

# CHILD PROTECTION POLICY



Quality Area 2: Children's health and safety

## CHILD PROTECTION POLICY AND PROCEDURES

The main objective of the Child Protection policy is ensuring the safety of all children in our care. Woodlupine Family Centre strongly opposes any type of abuse against a child and endorses high quality practices in relation to protecting children. All educators and staff attend compulsory Child Protection training every 18 months that keeps them informed of their current responsibilities as Mandatory Reporters.

The security and safety of children is a prime consideration at all times. If there are any indicators of abuse or neglect, processes will be followed that protect children's rights. We will handle any allegation of harm to children in a confidential manner. Support services and referrals will be offered to families and educators where confidentiality provisions do not prevent this from occurring.

**The safety and protection of children in our care is our priority.**

To ensure this occurs our Educators will:

- The Woodlupine Family Centre will follow the guidelines of the National Framework "Protecting Children is Everyone's Business"
- Staff are to familiarise themselves with the details of the Framework [https://www.coag.gov.au/sites/default/files/child\\_protection\\_framework.pdf](https://www.coag.gov.au/sites/default/files/child_protection_framework.pdf)
- Australian Institute of Family Studies contains information about the various States and the respective legislation <https://www3.aifs.gov.au/cfca/node/9636> This website outlines the responsibility of a mandatory reporter, the guidelines of reporting, what is the reporting on the two levels of significant risk threshold and the support lines that are available.
- All staff under-go a "Working with Children Check" and employment will be subject to a "Clear Check". This is applicable for all paid staff and management.
- Filling a position urgently, make it clear to him or her that employment is conditional upon the outcome of the Check. Modify the work requirements of the new employee until the Check is completed, for example by limiting duties or providing additional supervision
- Act responsibly as mandatory reporters with no limitation in responsibility due to qualifications.
- Never be left in sole custody of the children
- Educators are also advised to be mindful of their duty of care and responsibility of children in their care, and that other staff members are in visual sight when children are in their care.
- Educators should also tell another staff member when they are leaving an area to change a nappy or take a child to the toilet.
- Act as advocates for children's rights
- Educators will ensure that a child with protection needs are supported within our care environment and will work with child protection professionals to develop a plan for care and development
- Ensure that all children are treated with respect
- Supervise all children
- Work in accordance with the guidelines defined under the Children & Young Persons (Care and Protection Act) 1998
- Work towards gaining each child's respect and building rapport with all children
- Actively listen to children
- Educate and encourage children to tell someone they trust if someone does something they don't like
- The staff at the Service support the families with children with specific protection needs through care, observations and programming

Child Protection Policy

Policy Number: QA2-004

Date Reviewed: Sept 2016

Reviewed By: M. Committee

Woodlupine Family Centre 3 year old Kindy, 88 Hale Road Forrestfield WA 6058

Page 1 of 3

Please note that hard copies are uncontrolled documents and may not be current. Check with Centre for current policies.

# CHILD PROTECTION POLICY



Staff responding to harm will:

- 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.
- Not assume an investigative role and record all observations factually without any editorial comment, suppositions, interpretations, or allegations.
- Consult immediately with the Director who will in turn immediately consult with the nominee.
- Complete a 'Reporting of Harm Form' and hand over to Nominated Supervisor
- All documentation and information is to be regarded confidential.

The Nominated Supervisor Responding to harm will:

- Inform the nominee if there is an immediate risk to the child, and take action to ensure the safety of the child.
- Seek to gain support for staff engaged in responding to child abuse.
- Report suspected child harm to the appropriate statutory authorities if abuse of any kind is suspected with written evidence of reasons for suspecting.
- DOCS Helpline 133 627 (mandatory reporters line)
- DOCS general public number: 132 111
- Protect the anonymity of staff whom are obliged to report their concerns
- Be aware that authorised Children Services Officers or police officers investigating the allegations may lawfully visit the Centre or child's home, and has the responsibility of informing at least one of the child's parents.
- Seek to gain support for staff engaged in responding to child harm and protection issues.
- Where possible, seek to consult with, and support parents throughout the process. The confidentiality of parents and families will be maintained at all times.
- Staff members are encouraged to keep their professional and personal lives separate, baby-sitting is not permitted so Educators are not compromised as mandatory reporters and to protect themselves from suspicion of abuse.

Risk of Harm is defined as:

- a) The child's or young person's basic physical or psychological needs are not being met or are at risk of not being met.
- b) The parents or other caregivers have not arranged and are unable to or unwilling to arrange for the child or young person to receive necessary medical care.
- c) The child or young person has been, or is at risk of being, physically or sexually abused or ill-treated
- d) The child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm
- e) Parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm

This policy was made with consideration to Education Department, Australian Institute of Family Studies, Keep Them Safe, The Working With Children Check, Children & Young Persons (Care and Protection Act) 1998, National Quality Standard, Education and Care Services National Regulation

# CHILD PROTECTION POLICY



## EMERGENCY CONTACT NUMBERS

- Department for Local Government and Communities  
[www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au) 6551 8700
- Department for Child Protection  
[www.dcp.wa.gov.au](http://www.dcp.wa.gov.au) 9222 2555
- Health Direct - [www.healthdirect.gov.au](http://www.healthdirect.gov.au)
- Princess Margaret Hospital for Children (PMH)  
[www.pmh.health.wa.gov.au](http://www.pmh.health.wa.gov.au) 9340 8222
- Professional Support Coordinator WA: Child Australia  
[www.childaustralia.org.au](http://www.childaustralia.org.au) 9270 6666
- WA Police – [www.police.wa.gov.au](http://www.police.wa.gov.au) 000 or 131 444  
Forrestfield Police Station 9359 1033
- Kids Helpline 1800 55 1800
- Parenting Line 9272 1466 / 1800 654 432
- Women's Information Service 9264 1900 / 1800 199 174
- Police Child Abuse Investigation 9492 5444 / 9222 1322