the school or place. <p>(2) The officer may have contact with the child for as long as the officer reasonably considers necessary for investigating the allegation.</p> <p>(3) Before exercising a power under subsection (2), the officer must notify the principal or other person in charge of the school or place of the intention to exercise the power. s 18 24 s 18 Child Protection Act 1999.</p> <p>(4) As soon as practicable after the officer has had contact with the child, the officer must tell at least 1 of the child’s parents that the officer has had contact with the child and the reasons for the contact.</p>
<p>CHILD AND YOUTH RISK MANAGEMENT STRATEGY</p>	<p>The Child and Youth Risk Management Strategy template is provided for Affiliated Services to assist them to meet their obligation under the Working with Children (Risk Management and Screening) Act, 2000 and the Working with Children (Risk Management and Screening) Regulations, 2020. This document supports Services to develop and implement risk management strategies to identify and minimise the risk of harm to children and young people in their service environment.</p> <p>It is the responsibility of the Executive Committee Members as Approved Provider to adjust the template, to reflect the context of the Service.</p> <p>All Executive Committee Members and staff should be aware of where this completed document is located and the implementation of it for the Service.</p> <p>This document includes the Statement of Commitment of the Kindergarten Service to the safety and wellbeing of children and the protection of children from harm.</p> <p>For Services owned and/or operated by Lady Gowrie Qld a copy of the Lady Gowrie Qld Child and Youth Risk Management Strategy is available for families and staff reference at each Service.</p>