

7.3 Child Protection Policy

Policy number: 7.3
Date last reviewed: July 2024
Reviewed by: Child Care Team

This policy relates to	
National Quality Standards	2.2.3 Child Protection-Management, Educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse and neglect
Policies	Child and Youth Risk Management Strategy
Resources	Queensland Child Protection Legislation Amendments to the <i>Child Protection Act 1999</i> National Principles for Child Safe Organisations Keeping our Kids Safe Cultural safety and the National principles for child safe organisations.

Purpose

Beaucare Child Care Services are committed to ensuring the safety and wellbeing of children at all times. Our Service Philosophy and practices will promote a child safe culture in all areas of the service and community. Organisational aims and objectives will include risk management strategies that promote children’s wellbeing and protects children and young people from harm.

The National Child Safe Standards provides a framework for creating child safe organisations and are designed to drive cultural change and to create, maintain and improve child safe practices. When organisations apply the Standards, they build a culture where abuse of children is prevented, responded to and reported.

Statement of Commitment

Beaucare Child Care Services is committed to maintaining a child safe environment by demonstrating Child Safe Standards through policies, procedures, practices and governance throughout all levels of the organisation.

THE NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS – 10 Child Safe Standards

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld, and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

9. Implementation of the National Child Safe Principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Policy

Beaucare Child Care Services staff, Educators and anyone engaged by the service will have a duty of care to protect the safety and wellbeing of the children using the service.

Beaucare Child Care Services are entrusted to ensure that the people who care for children act in the best interest of the child and take all reasonable steps to ensure the child's safety

Family Day Care & In Home Care educators are mandated by law to report child safety concerns to the department, 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 able and willing to protect the child from harm.

Family Day Care & In Home Care educators are mandatory reporters under the Child Protection Act and will ensure the safety of children and their protection from harm while in care. Educators are responsible for recognising indicators of abuse and responding effectively if issues arise.

The Approved Provider must ensure that all educators and staff at the service who work with children are aware of the current child protection law in the service's jurisdiction and understand their obligations under that law.

This policy has been developed with regards to reporting child safety concerns and referring families to support services and aims to assist Educators and staff to:

- Understand their role and responsibilities in ensuring vulnerable children are protected and families supported.
- Make confident and informed decisions about referring or reporting concerns about a child's safety or wellbeing.
- Understand the legislative provisions for sharing information about a child and their family.
- Make confident decisions about whether to refer families to Family and Child Connect or support services, or report to Child Safety.

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. It is also a criminal offence to emotionally, physically, mentally or sexually harm a child.

Harm, as defined by the Child Protection Act 1999, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is irrelevant how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect, or sexual abuse or exploitation. Harm can be caused by a single act, omission or circumstance, or a series or combination of acts, omissions or circumstances. Harm may be categorised in the following types:

- physical abuse, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication
- emotional or psychological abuse, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement, witnessing family violence
- neglect for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school, and
- sexual abuse or exploitation, for example, sexual jokes or touching, exposing children to sexual acts or pornography or having sexual intercourse with a child or young person under 16 years of age (even if the child appears to have consented)

Procedures

Practices for Protecting Children and Supporting Families

- The service staff, volunteers, students, Educators, Educator family members, household occupants and regular adult visitors to a family day care residence or venue must comply with legal requirements to hold a current Blue Card under the Working with Children (Risk Management and Screening) Act 2000, prior to working with Beucare.
- Persons with an existing working with children blue card will be linked to Beucare to ensure that Beucare is notified of changes to status. Cancellations of blue card links to Beucare occur when the person leaves the service. Regular visitors are not allowed to attend the Family Day care residence or venue on a regular basis until a current positive blue card confirmation has been received by Beucare.
- Notifications of a negative blue card for an existing educator or adult occupant will result in immediate suspension of service or adult occupant to no longer reside at the service and providing a statutory declaration including new address of residence.
- Educators must complete child protection training as part of their induction. Educators are expected to refresh their child protection training every 18 months.
- Educators must remain alert to the risk indicators of child abuse and grooming and raise all concerns, issues, and problems with the Coordination unit as soon as possible. (See reporting procedures as outlined below).

Identifying Child Safety Concerns

Beucare understands the complexity surrounding the disclosure of sensitive information and the potential impact that this may have on Educators, staff, children, volunteers, and families.

Child abuse can be a single incident or can be several different incidents that take place over time.

All Early Childhood Education and Care (ECEC) professionals are mandated by law to report child safety concerns to the Department of Child Safety, 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.

Types of abuse (actions/behaviours by the perpetrator)

Physical abuse <ul style="list-style-type: none"> • Hitting • Shaking • Burning/scalding Biting • Causing bruise or fractures by excessive discipline • Poisoning • Giving children alcohol, illegal drugs or inappropriate medication • Domestic and family violence 	Psychological or Emotional abuse <ul style="list-style-type: none"> • Scapegoating • Persistent rejection or hostility • Constant yelling, insults or criticism Cultural affronts • Teasing/bullying • Domestic and family violence
Neglect <ul style="list-style-type: none"> • Not giving a child sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care and adequate 	Sexual abuse or exploitation <ul style="list-style-type: none"> • Kissing or holding a child in a sexual manner • Exposing a sexual body part to a child

supervision <ul style="list-style-type: none"> • Leaving children unattended • Children missing school 	<ul style="list-style-type: none"> • Exposing children to sexual acts or pornography • Making obscene phone calls or remarks to a child • Having sexual relations with a child or young person under 16 years of age
--------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Resulting harm (impact experienced by the child)

Physical (Refers to the body) <ul style="list-style-type: none"> • Bruising • Fractures • Internal injuries • Burns
Psychological (Refers to the mind and cognitive processes) <ul style="list-style-type: none"> • Learning and developmental delays • Impaired self-image
Emotional (Refers to the ability to express emotions) <ul style="list-style-type: none"> • Depression • Hypervigilance • Poor self esteem • Self-harm • Fear/anxiety

Some general indicators of child abuse include:

- Showing wariness and distrust of adults
- Rocking, sucking or biting excessively
- Bedwetting or soiling
- Demanding or aggressive behaviour
- Sleeping difficulties, often being tired and falling asleep
- Low self-esteem
- Difficulty relating to adults and peers
- Abusing alcohol or drugs
- Being seemingly accident prone
- Having broken bones or unexplained bruising, burns or welts in different stages of healing
- Being unable to explain an injury, or providing explanations that are inconsistent, vague or unbelievable
- Feeling suicidal or attempting suicide
- Having difficulty concentrating
- Being withdrawn or overly obedient
- Being reluctant to go home
- Creating stories, poems or artwork about abuse

Some general indicators of neglect include:

- Malnutrition, begging, stealing or hoarding food
- Poor hygiene, matted hair, dirty skin or body odour
- Unattended physical or medical problems
- Comments from a child that no one is home to provide care
- Being constantly tired
- Frequent lateness or absence from school
- Inappropriate clothing, especially inadequate clothing in winter
- Frequent illness, infections or sores
- Being left unsupervised for long periods.

- Educator’s training may include strategies for teaching children about protective behaviours that could be

incorporated into each child's learning environment.

- The Educator's own family and any other adult regularly visiting the Educator's home are required to become familiar with this *Child Protection - Protecting Children and Supporting Families Policy*.
- The rights and dignity of all children are respected by Educators, their family members and visitors to their home.
- Children's behaviour is guided positively and respectfully.
- If an Educator suspects harm to a child in their care, they are to refer to the *Process For Child Safety Concerns Policy*.
- Educators must conduct themselves in a manner consistent with the position of a positive role model to children.
- Ensure that parent/ guardian permission is obtained in relation to any photos or videos being taken of children, even if they are only being taken for the purposes of meeting the regulatory programming requirements

How to determine if there is significant harm

Section 13C of the Child Protection Act 1999 provides guidance when forming a reasonable suspicion about whether a child has suffered significant harm, is suffering significant harm, or is at an unacceptable risk of suffering significant harm. The matters that a person may consider include:

- Whether there are detrimental effects on the child's body or the child's psychological or emotional state:
 - That are evident to the person, or
 - That the person considers are likely to become evident in the future, and
- In relation to any detrimental effects to the child the reporter may consider:
 - Their nature and severity, and
 - The likelihood that they will continue, and
 - The child's age.
- The person's consideration may be informed by an observation of the child, other knowledge about the child or any other relevant knowledge, training or experience that the person may have.

How to determine if there is a parent able and willing to protect the child

A parent may be willing to protect a child, but not have capacity to do so and therefore they are not considered 'able'. This may include parents suffering from a severe mental health condition or physical illness/injury.

Alternatively, a parent may have the capacity to protect a child (i.e. they may be able) but may choose not to do so (i.e. they are not willing). This may include a parent continuing a relationship with a person who is sexually abusing their child.

In some circumstances, a parent may be both not able and not willing to protect the child from harm.

In some cases, the circumstances in which the harm occurred will be so serious that it can be presumed there is no parent able or willing to protect the child.

If there is at least one parent both 'able' and 'willing' to protect the child, the child is considered to not be in 'need of protection'.

What is a Disclosure of harm?

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen to a child. It is important to act quickly and in the best interests of the child after a disclosure of harm is received, irrespective of the alleged source of harm.

Many of the ways children disclose abuse are indirect or accidental. Children sometimes attempt to alert adults they trust to the fact they are being, or have been abused, by changing their behaviour or by making ambiguous verbal statements for example, a child might suddenly refuse to attend the house of a previously loved relative or could begin saying and doing sexual things that are inappropriate for their age. Older children may indirectly attempt to disclose or cope with their abuse through risk-taking behaviours such as self-harming, suicidal behaviour and disordered eating

What is a 'suspicion' of harm?

A suspicion of harm is when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm.

A child who has been, or may be experiencing, abuse may show behavioural, emotional or physical signs of stress and abuse.

There may also be other circumstances where there is concern for a child's welfare, but it does not reach the threshold to be considered a disclosure or suspicion of harm.

You have a duty of care to follow up any suspicions of harm or potential risk of harm to children in your care. You can do this by observing and recording the actions of children who might be at risk and reporting your concerns in accordance with this policy and procedure.

You can suspect harm if:

- a child tells you they have been harmed
- someone else, for example another child, a parent, or an employee, tells you that harm has occurred or is likely to occur
- a child tells you they know someone who has been harmed (it is possible that they may be referring to themselves)
- you are concerned at significant changes in the behaviour of a child, or the presence of new unexplained and suspicious injuries, or
- you see the harm happening

Receiving a disclosure of harm and reporting guidelines for disclosures or suspicions of harm

Beaucare Child Care Services will not conduct its own enquiries in relation to disclosures or suspicions of harm or try to come to an agreement between the parties involved.

Where a child makes a disclosure, where you're concerned about the safety and well-being of a child or where anyone else raises a concern about the safety and wellbeing of a child in your care, follow the *Process for Reporting Child Safety Concerns* (below) and the Online Child Protection Guide (developed by the Department of Child Safety, Seniors and Disability Services) to determine which action you need to take.

Where possible the Online Child Protection Guide should be completed with the Manager of Beaucare Child Care Services.

In the event a child reports or discloses an incident of 'harm' to themselves or to another person it is important that you:

Remain calm and listen attentively, actively and non-judgementally and be aware of your own emotions. Ensure there is a private place to talk (if possible).

Listen to the child/young person. Encourage them to talk in their own words and ensure just enough open-ended questions are asked to act protectively (e.g. 'Can you tell me what happened'...or 'Can you tell me more about that').

Never ask leading questions – e.g. 'did x touch you?'; 'tell me what happened?'; 'what happened then?'; 'tell me about that?' Don't pressure them to respond. Questions that are leading or unnecessary can distress the child/young person and could compromise any investigation

Let them tell you in their own words. Don't correct their words.

Reassure the child/young person that they have done nothing wrong by talking to you.

Promise to do something, but **DO NOT** promise to keep the information a secret.

Explain that you need to speak to someone else who can help them.

Document the conversation clearly and accurately, including a detailed description of:

- the relevant dates, times, locations and who was present
- exactly what the person disclosing said, using "I said," "they said," statements
- the questions you asked
- any comments you made, and
- your actions following the disclosure

DO Not attempt to investigate or mediate an outcome

If an Educator suspects or is made aware that a child may be or is suffering significant sexual or physical abuse the following action should be taken:

- Document what is observed about the child, or what the child says. Make objective notes about the circumstances: 'Who', 'When', 'What', or 'Where' are sufficient.
- Contact the service to determine what action to take.
- If it is clearly a mandatory reporting incident, you can make the report directly to Child Safety, or seek the support of the Coordination Unit to help you make the report or make the report on your behalf and the service. As a mandatory reporter you must ensure the matter is reported

The Coordination Unit will inform the Family Day Care Manager (or Nominated Supervisor).

- The Nominated Supervisor will notify the Approved Provider in regard to any Mandatory Reported matters.
- The Educator and the Nominated Supervisor will communicate regarding any relevant information.
- A determination will be made (*see Informing parent/carers below*) regarding informing the parent/guardian of the child concerned.
- The service will ensure that support is provided to the Educator. The Educator and service as far as appropriate, will be kept informed considering privacy and confidentiality and any impact of delivery to the service.
- Parents/guardians are encouraged to advise the Educator of any injury sustained by their child upon arrival into care. Educators should record information if necessary.

Informing parent / carers

There is no obligation to inform parents/carers that a report regarding their child has been made to Child Safety and the details of the person making the notification will be kept completely confidential.

ONLY if safe to do so, the Family Day Care Manager (Nominated Supervisor) will discuss the behaviour and/or your concerns with the parent or caregiver. If this could place the child at increased risk, then having this discussion is not appropriate.

When making a decision about whether to speak to a family about child safety concerns the following circumstances will be considered:

- Is the parent/carer able and willing to protect the child?
- Will communicating with the child's family place the child or staff at increased risk?
- Will communicating with the child's family result in the child ceasing care at your service potentially increasing risk to the child?
- Are the parents/carers aware the child is being harmed?
- Is the child's parent/carer responsible for the child being harmed?
- Will communicating with the child's family allow better support networks to be available for both the family and the child?
- Will cultural or communication barriers impact on the parent/carer understanding the concerns you have?

Child in immediate harm

Where there are serious concerns for the child's immediate safety, we will immediately contact the Queensland Police Service on 000 followed by Child Safety.

Making a report to child safety

Where there is 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 able and willing to protect the child from harm, we will report to Child Safety within 24 hours forming the reasonable suspicion.

Our options to report to Child Safety are:

- Phone a Regional Intake Service (RIS) to talk to a Child Safety Officer.

- Complete the on-line reporting form.

A copy of the Child Protection Notification will be placed in the child's file and the Educator will be made confidentially aware that the notification has been made.

Child Safety online reporting form:

- The online reporting form is located here:
[Child Safety Reports - \(communities.qld.gov.au\)](http://communities.qld.gov.au)
- Reporters are asked a series of questions relating to their concerns and the incident/s.
- Questions are also asked relating to the child's appearance, presentation and behaviour.

This form can be used to track concerns if a decision to **not submit** has been made. It can be used to form a record and can provide evidence, or a picture over time of a pattern of behaviour if the concern at the time does not substantiate further action. Sometimes we need to monitor a situation, is it situational? Or is there a real issue which may become more clear over a longer period of time?

Confidentiality and protection from liability

Under Section 22 of the Child Protection Act 1999, a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics; providing they act honestly and in good faith, even if the notification is not substantiated.

Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.

Referring to Family and Child Connect (FaCC)

FACC's provide information and advice to people seeking assistance for children and families where there are concerns about their wellbeing. Refer to the ***Guidelines for Reporting Child Safety concerns*** below.

Before sharing any information about a child or family with Family and Child Connect, the family's consent must be sought. You do not need written consent to share information however, it is advisable to document any conversation concerning consent for your own records.

When contacting Family and Child Connect they will make decisions and inform you if the concern is of a nature that needs to be reported to Child Safety and you will then follow the steps for reporting to Child Safety.

Other community support options:

Even when you may not have worries about child abuse or neglect, families may ask you for information about community services for them to access or families may find a community service helpful for a range of issues.

Ask Izzy (formerly Oneplace) Community Services Directory is an easily accessible directory of Community Services to help Queensland families to get the right service at the right time. Become familiar with this website and the services available to families in your local community - [Ask Izzy](#)

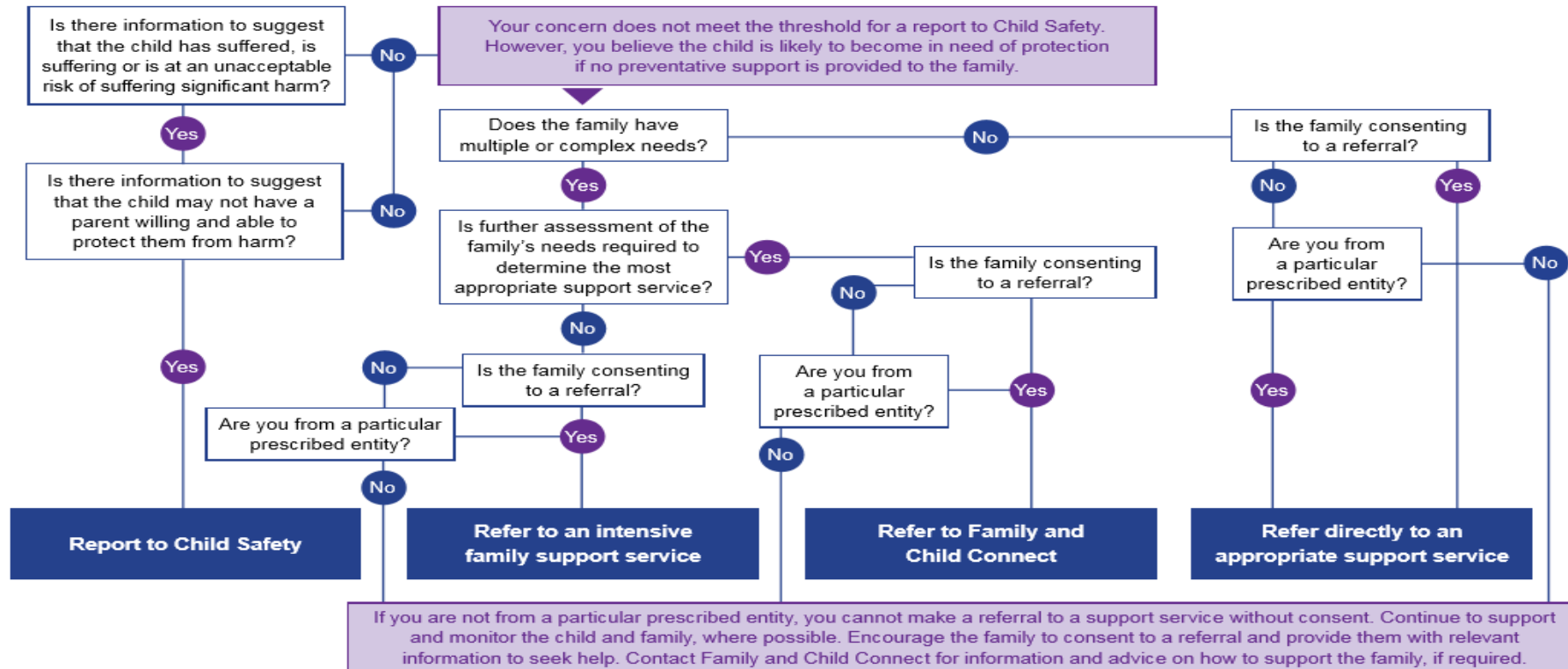
Reporting Guide for Child Safety Concerns

Step 1 – Determine who to notify

There are now a number of different pathways for referring or reporting concerns, depending on the seriousness of your concerns and the complexity of the situation. Either refer to the [Pathways for Reporting and Referring Concerns flow chart](#) which summarises the circumstances for deciding which pathway to follow, OR, use the online [Child Protection Guide](#), to help you decide whether to report to Child Safety or refer to Family and Child Connect. (For detailed procedures, cultural notes and a complete glossary refer to the [Child Protection Guide Procedures Manual](#).)

Flow Chart – Pathways for Reporting and Referring Concerns

Pathways for reporting and referring concerns



Step 2 – Report or Refer your concerns

Report to Child Safety

If you have formed a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and the child does not have a parent willing and able to protect them from harm.

Brisbane: 1300 682 254
South East Queensland: 1300 679 849
South West Queensland: 1300 683 390
North Coast: 1300 703 921

**Child Safety After Hours
Service Centre:** 1800 177 135 or 3235 9999

OR

Refer to Family and Child Connect

If you are concerned about a child, but you do not believe your concern meets the threshold for reporting to Child Safety, refer the child's family to Family and Child Connect. The family must give their consent to be referred for help.

Call: 13FAMILY or 13 32 64

Notify the service

Where the disclosure indicates that harm may have occurred to a child while in the care of a child care service, the allegation must be reported to the Manager who will report to the Regulatory Authority, Queensland Government Department of Education Early Childhood Education and Care (refer to Allegation of Harm to Child in Child Care and follow the procedure for [Actioning Concerns, Allegations or Disclosure of Harm to Children flow chart](#))

Process following a Referral or Report

If you would like further information about the process following your referral or report, you can discuss this with Family and Child Connect or the support service.

For more information about the Child Safety process following a report, please contact the local child safety service centre or visit www.communities.qld.gov.au/childsafety

You may also discuss any queries with your line manager, a child protection specialist in your agency or with Family and Child Connect on 13FAMILY

Where the harm is alleged to have occurred to a child or young person in the care of a childcare service

(1) *Where the disclosure indicates that harm may have occurred to a child while in the care of a child care service, the allegation must be reported to the Manager.*

- The allegation of harm will be reported as per the procedures within this Child Protection Policy (*refer to the [Pathways for Reporting and Referring Concerns flow chart](#) or use the online [Child Protection Guide](#) to help you decide whether to report to Child Safety or refer to Family and Child Connect*) as well as reported to the Office for Early Childhood Education and Care (*refer to [Actioning Concerns, Allegations or Disclosure of Harm to Children flow chart](#)*). Considerations will include:
 - The risk (or perceived risk) of abuse to the child/children who is/are the subject of the alleged abuse and the risk of other children being cared for in the service.
 - Any advice from, or requests made by, The Office for Early Childhood Education and Care, Child Safety and or the police which may facilitate the investigation of the alleged abuse.
 - What contact the service's service provider or staff should have with the family of the child/children who is/are the subject of the report of alleged abuse and with families of other children who are currently, or have been previously, cared for by the educator.
 - What supportive counselling and other assistance could be offered to families requesting it;
 - Any other issues considered relevant.

A decision on the immediate risk to children in care will be made:

(2) *An immediate risk to children in care is determined and care must cease*

In this case, the educator will be contacted to relinquish care and parents of the children in care will be contacted and asked to arrange other care, effective immediately or seek alternate care within the service.

Depending on the decision the specific nature of the allegation may or may not be able to be shared with the educator. Unless otherwise specified by the police, the confidentiality of the allegation will be protected in all discussions with parents. Regardless of inconvenience to families and implications for educators in these situations, the safety of children in the care of the service will always remain the paramount consideration. Outcomes and management plans will be advised to the Office of Early Childhood Education and Care. Or for In Home Child Care a serious incident form would be completed and emailed to inhomecare@educationgov.au Blue card services are to be contacted due to concerns of the person having a blue card. **32116999. Police (CPIU) child protection investigation unit to be contacted.**

(3) *No immediate risk to children is determined and care may continue*

If there is not seen to be an immediate risk to children while the investigation is occurring this will be documented, and a management plan completed. This plan may include increased monitoring by coordinators.

The outcome and any strategies will be advised to the Office of Early Childhood Education and Care. The educator will be advised as soon as possible after the. Throughout the process confidentiality will be maintained by the service. Only essential staff will be involved in the issue. Reporting within Beaucare will protect the identity of the parties involved.

Decisions made will be reviewed if any new information emerged during the investigation that would affect the well-being or safety of children.

Outcome When the investigation into the allegation has been completed, discussion will be held to examine the level of ongoing risk to children and may result in:

- Termination of the service contract with the educator; or
- Lifting of the suspension and retention of the educator with conditions imposed; or
- Lifting the suspension and retention of the educator (with or without conditions), with increased monitoring by coordinators; or
- Lifting the suspension with no extra monitoring or conditions.

When making this decision, the service provider would need to consider:

- Whether the information collected indicates that there are ongoing risks to the safety of children in care. This will be the primary consideration; and
- Whether there are other appropriate options available for addressing any of the issues that emerged during the investigation.

If the educator's agreement with the service provider is terminated or conditions are imposed, the service provider will inform the educator of the decision.

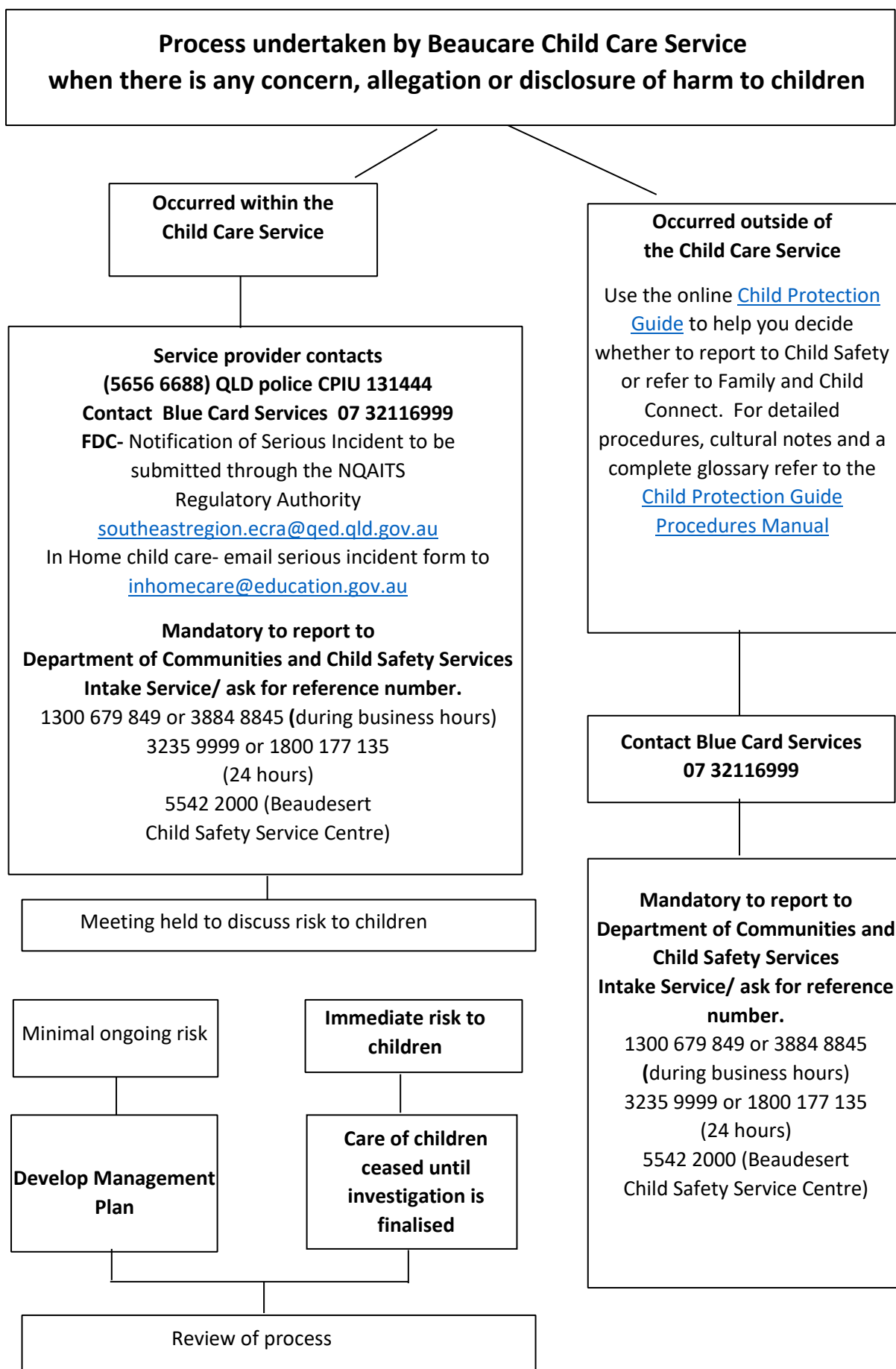
Service provider processes will include a debriefing and review for those openly involved in the procedures. Although the issue may be concluded, confidentiality provisions will still apply and may prevent some party's involvement in the review process. Service provider policies and practices may need to be amended if they are proved to be inconsistent with the requirements of the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations and the Child Protection Act 1999 or could be improved.

Educator Protection Procedures

Educators are required to keep up to date with current child protection law. This is maintained by participating in child protection training every 2 years. Educators' family members are provided with child protection information and are encouraged to remain familiar with child protection information.

Educators are encouraged to follow the procedures to protect themselves and their families from unfounded allegations and to ensure that children are protected from harm:

- Educators are advised to always record any unusual marks on any of the children or comments made by children in care that cause concern. Educators are required to contact a coordinator if they feel uncomfortable about any situation (such as repetitive bruising) or if a parent and child have a different account of how an injury occurred.
- Educators should follow service provider procedures in the case of incidents and injuries to children in care, including notifying the service provider verbally and completing documentation.
- Educators are reminded of their legal obligation to always maintain duty of care and always be actively supervising children. The best way to prevent allegations and incidents occurring is through consistent, active supervision.
- It is not recommended practice to allow children to enter family bedrooms/rooms with older children or leave children alone with family members. Situations like this can give rise to allegations of improper practice by family members. Protective measures for family members and visitors include ensuring that there is always a witness to their interactions with children.
- Actively ensure that children only have access to DVD's, technology, television or books that are age-appropriate and discussed with parents. This is particularly relevant if providing evening or overnight care. Internet use should be physically monitored and should only occur with parent's permission.
- Ensure that children's privacy is respected, and individual needs accommodated when toileting, showering or changing clothes. Show respect for children by seeking their permission before checking of nappies and changing or bathing children.
- Model the use of correct terms for body parts and encourage children to refer to their body using correct terms. Discuss and encourage understanding by families that this is a recommended practice by Child Safety authorities. Offer to share service provider resources (books) with families.



Relevant Legislation

Queensland Child Protection Legislation
Amendments to the *Child Protection Act 1999*
Education and Care Services National Law Act 2010
Section 167 Offence relating to protection of children from harm and hazards
Education and Care Services National Regulations 2011
84 Awareness of child protection
143A Minimum requirements for a family day care educator
143B Ongoing management of family day care educators
157 Access for parents
163 Residents at family day care residence and family day care educator assistants to be fit and proper persons
164 Requirement for notice of new persons at residence
165 Record of visitors
166 Children not to be alone with visitors
168 Education and care service must have policies and procedures
169 Additional policies and procedures—family day care service
170 Policies and procedures to be followed
171 Policies and procedures to be kept available
172 Notification of change to policies or procedures
174 Time to notify certain circumstances to Regulatory Authority
181 Confidentiality of records kept by approved provider
182 Confidentiality of records kept by family day care educator
183 Storage of records and other documents
Protection from harm and hazards

Key Resources

National Principles for Child Safe Organisations
Keeping our Kids Safe Cultural safety and the National principles for child safe organisations.
QLD Government: Department of Child Safety, Seniors and Disability Services
<https://www.dcssds.qld.gov.au/>
Family and Child Connect
<https://www.familychildconnect.org.au/>
Daniel Morcombe Foundation
<https://danielmorcombe.com.au/keeping-kids-safe-resources/>
Child Safe Organisations
<https://childsafesafe.humanrights.gov.au/>
Family Day Care Australia
<https://www.familydaycare.com.au>
[Responding to children and young people’s disclosures of abuse | Australian Institute of Family Studies \(aifs.gov.au\)](#)
[Child and youth risk management strategies | Your rights, crime and the law | Queensland Government](#)
[Implementation in Queensland | Queensland Family and Child Commission](#)
[Child Safe Organisations | Queensland Family and Child Commission](#)

[Child Safe Standards | Queensland Family and Child Commission](#)



[Child protection requirements](#)

Related Policies

[Appendix H Safe Work Practice](#)

[Appendix I Child Protection](#)