

Acorn Child Care Centres Policies and Procedures



Child Protection and Risk Management

Background

Child abuse and neglect consist of an act of commission or omission that endangers or impairs a child's physical or emotional health and development.

Given the high number of children in early childhood education and care services, it is highly likely that staff will encounter a child they suspect has experienced harm or neglect. It is also possible that staff may encounter a child they suspect has been harmed by a person at the Service.

In Queensland, legislation requires staff to report suspected harm to a child by a person in the Service. While staff are not mandated to report suspected harm to children that occurs to the child while the child is not at the Service, they are encouraged to uphold the wellbeing and safety of children at all times by seeking immediate support from appropriate staff within the Service and/or from the Department of Child Safety/Police.

Policy statement

The Service seeks to create a safe and supportive environment for the children who attend the Service and for their families. To this end, the Service ensures that processes are in place to identify harm or suspected harm to a child and that the Service's response is lawful, professional and immediate. The Policy is informed by the Commission for Children and Young People and Child Guardian's *Child and Youth Risk Management Strategy Tool (n.d.)*.

Strategies and practices

- The Service is committed to providing a safe and supportive environment for children where adults treat them with understanding, dignity and respect at all times, and listen to their concerns. The Service's Statement of Commitment is displayed in the foyer. QA 4.2.1, 5.2.3
- The Service has developed and implemented its own Safeguarding Children and Young People Policy for interactions with children. The Code applies to staff, educators, students, volunteers and visitors to the Service, and each is given a copy of the Code. QA 2.3.4
- This Policy is explained to all staff, educators, students and volunteers before they commence at the Service. At that time, they are given the opportunity to ask any questions needed to clarify their understanding. They are then asked to sign the Safeguarding Children and Young People Policy. The original signed is kept on the staff file and a signed copy is returned to the staff member. QA 2.3.4, 7.1.2
- Child protection and child safety information is displayed on notice boards, and brochures are made available to parents, staff and other interested parties. QA 2.3.4
- The Service has clear procedures for recruiting, selecting and screening suitably qualified and experienced staff. No one commences at the Service without producing a current Blue Card or evidence that an application for the card is currently being processed. Staff who have not applied through the Service, but through another organisation, must complete an Authorisation to Confirm a Valid Card/Application. The Nominated Supervisor maintains a

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Staff Summary Sheet which clearly indicates the expiry dates of Blue Cards for all staff members. Staff are informed that it is an offence not to notify the Service of any change in the criminal history or police information they have previously provided to the Commission for Children and Young People and Child Guardian in obtaining their card. QA 4.2.1, 7.1.5, 7.3.2

- The Nominated Supervisor interviews all students and volunteers before agreeing to their placement at the Service, and records their Blue Card details. Students and volunteers are informed that it is an offence not to notify the Service of any change in the criminal history or police information they have previously provided to the Commission for Children and Young People and Child Guardian in obtaining their card. QA 2.3.4, 7.1.2, 7.1.5
- The Service provides educators with ongoing professional development in child protection, and the topic is regularly discussed in team meetings. Each year, Child Safety Officers from the Department of Communities (Child Safety Services) and/or Police Officers are invited to speak at team meetings on issues relating to child protection. Information provided includes Abuse – Types and Indicators. Training needs are documented in a Training and Study Record – Educator, and monitored. QA 2.3.4, 7.2.2
- Any suspicion of harm to a child occurring at the Service is to be immediately reported to the Nominated Supervisor. If the Nominated Supervisor is the subject of the complaint, the report may be made to the Approved Provider or directly to the Regulatory Authority. The Nominated Supervisor/Approved Provider will report the incident to the Regulatory Authority. Reasonable grounds for suspecting harm include:
 - You witness the harm
 - A child tells you they have been harmed by someone at the Service
 - Someone else (e.g. another child, staff member, parent, outside person) tells you that a child has been harmed by a person at the Service. QA 2.3.4
- The Service has developed Harm – Guidelines for Handling Disclosure to help staff, educators, students and volunteers, when faced with a disclosure from a child, to respond professionally and in the best interests of the child. Any disclosure of harm must be immediately reported to the Nominated Supervisor who will ensure that correct procedures are followed. QA 2.3.4
- Staff who suspect that a child may be experiencing harm or neglect when not at the Service are to follow the Harm – Guidelines for Handling a Suspicion. These Guidelines include immediately informing the Nominated Supervisor, completing an Expression of Concern Form, and maintaining confidentiality as detailed in the Service's Confidentiality Agreement. QA 2.3.4
- Educators intentionally teach children Protective Behaviours, after informing parents. QA 2.3.4
- The Service involves staff, educators and parents when compiling the Risk Management Plan for High Risk Activity or Special Event. QA 2.3.4

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- Any breach of this Child Protection and Risk Management Policy – action or inaction – will be investigated according to the Breach Management Plan. QA 2.3.4
- The Service’s *Child Protection and Risk Management Strategy Policy* is reviewed at least annually. As part of the annual review, a Child Protection and Risk Management Strategy – Survey is distributed to staff, educators and parents for their contributions. QA 7.2.3

Additional safe practices for babies

- . No additional practices required.

Responsibilities of parents

- To report any suspicion of harm to a child occurring at the Service to the Nominated Supervisor immediately.

Links to other policies

- Educator Professionalism and Ethics Policy
- Privacy and Confidentiality Policy
- Relationships with Children Policy
- Staffing Policy
- Students, Volunteers and Visitors Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	84	Awareness of child protection law
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QA	2.3.4	Educators, coordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect
	4.2.1	Professional standards guide practice, interactions and relationships
	5.2.3	The dignity and rights of every child are maintained at all times
	7.1.2	The induction of educators, co-ordinators and staff members is comprehensive
	7.1.5	Adults working with children and those engaged in management of the service or residing on the premises are fit and proper
	7.2.2	The performance of educators, co-ordinators and staff members is evaluated and individual development plans are in place to support performance improvement
	7.2.3	An effective self-assessment and quality process is in place

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	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service
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Sources

- Commission for Children and Young People and Child Guardian. (2013). *Authorisation to confirm a valid card/application*. <http://www.ccypcg.qld.gov.au/pdf/bluecard/forms/13-849-031-Authorise-to-confirm-valid-card-MAY13.pdf> accessed 21 November 13
- Commission for Children and Young People and Child Guardian. (n.d.). *Creating safe and supportive service environments for children and young people: Child Management and Risk Strategy Toolkit*. <http://www.ccypcg.qld.gov.au/pdf/bluecard/rmst/RMS-toolkit-update-081012.pdf> accessed 21 November 2013
- Commission for Children and Young People and Child Guardian. (2012). *Your obligations*. <http://www.ccypcg.qld.gov.au/bluecard/employees/yourobligations.html> accessed 21 November 2013
- Commission for Children and Young People and Child Guardian. (2011). *Do I need a blue card or exemption card*. <http://www.ccypcg.qld.gov.au/bluecard/volunteers/doineedbluecard.html> accessed 13 June 2013
- Education and Care Services National Regulations 2011.
- Fraser, E. (2005). *Protecting children from harm: The Blue card*. http://www.ccypcg.qld.gov.au/pdf/publications/speeches/speeches_05/Ministerial-Fellowship.pdf accessed 21 November 2013
- Guide to the National Quality Standard 2011
- NAPCAN. (n.d.). *Listening to children*. <http://napcan.org.au/wordpress/wp-content/uploads/2013/08/listeningtochildren.pdf> accessed 21 November 2013

Further reading and useful websites

- Commission for Children and Young People and Child Guardian – <http://www.ccypcg.qld.gov.au/index.aspx>
- Department of Communities, Child Safety and Disability Services – Child Safety Services. (2013). *Child safety service centre*. <http://www.communities.qld.gov.au/childsafety/about-us/contact-us> accessed 21 November 2013

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3.1 Safeguarding Children and Young People

Statement of Commitment

Acorn fundamentally believes that all children have the right to a life that is free from harm. Acorn is committed to providing outstanding care which nurtures and realises the potential within each child in an environment that is free from any type of abuse.

All educators at our service are aware of the obligations under the law in regards to the welfare of children and at all times uphold their obligation. In addition to this, Acorn provides yearly training to all educators on child protection issues to ensure that, in an event a child has suffered abuse; the service can act quickly in the best interests of the child. Acorn Child Care Centre has policies and procedures in place to effectively address the safety and wellbeing of all children and young people who attend our centre.

Code of Conduct in relation to Child Protection

Our service upholds the following code of conduct in relation to employers, educators, volunteers, students, families and children:

For Employers:

- Ensure that all employees are:
- Clear about their roles and responsibilities regarding child protection.
- Aware of their obligations to immediately report suspected abuse to the Director.
- Aware of the indicators when a child may be at risk of harm or significant harm.
- Provided training and development in the recognition and reporting of abuse and harm.
- Provided with the reporting procedures and professional standards for care and protection work.
- Able to provide relevant information to conduct a Working with Children Check. This applies to everyone that will be involved with service operations.
- Aware and up to date on all policies that are currently being reviewed on a regular basis. And further that, and any changes that have been made to these policies are communicated to staff and are acknowledged by staff.
- Have access to relevant acts, regulations, standards and other resources in order for them to complete their obligations.

For Educators:

- Report any situation where they suspect a child is at risk of significant harm to the Director immediately.
- Promote the welfare, safety and wellbeing of children at the service.
- Have an awareness of referral agencies for families where concerns of harm do not meet the significant harm threshold.
- Be aware of obligations as per the Mandatory Reporter Guide.
- Assist in supporting children and families when liaising with relevant government agencies.
- Be aware they must refrain from developing close personal relationships with children out of the carer/child relationship.

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- Be aware that abusive, derogatory or offensive language is not acceptable at any times.
- Individual or groups of children are not permitted to be withdrawn into areas where they are not visible by other staff members, or taken into rooms that can be locked.
- Students and volunteers are to be directed to ensure that they are never alone with children in a direct, un-supervised capacity.
- While there is a child on the premises of the service, there is to be a minimum of two staff on the premises. It is the responsibility of the Director to ensure that rosters meet this requirement and it is the responsibility of all staff to ensure this requirement is upheld.
- Parents should be made aware that it may be necessary to physically restrain an out of control child who may be compromising the safety of him/herself, other children or staff, or to isolate the child from other children for short periods of time.
- Up-to-date developmental records on all children are to be kept. Relevant conversations with parents that may relate to a child's behaviour change (e.g. parents separating, new baby in the family, moving house etc.) are to be noted in the developmental record
- Staff should ensure they are aware of the individual's child stage of development and particular needs and plan the curriculum accordingly.
- Staff should work with parents to develop and record appropriate procedures for managing toilet practices and behaviour management.

For Families:

- Treat all children at the service equally 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.
- Respect the decision of employees and teach children to do likewise.
- 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.

For Children:

- Children are encouraged and instructed to:
- Respect other children and adults at the service.
- Cooperate and will follow our classroom rules.
- Listen to educators' instructions and follow them.
- Control their temper and talk to an educator if they are feeling upset.
- Have a say in what activities they are involved in.
- Speak to an educator if they are worried or concerned about something.
- Not bully other children.
- Tell an educator if they see a child bullying another child.

Conduct which is considered unacceptable:

- Engaging in rough play

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- Cuddle, Kiss, hug or touch children in an inappropriate and/or culturally insensitive manner
- Make negative, violent or sexually suggestive comments to a child, even as a joke
- Discipline children by way of: emotional abuse, physical abuse, verbal abuse, favouritism, swearing or reference to cultural/ethical differences.

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Acorn Child Care Procedure for Reporting Suspected Abuse

Observation/Suspicion of Abuse Occurs

All concerns should be acted upon immediately. It is not up to an individual or an organisation to decide whether abuse has taken place or not.



Staff member notifies Director

Director is to ensure the allegations have been recorded. Allegations are recorded on the Acorn Child Care Concern Report. The Director will assess the report and clarify the details to ensure the allegations are clear and concise.



Appropriate Authorities are contacted and notified

Child Safety – Central Queensland Division
1300 703 762
Department of Early Childhood – Maryborough
07 4122 0814
Qld Police Services
000



If an allegation is made against another staff member.

If an allegation is made against a parent or caregiver.



Staff member will be stood down from their position immediately on full pay.



Professional counselling or debriefing will be offered to the staff member.



Investigation of allegation occurs by the Director and is reported to the appropriate authorities.



Reinstatement only occurs after all allegations have been dismissed or cleared to the satisfaction of the Director and any Authorities.



If allegations have been confirmed, the staff member will be dismissed from their position immediately.

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Recruitment and Selection Process

Identify the need to fulfil a position	Identify the role Establish the requirements for the roll Identify minimum education requirements
Advertising the Position	Include a clear statement about the service and their safe work practices. Include details about the service Provide a brief description about the position and working conditions, contact name and contact details
Selection Process	Review applicants received Check the references of applicants we are interested in interviewing
Interview Process	Check Blue Card 2hr on the floor trial supervised by a qualified educator Feedback from the Educator is given to Director Interview with Directors of both centres and Centre Owner Testing Final interview which entails job offer, description, policies and procedures and expectations of staff, grievance procedure and probation period.
Acceptance of Position	Signing of Contact Signing of Job Description Signing of Polices and Procedure Agreement Signing of Code of Conduct Issue of Uniforms (or purchasing arranged) Issue of relevant staff forms for completion Issue of Blue Card Authorisation Form for completion to confirm current blue card. Or Issue of Blue Card Application for Paid Employee
Induction	Staff Orientation (form completed) JP signed copies of Qualifications are provided to centre Staff forms are provided to centre

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Minimum Referee Check Questions

Name of the Referee	
Are you related to the applicant?	
Is the applicant a personal friend?	
What capacity was the applicant employed with your company and how long were they employed?	
What duties did they perform?	
Why did they resign from the position?	
Would you employ this person again?	
Have you directly supervised the applicant working with the children?	
To your knowledge has the applicant ever acted inappropriately around young people or children?	
How would you describe the applicant's presentation and attitude each day for work?	
What are the applicant's strengths?	
What would you say are the applicant's weaknesses?	
Is there anything else you would like to add about the applicant?	
Other Questions:	

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Child Protection Risk Management Strategy in relation to Concerns of Abuse/Neglect

Mandatory Reporting Requirements

Jurisdiction	Who is mandated to notify	What is to be notified
Qld	<p>Doctors, nurses</p> <p>Officers employed to implement the Act 1999: all staff of residential care services</p> <p>Educational staff (teaching and non-teaching staff in government and non-government schools)</p>	<p>Aware of or reasonably suspects a child has, is or is likely to suffer harm</p> <p>Reasonable suspicion of abuse or neglect to a child in residential care</p> <p>Aware of or reasonably suspects sexual abuse of a child under 18 by an employee of the school</p>

Definition of Abuse / Neglect

"Abuse or neglect" means –

- (a) sexual abuse; or
- (b) physical or emotional injury or other abuse, or neglect, to the extent that:
 - (i) the injured, abused or neglected person has suffered, or is likely to suffer, physical or psychological harm detrimental to the person's wellbeing; or
 - (ii) the injured, abused or neglected person's physical or psychological development is in jeopardy.

Suspicion of harm

You can suspect harm if:

- You are concerned by significant changes in behaviour or the presence of new unexplained and suspicious injuries.

Disclosure of harm

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened or is likely to happen.

Disclosures of harm may start with:

- "I think I saw"
- "Somebody told me that"
- "Just think you should know"
- "I'm not sure what I want you to do, but"

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Procedures for receiving a disclosure of harm

When receiving a disclosure of harm:

- Remain calm and find a private place to talk.
- Don't promise that you'll keep a secret; tell them they have done the right thing in telling you but that you'll need to tell someone who can help keep them safe.
- Only ask enough questions to confirm the need to report the matter; probing questions could cause distress, confusion and interfere with any later enquiries.
- Do not attempt to conduct your own investigation or mediate an outcome between the parties involved.

Reporting guidelines for disclosures or suspicions of harm

- Following are the actions our organisation will take immediately following a disclosure or suspicion of harm.
- Documenting a suspicion of harm
- If you or others have concerns about the safety of a child, record your concerns in a non-judgmental and accurate manner as soon as possible. If a parent explains a noticeable mark on a child, record your own observations as well as accurate details of the conversation. If you see unsafe or harmful actions towards a child in your care, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance.

Documenting a disclosure of harm

Complete an Acorn Child Care Concern Report form or record the details as soon as possible so that they are accurately captured. Include:

- Time, date and place of the disclosure
- 'Word for word' what happened and what was said, including anything you said and any actions that have been taken.
- Date of report and signature.

If you need to take notes as the person is telling you, explain that you are taking a record in case any later enquiry occurs.

Reporting the disclosure or suspicion of harm to authorities

The service will not conduct its own enquiries in relation to the disclosure or suspicion of harm or try to come to an agreement between the parties involved. The person who receives a disclosure or suspects harm is to contact the Director who will follow the Procedure for Reporting Suspected Abuse.

Report the matter to:

Child Safety – Central Queensland – 1300 703 762 or Call 000 FOR EMERGENCIES

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Our service recognises the *Children, Youth and Families Act 2005* which states the following:

A mandatory reporter who forms the belief on reasonable grounds that a child is in need of protection must report to the Director that belief and the reasonable grounds for it as soon as practicable:

(a) after forming the belief; and

(b) after each occasion on which he or she becomes aware of any further reasonable grounds for the belief.

A belief is a belief on reasonable grounds if a reasonable person practising the profession or carrying out the duties of the office, position or employment, as the case requires, would have formed the belief on those grounds.

Actions following a disclosure of harm

- Support and counselling will be offered to all parties involved.
- If the person responding to the allegation of harm is a member of the organisation, they will be stood down immediately from their position with full pay, whilst investigations take place.

Procedures to minimise harm to children and young people

Our organisation works to minimise harm to children and young people by acting in a manner that supports their interests and wellbeing, by:

- Making sure that children know that it is their right to feel safe at all times.
- Teaching them about acceptable and unacceptable behaviour in general.
- Letting them know who is and who is not an employee in the organisation.
- Allowing them to be a part of decision-making processes.
- Making sure they are safe by monitoring their activities and ensuring their environment meets all safety requirements.
- Taking anything a child or young person says seriously and following up their concerns.
- Letting them know there is no secret too awful, no story too terrible, that they can't share with someone they trust.
- Teaching them about appropriate and inappropriate contact in a manner appropriate to their age and level of understanding.
- Teaching children and young people to say 'no' to anything that makes them feel unsafe.
- Encouraging them to tell educators of any suspicious activities or people.
- Listening to children and young people and letting them know that educators are available for them if they have any concerns.

How can abuse and neglect be recognised?

Behavioural or physical signs which assist in recognising child abuse are known as indicators. A single indicator can be as important an indicator as the presence of several indicators. A child's behaviour is likely to be affected if he/she is under stress. There can be many causes of stress, including child abuse, and it is important to find out specifically what is causing the stress.

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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 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.

Physical Abuse

Physical indicators include:

- Bruises, burns, sprains, dislocations, bites, cuts, welts.
- Bruising or marks that may show the shape of an object.
- Fractured bones, especially in an infant where a fracture is unlikely to occur accidentally.
- Poisoning.
- Internal injuries.
- Explanations are not consistent with the injury.

Possible behavioural indicators include:

- Showing wariness or distrust of adults.
- Wearing long sleeved clothes on hot days (to hide bruising or other injury).
- Demonstrating fear of parents and of going home.
- Becoming fearful when other children cry or shout.
- Being excessively friendly to strangers.
- Being very passive and compliant.

Indicators of physical abuse in parents and caregivers include:

- 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.

Sexual Abuse

Sexual abuse is not usually identified through physical indicators. Often the first sign is when a child tells someone they trust that they have been sexually abused. However the presence of sexually transmitted diseases, pregnancy, or vaginal or anal bleeding or discharge may indicate sexual abuse.

One or more of these behavioural and physical indicators may be present:

- Child telling someone that sexual abuse has occurred.
- Complaining of headaches or stomach pains.
- Experiencing problems with schoolwork.

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- Displaying sexual behaviour or knowledge which is unusual for the child's age.
- Showing behaviour such as frequent rocking, sucking and biting.
- Experiencing difficulties in sleeping.
- Having difficulties in relating to adults and peers.
- Self destructive behaviour.
- Regression in development achievements.
- Child being in contact with a suspected or known perpetrator of sexual assault.
- Bleeding from the vagina or anus.
- Injuries such as tears to the genitalia.

Indicators of sexual abuse in parents, caregivers or anyone else associated with the child:

- Exposing the child to sexual behaviours of others.
- Suspected 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.

Emotional Abuse

There are few physical indicators, although emotional abuse may cause delays in emotional, mental, or even physical development.

- *Possible behavioural indicators include:*
- Displaying low self esteem.
- Tending to be withdrawn, passive, tearful.
- Inability to value others.
- Lack of trust in people and expectations.
- Displaying aggressive or demanding behaviour.
- Being highly anxious.
- Showing delayed speech.
- Acting like a much younger child (e.g. soiling or wetting pants).
- Displaying difficulties in relating to adults and peers.

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 scape-goating
- Belief that a particular child is bad or 'evil'
- Using inappropriate physical or social isolation as punishment
- Exposure to domestic violence

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Neglect

Physical indicators include:

- Frequent hunger
- Malnutrition
- Poor hygiene
- Inappropriate clothing (e.g. summer clothes in winter)
- Left unsupervised for long periods
- Medical needs not attended to
- Abandoned by parents

Possible behavioural indicators include:

- Stealing food
- Often being tired, falling asleep
- Abusing alcohol or drugs
- Displaying aggressive behaviour
- Not getting on well with peers
- Extreme longing for adult affection
- Acute separation anxiety
- Self-comforting behaviours (e.g. rocking, sucking)
- Delay in developmental 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 others

The presence of indicators such as those described may alert us to the possibility that a child is being abused. It is important that anyone who has concerns that a child or young person is in need of protection contacts a local Child Protection Service for assistance and advice.

Child Protection Risk Management Strategy: 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.

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Definition

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.
- Strategies for communication and support.

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:

- An Acorn Child Care Centre Investigation of Concerns/Complaint form will be completed.
- 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.
- Reviewing current policies and procedures and developing new policies and procedures if necessary.

Date(s) reviewed: 15/03/2016

Next review Date: 15/04/2017

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Acknowledgment of Safe Guarding Children and Young People Policy

I, _____ (full name) have read and understand the Safe Guarding Children and Young People Policy and agree to abide by it's provisions. I am aware of the responsibilities in relation to Child Protection and the regulations. I acknowledge that yearly training will be expected as part of my contract and will be undertaken by myself as provided by the employee.

Signed _____

Date _____

Witness _____

Name _____

Position _____

Date _____

A copy of this declaration will be kept on your staff file.

15/03/2016							
15/04/2017							
28/02/2019							

Next review Date: 28/02/2020