

CHILD PROTECTION POLICY

Our Out of School Hours Care (OSHC) Service is committed to providing a child safe environment where children's safety and wellbeing is supported and children feel respected, valued and encouraged to reach their full potential. Our OSHC Service embeds the National Principles for [Child Safe Organisations WA](#) and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging. We will ensure all employees and volunteers understand the meaning, importance and benefits of providing a child safe environment and critically, understand their obligations and requirements as mandatory reporters. Our OSHC Service adheres to the [National Model Code](#) and Guidelines for taking images or videos of children released by ACECQA 1 July 2024.

NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY | | |
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| 2.2 | Safety | Each child is respected. |
| 2.2.1 | Supervision | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. |
| 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 or neglect. |
| | Child Safety and Protection | Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect |

| EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS | |
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| S. 162A | Persons in day-to-day charge and nominated supervisors to have child protection training |
| S.165 | Offence to inadequately supervise children |
| S. 165A | Offence relating to children leaving the education and care service premises unauthorised |
| S. 166 | Offence to use inappropriate discipline |
| S.167 | Offence relating to protection of children from harm and hazard |

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| S. 174 | Offence to fail to notify certain information to Regulatory Authority |
| S. 175 | Offence relating to requirement to keep enrolment and other documents |
| 84 | Awareness of child protection law |
| 86 | Notification to parents of incident, injury, trauma and illness |
| 87 | Incident, injury, trauma and illness record |
| 115 | Premises designed to facilitate supervision |
| 145 | Staff records |
| 149 | Volunteers and students |
| 155 | Interactions with children |
| 168 | Education and care service must have policies and procedures |
| 170 | Policies and procedures to be followed |
| 175 | Prescribed information to be notified to Regulatory Authority |
| 176 | Time to notify certain information to Regulatory Authority |

LEGISLATION

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| Children and Community Services Act 2004 | <i>Working with Children (Criminal Record Checking) Amendment Act 2022</i> |
| Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022 | |

RELATED POLICIES

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| Behaviour Guidance Policy Child Safe Environment Policy Code of Conduct Policy Dealing with Complaints Policy Interactions with Children, Family and Staff Policy Privacy and Confidentiality Policy | Responsible Person Policy Staffing Arrangements Policy Student, Volunteer and Visitors Policy Supervision Policy Work Health and Safety Policy Safe Use of Digital Technologies and Online Environments Policy |
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PURPOSE

All educators, staff, visitors and volunteers are committed to identifying possible risk and significant risk of harm to children and young people at the Service. We comprehend our duty of care responsibilities to

protect children from all types of abuse and adhere to our legislative obligations at all times. We believe children's safety is the paramount consideration for school aged care professionals and embed child safety in our daily practices, policies and procedures.

We aim to implement effective strategies to assist in ensuring the safety and wellbeing of all children. Our OSHC Service will act in the best interest of each child, assisting them to develop to their full potential in a secure and child safe environment.

Keeping children safe: a shared responsibility.

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC Service.

DEFINITIONS

Mandatory reporting is the legislative requirement for selected classes of people to report suspected child abuse and neglect to government authorities. In Western Australia (WA), mandatory reporting is regulated by the *Children and Community Services Act 2004*.

Mandatory reporters

Mandatory reporter groups have been introduced in stages and include:

- teachers
- early childhood workers
- out-of-home care workers
- psychologists
- school counsellors

Reportable Conduct Scheme compels heads of organisations that exercise care, supervision or authority over children to notify allegations of, or convictions for, child abuse by their employees to the Ombudsman and then investigate these allegations. (effective 1 January 2023).

WHAT IS CHILD ABUSE?

The World Health Organisation ([WHO], 2006, p. 9) defines child abuse and neglect as:

“All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival,

development or dignity in the context of a relationship of responsibility, trust or power.” (Australian Government, Australian Institute of Family Studies)

Child abuse is any action towards a child or young person that harms or puts at risk their physical, psychological or emotional health or development. Child abuse can be a single incident or can be a number of different incidents that take place over time.

TYPES OF ABUSE AND NEGLECT

[The Department of Communities](#) WA identifies the following predominant abuse types that are assessed in a Child Safety Investigation (CSI):

- physical abuse
- sexual abuse
- emotional abuse (FDV)
- emotional abuse (other)
- neglect
- circumcision, including female circumcision

There are common physical and behavioural signs that may indicate abuse or neglect. The presence of one of these signs does not necessarily mean abuse or neglect. Behavioural or physical signs which assist in recognising harm to children are known as indicators.

One indicator on its own may not imply abuse or neglect. However, a single indicator can be as important as the presence of several indicators. Each indicator needs to be deliberated in the perspective of other indicators and the child’s circumstances. A child's behaviour is likely to be affected if he/she is under stress. There can be many causes of stress and it is important to find out specifically what is causing the stress. Abuse and neglect can be single incidents or ongoing and may be intentional or unintentional.

The Department of Communities Child Protection Guide (2025) provides further definitions and indicators for [child abuse indicators](#).

WORKING WITH CHILDREN (WWC) CHECK

The Working with Children Check is a compulsory screening strategy for people engaging in child-related work in Western Australia and the Christmas and Cocos (Keeling) Islands under the [Working with Children \(Screening\) Act 2004](#). The [Working with Children \(WWC\) Screening Unit](#) provides checks for workers and volunteers in child-related work. For compliance, the approved provider must ensure records are kept of all individuals in child-related work, their WWC application number and expiry date.

A WWC Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the WWC Screening Unit will check the person's identity, the role in child-related work and information about the organisation. A national criminal history check will be conducted from the Australian Criminal Intelligence Commission. If there are no relevant criminal history or disciplinary outcomes related to the applicant an Assessment Notice will be issued. If the person does have relevant criminal history or disciplinary outcomes, the WWC Screening Unit will conduct and assess all the available information to determine if the person poses an unacceptable risk of harm to children.

Our OSHC Service will register with the WWC Screening Unit to validate employees WWC Checks. Organisations are to advise the WWC Screening Unit through the Register Card Holders [online form](#) when a new employee, volunteer or student who already have a WWC Card from a previous employer begin working for the service. WWC Checks must be validated BEFORE the employee begins working with children.

WWC Checks are valid for three years. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. If new information about a person means they pose a risk to children's safety, that person's check will be re-assessed and, if necessary, they will be prohibited from working with children. The WWC Screening Unit will inform both the person affected and any organisations they're linked to about the change in status.

IMPLEMENTATION

Our OSHC Service strongly opposes any type of abuse against a child and endorses high quality practices in relation to protecting children. Educators have an important role to support children and young people and to identify concerns that may jeopardise their safety, welfare, or wellbeing including:

- a duty of care to ensure that reasonable steps are taken to prevent harm to children
- obligations are met under child protection legislation
- obligations are met under work, health and safety legislation.

Our OSHC Service promotes a culture of child safety and wellbeing within the Service. To ensure best practice, all educators and staff will attend approved child protection training certified by a registered training organisation. Educators and staff will continue to maintain current knowledge of child protection law and mandatory reporter requirements by completing Child Protection Awareness Training annually.

MAKING A REPORT/NOTIFICATIONS

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR WILL ENSURE:

Dial **000** if a child is at immediate risk and Police or medical assistance is required

- follow the Department of Communities guide for [Mandatory Reporting in Western Australia](#)
- report all instances (alleged or witnessed) of child abuse, including assault or sexual abuse (including grooming) to WA Police
- report to Department of Communities via [MR Web Portal](#) if they form a belief, on reasonable grounds, that a child has been subject of sexual abuse or is the subject of ongoing sexual abuse within 24 hours
- notify the Education and Care Unit (ECRU) through the NQA-ITS (within 24 hours) of any incident or allegation where it is reasonably believed that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the OSHC Service
- notify the ECRU through the NQA-ITS (within 24 hours) of any complaints alleging that a serious incident has occurred or is occurring at the OSHC Service
- notify the ECRU through the NQA-ITS (within 24 hours) of a serious incident, which may include physical or sexual abuse where emergency services attended the OSHC Service
- ensure documentation is completed to assist in making reports to relevant authorities including an incident, injury, trauma and illness record
- provide written notice to the Teacher Registration Board of Western Australia (TRBWA) within 7 days where the employer has reasonable grounds to suspect that a registered teacher may have engaged in serious misconduct or may have taught with serious incompetence in circumstances where the teacher is dismissed or suspended from teaching or has resigned or has ceased teaching at the OSHC Service
- comply with legislation for Reportable Conduct Scheme and ensure the Ombudsman is notified within 7 business days of becoming aware of any allegations and/or convictions of abuse or neglect of a child made against an employee or volunteer and ensure they are investigated, and appropriate action taken. (see Reportable Conduct Scheme section)

EDUCATORS WILL:

- contact the police on **000** if there is an immediate danger to a child and intervene if it is safe to do so
- respect what a child discloses, taking it seriously and follow up on their concerns through the appropriate channels
- be aware of the requirement to report concern or have a suspicion that a child is at risk of abuse, harm, neglect or ill-treatment to the approved provider or nominated supervisor

- report all instances (alleged or witnessed) of child abuse, including assault or sexual abuse (including grooming) to WA Police within 24 hours
- comprehend their obligations as mandatory reporters and their requirement to report any situation where they have reasonable beliefs that a child or young person has been sexually abused, or is the subject of sexual abuse to the Department of Communities
- prepare accurate records recording exactly what happened, conversations that took place and what was observed to pass on to the relevant authorities to assist with any investigation
- NOT investigate suspicion of abuse or neglect but collect only enough information to substantiate concerns and pass on to the Child Protection Helpline or appropriate authority
- understand that allegations of abuse or suspected abuse against them are treated in the same way as allegations of abuse against other people
- identify and report any concerns or allegations of reportable conduct involving a staff member, volunteer or contractor to the approved provider and/or Ombudsman as soon as practicable
- refer families to appropriate agencies where there are concerns about the parents' ability to care for the child safely, including the protecting them from harm. These services may be located through the services provided by the not-for-profit community sector and funded by the [Department of Communities](#). Family consent will be sought before making referrals.

CONFIDENTIALITY

It is important that any notification remains confidential, as it is vitally important to remember that no confirmation of any allegation can be made until the matter is investigated. The individual who makes the notification should not inform the suspected perpetrator (if known). This ensures the matter can be investigated without contamination of evidence or pre-rehearsed statements. It also minimises the risk of retaliation on the child for disclosing.

Our OSHC Service is committed to providing support to children, families, educators or staff who have made a report regarding child protection, with a focus on upholding strict confidentiality throughout the process. Our primary concern is the well-being and safety of the child, and we will work closely with relevant authorities, professionals, and support networks to ensure that the child's best interests are met throughout the process. Our dedicated support system will assist educators and staff in navigating this challenging process while safeguarding their privacy and professional well-being.

PROTECTION FOR REPORTERS

All reporters are protected against retribution for making or proposing to make a report under

amendments to the *Children and Community Services Act 2004* effective 26 August 2020. The identity of the reporter is protected by law from being disclosed, except in certain exceptional circumstances.

Provided the report is made in good faith:

- the report will not breach standards of professional conduct
- the report cannot lead to defamation and civil and criminal liability
- the report is not admissible in any proceedings as evidence against the person who made the report
- a person cannot be compelled by a court to provide the report or disclose its contents
- the identity of the person making the report is protected.

A report is also an exempt document under the *Freedom of Information Act 1992*

SHARING OF INFORMATION

The Western Australian Government recognises that for agencies and services working with children and families there will be times when it is necessary to share information to protect their safety and wellbeing. The Children and Community Services Act 2004 (CCS Act) is the legislative basis for child protection responses in Western Australia. It enables information sharing between agencies to protect the wellbeing of children. The [Department of Communities](#) provide further support for sharing information, professional referrals and child protection frameworks.

There may be situations where educators are required to share information about a child without consent.

The circumstances when this may apply include:

- a child may be placed at further risk or harm
- the child poses a risk to themselves or is a risk to others
- reasonable efforts to obtain consent have failed
- you are unable to contact the parent/s
- there may or would be a risk to your safety if consent was sought
- it is clear from previous contact that consent would not be given.

THE APPROVED PROVIDER, MANAGEMENT AND NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the Education and Care Services National Law and National Regulations are met and child's safety and wellbeing are prioritised at all times
- educators, staff, students and volunteers have knowledge of and adhere to this policy and associated procedure and are advised on how and where the policy can be accessed

- families are aware of this *Child Protection Policy* and procedure and are advised on how and where the policy can be accessed
- all children being educated and care for by the Service are adequately supervised (Sec. 165)
- staff, educators, volunteers, students and visitors have knowledge of and adhere to the National Model Code and [Guidelines](#) and not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or videos when educating and caring for children at the OSHC Service
- staff and educators only use electronic devices issued by the Service for taking images or videos of children enrolled at the Service
- that the premises, including toilets facilities are designed and maintained to facilitate clear supervision of children whilst maintaining their rights and dignity
- students, volunteers and/or visitors are never left alone with a child whilst at the OSHC Service under any circumstance
- any nominated supervisor and responsible person in day-to-day charge of the Service has successfully completed a course in child protection approved by the regulatory authority
- educators and staff are provided with training and ongoing supervision to promote a child safe culture and ensure they understand that *child safety is everyone's responsibility*, and they adhere to the Child Safe Standards
- a thorough recruitment process is implemented to employ people who are committed to children's safety and ensure their views align with the Service's Code of Conduct, Statement of Philosophy and child safety policies and procedures (see *Recruitment Policy*)
- the recruitment process includes pre-employment screening and reference checks
- all prospective applicants are required to complete a prohibition notice declaration to acknowledge they do not hold any prohibition notices that would prevent them from working with children
- all educators', staff, volunteers' and students' Working with Children Checks are validated unless the person meets the criteria for exemption from a WWC Check (records should include WWC Check number and expiry date) BEFORE the employee begins working or interacting with children
- WWC Check for visitors who come into direct contact with children are validated and recorded
- a record is kept and updated of the number of each WWC Check and expiry date and staff and educators are reminded to renew their WWCC prior to expiry
- emphasise child safety throughout the Service with regular discussions at team meetings and with children and families (NQF Safe Culture Guide (2025))
- regularly check if staff understand child safety policies and procedures via quizzes/surveys (NQF Safe Culture Guide 2025)

- educators are provided with a reporting procedure and professional standards to safeguard children and protect the integrity of educators, staff and volunteers
- records of abuse or suspected abuse are kept in line with our *Privacy and Confidentiality Policy*
- records relating to child sexual abuse that has or is alleged to have occurred are kept for at least 45 years (**recommendation not mandatory**)
- ensure our complaint handling processes are child-focused providing support and guidance for children to know who to talk to if they are feeling unsafe (*See Dealing with Complaints Policy*)
- ensure following any critical incident, children, staff and families are provided with access to support they may need- counselling, debriefing, access to community services
- ensure critical reflection on the incident is conducted with staff and educators to inform required changes to policy, procedures, practices (including supervision) and risk assessment
- all employees, volunteers and students are:
 - provided with a copy of the current *Child Protection, Child Safe Environment, Code of Conduct and Safe Use of Digital Technologies and Online Environments Policies*
 - required to participate in a comprehensive induction and orientation program, including an understanding of child protection law
 - provided with access to all relevant legislations, regulations, standards and other resources to help meet their mandatory reporting obligations
 - supported to create and maintain a child safe culture within the Service by complying with National Principles for Child Safe Organisations (Child Safe Standards)
 - provided with support to adhere to a zero-tolerance stance against child abuse
 - provided with regular up-to-date knowledge and training on how to identify, understand, report, and respond to child maltreatment, abuse and harm including the Reportable Conduct Scheme
 - aware of their mandatory reporting obligations and responsibilities
 - aware that neglecting to report child protection concerns may be deemed a criminal offence
 - provided with regular training and resources about the different ways children may express concerns, distress and disclose harm as well as the process for responding to disclosures from children- including a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child (ACECQA 2023)
 - provided with regular training and resources about trauma-informed care, effective supervision and monitoring, appropriate and inappropriate discipline and online abuse
 - required to participate in regular performance reviews

- aware of appropriate positive and consistent approaches to guide behaviour and ensure no child is subjected to any form of corporal punishment or discipline that is unreasonable in the circumstances (Sec. 166)
- aware of our Service policy and associated procedures for the safe use of digital technologies and online environments.

EDUCATORS AND STAFF WILL:

- adhere to the OSHC Service's policies and procedures
- promote the welfare, safety, and wellbeing of children at the Service by creating and maintaining child safe environment and adhere to the National Principles for Child Safe Organisations (Child Safe Standards)
- foster a culture of openness, respect and cultural safety where children and young people feel safe to disclose risk of harm to children or report abuse
- participate in a comprehensive induction and orientation program, including an understanding of child protection law and their obligations
- provide valid Working with Children (WWC) Check details during their employment at the Service
- advise the approved provider of any circumstances that may affect their WWC Check or fit and proper status
- not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or video of children at the Service
- participate in regular up-to-date training on how to identify, understand, report, and respond to child maltreatment, abuse and harm through annual child protection training (best practice)
- allow children to be part of decision-making processes where appropriate
- provide ongoing monitoring and follow-up for children's health and wellbeing.

STUDENTS/ VOLUNTEERS/ VISITORS WILL:

- adhere to the OSHC Service's policies and procedures
- participate in a comprehensive induction and orientation program, including an understanding of child protection law
- provide a child safe environment for all children and young people
- provide valid Working with Children (WWC) Check details during their engagement at the Service
- advise the approved provider of any circumstances that may affect their WWC Check or fit and proper status

- promote the welfare, safety, and wellbeing of children and young people at the OSHC Service, fostering a child safe culture
- participate in child protection training as required
- not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or video of children at the OSHC Service
- report any concern or suspicion that a child is at risk of abuse, harm, neglect or ill-treatment to the approved provider as soon as possible but within 24 hours
- report all instances (alleged or witnessed) of child abuse, including assault or sexual abuse (including grooming) to WA Police within 24 hours
- identify and report any concerns around staff, educator or volunteer behaviour or conduct to management/approved provider of the Service as soon as practicable
- allow children to be part of decision-making processes where appropriate.

DOCUMENTING A DISCLOSURE

A disclosure of harm emerges when someone, including a child, tells you about harm that has happened or is likely to happen. When a child discloses that he or she has been abused, it is an opportunity for an adult to provide immediate support and comfort and to assist in protecting the child from the abuse. It is also a chance to help the child connect to professional services that can keep them safe, provide support and facilitate their recovery from trauma. Disclosure is about seeking support and your response can have a great impact on the child or young person's ability to seek further help and recover from the trauma.

WHEN RECEIVING A DISCLOSURE OF HARM, THE NOMINATED SUPERVISOR, RESPONSIBLE PERSON OR EDUCATOR WILL:

- give the child or young person their full attention
- remain calm and find a place to talk where you can give the child your full attention (ask child or young person if you can move to a place where you can hear them properly)
- not make promises that can't be kept. For example, never promise that you will not tell anyone else
- honestly tell the child or young person what you plan to do next
- tell the child/person they have done the right thing in revealing the information but that they'll need to tell someone who can help keep the child safe
- only ask enough questions to confirm the need to report the matter because probing questions could cause distress, confusion and interfere with any later enquiries
- let the child or young person take his or her time
- let the child or young person use his or her own words

- tell the child or young person that the abuse of maltreatment is not their fault
- support culturally and linguistically diverse children and children with additional needs to express themselves in the child's preferred way of communicating (NQF Safe Culture Guide)
- not attempt to conduct their own investigation or mediate an outcome between the parties involved
- not confront the perpetrator
- document as soon as possible so the details are accurately captured including:
 - time, date and place of the disclosure
 - 'word for word' what happened and what was said, including anything they (the staff member/educator) said and any actions that have been taken
 - date of report and signature.

Source: *Responding to children and young people's disclosures of abuse* (2025). Australian Institute of Family Studies

BREACH OF CHILD PROTECTION POLICY

A breach is any action or inaction by any individual within the OSHC Service, including children and young people, that fails to comply with any part of the policy. All educators, students, volunteers and staff working with children are mandatory reporters under the *Crimes Act 1900* and have a duty of care to support and protect children. Any allegations of criminal offences against children must be reported to the Police immediately. Failure to report child sexual abuse to the police is a criminal offence.

MANAGING A BREACH IN CHILD PROTECTION POLICY

Management will investigate any breaches to this policy in a fair, unbiased and supportive manner by:

- liaising with Department of Communities (Communities) for appropriate processes to ensure chain of evidence is not destroyed or compromised
- not undertaking and investigating the allegation whilst the Department of Communities or the Police are conducting an investigation
- follow directions from Communities and WA Police that may include removal of the educator or staff member (who is the subject of allegations) **immediately** from a role with contact with children or young people until authorities conclude their investigation.

Management may undertake an investigation if Communities or the Police are not conducting their own investigation or if their action has concluded. Management will:

- give the educator, staff member, student or volunteer the opportunity to provide their version of events
- document the details of the breach, including the versions of all parties

- record the outcome clearly and without bias
- ensure the matters in relation to the breach are kept confidential
- reach a decision based on discussion and consideration of all evidence.

OUTCOME OF A BREACH IN CHILD PROTECTION POLICY

Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment. Visitors or volunteers who fail to comply to this policy may face termination of their engagement. Depending on the nature of the breach outcomes may include:

- disciplinary procedures, including dismissal of employment, if required
- emphasising the relevant element of the child protection policy and procedure not followed
- providing closer supervision
- providing further education and training
- providing mediation between those involved in the incident (where appropriate)

reviewing current policies and procedures and developing new policies and procedures if necessary

REPORTABLE CONDUCT SCHEME-ALLEGATIONS AGAINST EMPLOYEES, VOLUNTEERS or STUDENTS (or contractors)

Report to **000** if you have immediate concerns for a child's safety.

The approved provider has the legislative obligation under the Reportable Conduct Scheme (the Scheme) to notify the Ombudsman of reportable allegations and convictions against their employees (including volunteers and contractors), investigate the allegation with procedural fairness and advise the Ombudsman of the outcome of the investigation. The approved provider will notify the Ombudsman within 7 days of becoming aware of a reportable allegation or conviction via the [Online Notification Form](#). The approved provider will notify relevant authorities if required (WA Police and Department of Communities).

A reportable allegation refers to information where an employee, student or volunteer has engaged in reportable conduct. A reportable conviction refers to a conviction for an offence of a sexual nature committed against, with, or in the presence of a child or other prescribed offences. Types of reportable conduct include sexual offences; sexual misconduct; physical assault; other prescribed offences; significant neglect of a child and any behaviour that causes significant emotional or psychological harm to a child.

Our OSHC Service will ensure all staff, employees, families and visitors are aware of the Reportable Conduct Scheme and understand types of reportable conduct and procedures for reporting reportable conduct

allegations or reportable convictions to the approved provider or Ombudsman. Employees are aware mandatory reporting procedures including notification to the Department of Communities operate alongside, and does not replace, the Report Conduct Scheme.

EDUCATING CHILDREN ABOUT PROTECTIVE BEHAVIOUR

Our program will educate and support children to learn about their rights and encourage them to express their views and feelings. Children will learn:

- about acceptable and unacceptable behaviour in both physical and online environments
- about what is appropriate and inappropriate contact at an age-appropriate level and understanding
- about body safety, using correct names of private body parts to help recognise inappropriate touches and respect for personal space
- about their right to feel safe at all times
- to say 'no' to anything that makes them feel unsafe or uncomfortable
- about how to use their own knowledge and understanding to feel safe
- to identify feelings that they do not feel safe
- help them identify trusted educators, adults and friends
- the difference between 'good' and 'bad' secrets
- that there is no secret or story that cannot be shared with someone they trust
- that educators are available for them if they have any concerns
- to tell educators of any suspicious activities or people
- to recognise and express their feelings verbally and non-verbally
- that they can choose to change the way they are feeling.

RESOURCES FOR INDICATORS OF ABUSE OR NEGLECT

[Child Safe Organisations](#)

[Kids Helpline](#)

[Lifeline](#)

NAPCAN- [Prevent Child Abuse & Neglect](#)

Government of Western Australia. Department of Communities. Child Protection. [Concerns for the safety or wellbeing of a child or young person](#)

Government of Western Australia. Department of Communities. [Child Protection. Information Sheet: Mandatory Reporting of Child Sexual Abuse](#)

Government of Western Australia. (2024). [Department of Communities. Mandatory Reporting Guide: Western Australia.](#)

Ombudsman Western Australia. [Reportable Conduct Scheme. Early Childhood Education Sector Reporting Obligations](#)

Raising children. [Safeguarding children and child sexual abuse.](#)

[Western Australia Commissioner for Children and Young People \(CCYP\)- Child Safe Standards](#)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Child Protection Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management. Our policy, procedures and practices will be critically examined regularly to ensure ongoing improvement to maintain and foster a child safe environment and child safe culture within our OSHC Service.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

| | |
|---|-------------------------------------|
| Child Protection Notification Procedure | Child Protection Report Form |
| Child Protection Notification Record | Reportable Conduct Scheme Procedure |

SOURCES

[ACECQA. \(2023\). Embedding the National Child Safe Principles](#)

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children’s Education & Care Quality Authority. (2025). [NQF Child Safe Culture Guide.](#)

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

Australian Government Australian Institute of Family Studies. (2022). [Australian child protection legislation](#)

Australian Government: Australian Institute of Family Studies. (2023). [Mandatory reporting of child abuse and neglect Children and Community Services Act 2004](#)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations.](#) (Amended 2023).

Freedom of Information Act 1992

Government of Western Australia. Department of Communities, Child Protection and Family Support. (2025).

[Mandatory reporting of Child Sexual Abuse in WA](#)

[Government of Western Australia. \(2024\). Department of Communities. Mandatory Reporting Guide: Western Australia.](#)

Government of Western Australia. [Working with Children Check](#)

Ombudsman Western Australia. (2022). [Reportable Conduct Scheme \(the Scheme\).](#)

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

Working with Children (Criminal Record Checking)– Amendment Act 2022 (Amendment Act)

REVIEW

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|--------------------|---|----------------------|-------------|
| POLICY REVIEWED BY | Ashleigh Gordon | Childcare Supervisor | 10/12/25 |
| POLICY REVIEWED | AUGUST 2025 | NEXT REVIEW DATE | AUGUST 2026 |
| VERSION NUMBER | V6.08.25 | | |
| MODIFICATIONS | <ul style="list-style-type: none"> major review of policy- indicators of abuse removed from body of policy- link to Department of Communities added updated reporting guide/procedure reporting/notification actions moved within policy to ensure critical importance and consistency additional information added within policy to adhere to NQF child safety changes (legislation dates for WA TBC) and National Model Code sources checked for currency and updated as required | | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE | |
| AUGUST 2024 | <ul style="list-style-type: none"> policy reviewed to include mandatory reporters commencement day for early childcare workers -1 November 2024 additions due to changes between National Principles for Child Safe Organisations and the National Quality Framework (NQF) effective 1 December 2023 additional section for volunteers and students added (Reg. 84) records for Working with Children details or students and volunteers added (Reg. 149) additional information added to policy regarding Reportable Conduct Scheme and link to new resource (<i>Reportable Conduct Scheme Procedure</i>) | AUGUST 2025 | |
| AUGUST 2023 | <ul style="list-style-type: none"> policy maintenance added legislation and information added: Reportable Conduct Scheme (effective 1 Jan 2023) update to amendment to Working with Children (Criminal Record Check) Act 2022 continuous improvement section added CCD related resources added | AUGUST 2024 | |

