



BRUNSWICK KINDERGARTEN POLICIES & PROCEDURES

2.11 CHILD SAFE ENVIRONMENT POLICY

PURPOSE

Mandatory- Quality Area 2

This policy outlines the provision of a safe environment and experience for all children attending Brunswick Kindergarten. Our service is committed to principles of inclusion, engagement and participation for children in our care, ensuring their safety, health, well-being and cultural safety is protected as the primary priority.

Brunswick Kindergarten has zero tolerance for child abuse, practicing vigilance in identification of early indicators and potential risks, to reduce and remove possible incidence. We practice timely and effective responsiveness to allegations or concerns of child abuse or neglect, intervening when required consistently and seriously in accordance with our robust policy and procedures.

Brunswick Kindergarten respects and promotes the rights of all children, supporting the cultural safety of Aboriginal children, the cultural safety of children from culturally linguistically diverse backgrounds and cultural safety of children with disabilities.

We promote a space where children can have their voices heard, and their participation valued, inviting them to play an active role in contributing to the safety of their environment at Brunswick Kindergarten.

As part of our organisations commitment to child safety, we promise to maintain informed and responsive staff that are aware of their responsibilities and mandatory reporting obligations concerning child safety, providing ongoing training, mentoring, counsel and access to additional regularly updated resources.

Brunswick Kindergarten continuously seeks ways to improve our services ability to identify potential risks of child abuse and harm, as well as our responses to incidences that contravene this child safe policy.

POLICY STATEMENT

VALUES

AIMS FOR THE CHILDREN

Brunswick Kindergarten considers the safety of children of paramount importance and is dedicated to upholding all children's rights to feel safe, and be safe, at all times. As part our core duty of care responsibilities of ensuring the health, safety and wellbeing of all children, Brunswick Kindergarten is committed to:

- acknowledging and celebrating cultural identity as a fundamental part of children's safety and wellbeing

- remaining respectful of cultural diversity and variations in child rearing practices due to a family's personal, cultural or religious beliefs
- fulfilling our duty of care and legal responsibilities to protect each child from potential or foreseeable risks of injury or harm
- ensuring people caring for children at Brunswick Kindergarten always act in the best interests of the child and each child's voice is heard and advocated
- fostering and nurturing a culture in which children feel valued, safe, respected, and supported - free to express their views and be themselves as they continue to learn and develop

AIMS FOR THE STAFF AND VOLUNTEERS

Brunswick Kindergarten is committed to:

- encouraging a partnership approach with parents/guardians and families of Brunswick Kindergarten, through active engagement and participation, sharing responsibility for children's health, safety, wellbeing and development
- providing ongoing training, resources, information and guidance to support staff and educators in their role of protecting and promoting a proactive culture of child safety within Brunswick Kindergarten
- continuously seeking improvements in our services ability to identify potential risks of child abuse and harm, as well as our responses to incidences that contravene this child safe policy
- regularly revising and refining existing systems and procedures in consultation with staff, students, Committee of Management, parents/guardians and children active within the service.
- continually seeking improvements in the way our service identifies, responds to and intervenes in instances of child abuse, neglect and harm by regularly revising and refining existing systems and procedures in consultation with staff, students, caregivers and participating children

SCOPE

Brunswick Kindergarten's Child Safe Policy is a governing standard for the Approved Provider, Nominated Supervisor, Certified Supervisor, Committee of Management, educators, auxiliary staff, students, volunteers, parents/guardians, children and others attending the onsite programs, events and activities of Brunswick Kindergarten. We regard child safety as the primary governing principle during delivery of onsite programs and services and apply the same systems of governance across offsite excursions and activities.

ACCOUNTABILITIES

FOR THE CHILDREN

The Approved Provider and Persons with Management or Control are responsible for:

- leading an active culture of accountability for child safety within Brunswick Kindergarten that continues to improve and evolve to meet the changing needs of children attending the service
- ensuring staff of Brunswick Kindergarten who engage with our children are advised of current child protection legislation, its working application, and their legal duty of care obligations (*Regulation 84*)
- maintaining child safety standards by conducting regular reviews and risk assessments of programs, procedures and physical environments; developing an action plan in consultation with staff, parents/guardians and children attending the service
- ensuring recruitment and induction processes for educators, staff and contractors uphold Brunswick Kindergarten's Child Safe Policy (see *Attachment 3 – Guidelines for the recruitment of staff and volunteers*).
- screening prospective educators, staff, contractors (education or trade), volunteers and students in line with respective roles (see *Attachment 3 – Guidelines for the recruitment of staff and volunteers & Staffing Policy*)
- making sure volunteers, students, parents/guardians and other visitors to Brunswick Kindergarten are not left in a position as sole supervisor of an individual child or group of children
- ensuring any adult with an existing court order is prohibited from contact with or access to the affected enrolled child while they are attending Brunswick Kindergarten, or abides by the orders of the Court if access is allowed.

- outlining and promoting clear procedures for reporting suspected child abuse or neglect (see *Attachment 2 – Reporting responsibilities and guidelines*)
- ensuring a heightened working knowledge of the Brunswick Kindergarten *Child Safe Policy* and its practical implementation across educators, auxiliary staff, contractors, volunteers and students.
- providing appropriate training for all staff on child safety, including recognising indicators and symptoms of child abuse, appropriate action, and reporting (see *Attachment 3 – Reporting responsibilities and guidelines.*)
- assuming a supportive role for an affected child, their family, and staff in response to concerns relating to the health, safety and wellbeing of a child attending Brunswick Kindergarten
- developing co-operative relationships between Brunswick Kindergarten and appropriate services and/or professionals (including Child FIRST) in the best interests of children and their families implementing appropriate programs and practices to support the principles of child safe organisations, in consultation with the Nominated Supervisor and educators/staff at the service
- implementing and tailoring the Brunswick Kindergarten Child Safe policy in consultation with the Nominated Supervisor, educators, staff, contractors and parents/guardians
- protecting the rights of children and families, encouraging their participation in decision-making
- keeping the Nominated Supervisor, educators, staff, contractors, volunteers and students informed of relevant changes in legislation and practices in relation to this policy
- ensuring all staff work within Brunswick Kindergarten’s *Code of Conduct Policy*

Procedure for incident or suspected incident contravening this policy:

- implement reporting procedures and notifications when there are significant concerns for the health, safety or wellbeing of a child at the service (see *Attachment 3: Reporting responsibilities and guidelines*)
- maintain confidentiality at all times (see *Privacy and Confidentiality Policy*)
- notify DET within 24 hours of a serious incident
- notify DET, in writing, within 24 hours of becoming aware of a notifiable complaint or allegation regarding the health, safety and/or welfare of a child at Brunswick Kindergarten
- notify the Commission for Children and Young People within 3 business days of becoming aware of a reportable allegation
- manage ongoing potential risks to children while conducting further investigation (subject to police clearance on criminal matters or matters involving family violence), liaising with the representative of the Commission for Children and Young People undertaking the investigation
- update the Commission for Children and Young People within 30 calendar days with detailed information about the reportable allegation and any action taken
- notify the Commission for Children and Young People of the investigation findings and any disciplinary action taken (or reasons no action was pursued)

The Nominated Supervisor, Child Safety Officer and Persons in Charge of Day-to-Day Operations are responsible for:

- possessing a current working knowledge of child protection legislation, its application and the legal obligations of their role regarding child safety
- keeping updated and complying with relevant changes in legislation and practices in relation to this policy
- ensuring an active culture of accountability for child safety within Brunswick Kindergarten that continues to improve and evolve to meet the changing needs of children attending the service
- working with the Approved Provider to provide appropriate training in child safety for educators and auxiliary staff, contractors, volunteers and student, identifying potential risks for child abuse at Brunswick Kindergarten
- developing and implementing effective prevention strategies in consultation with the Approved Provider and educators/staff
- ensuring any adult with an existing court order is prohibited from contact with or access to the affected enrolled child while they are attending Brunswick Kindergarten, or abides by the orders of the Court if access is allowed.

- identifying and implementing appropriate programs and practices to support the principles of a child safe organisation in consultation with the Approved Provider and educators at the service
- maintaining relationships between Brunswick Kindergarten and other services and/or professionals in the best interests of children and their families
- ensuring that families are aware of the types of support and services available to them (such as Child FIRST)
- making sure no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service, unless the parent/guardian is a family member
- implementing reporting procedures where there are reasonable grounds for believing a child is at risk of child abuse (see *Attachment 3 – Reporting responsibilities and guidelines*)
- notifying the Approved Provider immediately on becoming aware of a concern, complaint or allegation regarding the health, safety and welfare of a child at Brunswick Kindergarten
- assuming a supportive role for an affected child, their family and staff in response to concerns relating to the health, safety and wellbeing of a child attending Brunswick Kindergarten
- implementing and reviewing this policy in consultation with the Approved Provider, educators, staff, contractors and parents/guardians of Brunswick Kindergarten
- maintaining confidentiality at all times (see *Privacy and Confidentiality Policy*)
- ensuring the educators and staff of Brunswick Kindergarten are aware it is an offence to subject a child to corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- ensuring educators, staff and others associated with Brunswick Kindergarten are informed in child safety through promotion of this policy and supported with its working application
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to assist implementation of this policy (refer to *Sources*)
- ensuring a clear statement of Brunswick Kindergarten’s commitment to child safety is included in all advertising and promotion of the service.
- ensuring all staff sign agreement to, and work within Brunswick Kindergarten’s *Code of Conduct*

All staff are responsible for:

- keeping updated and compliant with legislative changes and practices relating to this policy
- undertaking appropriate training and education on child safety, including recognising signs and symptoms of child abuse, appropriate action and reporting (see *Attachment 3 –Reporting responsibilities and guidelines*)
- identifying potential risks for child abuse at Brunswick Kindergarten, developing and implementing effective prevention strategies in consultation with the Approved Provider and the Nominated Supervisor
- ensuring any adult with an existing court order is prohibited from contact with or access to the affected enrolled child while they are attending Brunswick Kindergarten, or abides by the orders of the Court if access is allowed.
- identifying and implementing appropriate programs and practices to support the principles of a child safe organisation in consultation with the Approved Provider and Nominated Supervisor of Brunswick Kindergarten
- maintaining relationships with other services and/or professionals (including Child FIRST) in the best interests of children and their families
- informing families of support services available to them (such as Child FIRST), and of the assistance these services can provide
- making sure no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service, unless the parent/guardian is a family member
- promoting behavioural expectations and accountabilities of this policy, the *Code of Conduct Policy* and the *Interactions with Children Policy* amongst all staff and educators of Brunswick Kindergarten
- implementing reporting procedures where there are reasonable grounds for believing that a child is at risk of child abuse (see *Definitions and Attachment 3 – Reporting responsibilities and guidelines*)
- notifying the Nominated Supervisor, Child Safety Officer or Approved Provider immediately of any concerns, complaints or allegations regarding the health, safety and welfare of a child at Brunswick Kindergarten

- assuming a supportive role for an affected child, their family and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at Brunswick Kindergarten
- maintaining confidentiality at all times (see *Privacy and Confidentiality Policy*)
- reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, Committee of Management, educators, staff, contractors and parents/guardians of Brunswick Kindergarten
- educating and empowering children to talk about events and situations that may make them feel uncomfortable
- ensuring children attending Brunswick Kindergarten are not subjected to corporal punishment, or discipline that is unreasonable or excessive in the circumstances
- implementing and reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators, staff, contractors and parents/guardians of Brunswick Kindergarten
- accessing appropriate resources and undertaking additional training to assist with implementation of this policy (see *Sources*)
- protecting the rights of children and families, and encouraging their participation in decision-making
- keeping updated and complying with changes in legislation and practices in relation to this policy
- signing up to, and abiding by Brunswick Kindergarten's *Code of Conduct Policy*

Early Childhood Teachers must mandatorily report concerns of child abuse; however, any person can report if they have reasonable grounds.

PROVISION OF A SAFE PHYSICAL ENVIRONMENT

The Approved Provider and Persons with Management or Control are responsible for:

- ensuring children are adequately supervised and that educator-to-child ratios are maintained at all times (refer to *Supervision of Children Policy* and *Interactions with Children Policy*)
- ensuring parents/guardians have completed the relevant enrolment forms including details of authorised nominees, excursion and permission forms and administration of medication (see *Acceptance and Refusal of Authorisations Policy, Delivery and Collection of Children Policy, Excursions and Service Events Policy, Administration of Medication Policy* and *Dealing with Medical Conditions Policy*)
- ensuring the physical environment at the service is safe, secure and free from hazards and potential hazards for children
- conducting risk assessments prior to excursions and considering children's safety when leaving the secure grounds of Brunswick Kindergarten
- servicing all equipment and materials used at Brunswick Kindergarten, ensuring they meet relevant Australian safety standards (see Appendix 1: *Service policies*)
- keeping up to date with current legislation on child restraints in vehicles if transporting children (see *Occupational Health and Safety Policy, Road Safety and Safe Transport Policy*)
- implementing and practising emergency and evacuation procedures (see *Emergency and Evacuation Policy*)
- notifying DET if the service premises are in a state of disrepair or damaged due to a natural disaster (such as fire or flood) and is at risk to children
- ensuring appropriate procedures in place for the safe delivery and collection of children (see *Delivery and Collection of Children Policy*)
- making sure educators and staff comply with the service's *Road Safety and Safe Transport Policy* and encourage parents/guardians to follow suit

The Nominated Supervisor and Persons in Charge of Day-to-Day Operations are responsible for:

- ensuring all children are adequately supervised at all times (see *Supervision of Children Policy* and *Interactions with Children Policy*)
- establishing learning environments that provide sufficient space and carefully chosen, well-maintained resources and equipment to enhance quality learning and development experiences

- organising/facilitating regular safety audits of the following:
 - emergency equipment
 - playgrounds and fixed equipment in outdoor environments
 - cleaning services
 - horticultural maintenance
 - pest control
- maintaining all equipment and materials used at Brunswick Kindergarten in accordance with the relevant Australian safety standards (see Appendix 1: *Service policies*)
- making sure all cupboards/rooms are labelled clearly according to contents, including those containing chemicals and first aid kits, and working child-proof locks are installed on doors and cupboards where contents are potentially harmful
- ensuring all contractors/visitors sign in to the visitor's log book
- ensuring the physical environment at Brunswick Kindergarten is safe, secure and free from hazards for children
- conducting risk assessments for excursions and considering children's safety when leaving the service premises
- maintaining up to date knowledge of current legislation concerning child restraints in vehicles if transporting children (see *Occupational Health and Safety Policy* and *Road Safety and Safe Transport Policy*)
- implementing and practising emergency and evacuation procedures (see *Emergency and Evacuation Policy*)
- ensuring educators, staff, parents/guardians follow procedures for safe delivery and collection of children (see *Acceptance and Refusal of Authorisations Policy, Delivery and Collection of Children Policy*)
- ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy* and encourage parents/guardians to follow suit

All staff are responsible for:

- actively supervising children at all times (see *Supervision of Children Policy* and *Interactions with Children Policy*)
- maintaining learning environments that provide sufficient space, and include carefully chosen and well-maintained resources and equipment to ensure a safe environment
- maintaining a regular cleaning schedule for all equipment to avoid cross-infection (refer to *Hygiene Policy*)
- maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent (refer to *Occupational Health and Safety Policy*)
- conducting a daily check of the building, ensuring all children are signed out of the service, doors and windows are closed and locked, and appliances are switched off etc. A written record of the daily check should be kept, signed by an educator and filed for future reference
- ensuring the physical environment at Brunswick Kindergarten is safe, secure and free from hazards for children
- conducting risk assessments for excursions and considering children's safety when leaving the service premises (see *Excursions and Service Events Policy*)
- ensuring all equipment and materials used at the service meet relevant Australian safety standards
- complying with Brunswick Kindergarten's *Road Safety and Safe Transport Policy*
- implementing and practising emergency and evacuation procedures (see *Emergency and Evacuation Policy*)
- following procedures for the safe delivery and collection of children (see *Delivery and Collection of Children Policy*)

Parents/guardians are responsible for:

- reading and complying with this policy
- reporting any concerns regarding child safety or wellbeing to the Nominated Supervisor or Child Safety Officer

- reporting concerns, based on reasonable grounds, to the appropriate child protection authorities or police if attention is required in relation to potential or incidence of child abuse
- being aware of, and abiding by Brunswick Kindergarten's *Code of Conduct Policy*
- familiarising themselves with the service's *Road Safety and Safe Transport Policy*.

Volunteers and students assisting at Brunswick Kindergarten are responsible for understanding and following this policy and its associated procedures

EVALUATION

In order to assess whether the values and purposes of the policy are being achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor and assess the implementation, compliance, complaints and incidents relating to this policy
- keep the Brunswick Child Safe policy concurrent with legislative changes, research, policy and best practice principles
- revise child safe policy and procedures as part of Brunswick Kindergarten policy review cycle, or as needed in response to the changing safety requirements of the attending children and immediate environment
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (*Regulation 172(2)*)

AUTHORISATION AND REVIEW

This policy was adopted by the Committee of Management of Brunswick Kindergarten on 17/07/2018, and is set for review at 30/06/2021.

ATTACHMENTS

Attachment 1: Background, Legislation, Definitions, Sources & Related Policies

Attachment 2: Reporting responsibilities and guidelines

Attachment 3: Brunswick Kindergarten Child Safety Reporting Process

Attachment 4: Guidelines for the recruitment of staff and volunteers

ATTACHMENT 1

BACKGROUND AND LEGISLATION

Background

As one of the most vulnerable groups in society, the protection of children is a shared community responsibility to ensure all children are safe, their needs are being met, potential risks are reduced and the possibility of child abuse is minimised. The Approved Provider, Nominated Supervisor, Educators, auxiliary staff, contractors and volunteers of Brunswick Kindergarten have legal and moral duty of care obligations to protect the welfare and safety of children entrusted to their care. These duty of care obligations require the Approved Provider, Nominated Supervisor, Educators and staff of Brunswick Kindergarten to take foreseeable steps to protect children from foreseeable injury and prevent risk of abuse.

LEGISLATION

Legislative basis for provision of services at Brunswick Kindergarten is outlined in the *Children, Youth and Families Act 2005* (CYFA). It places children's best interests at the heart of decision-making and service delivery and details the legal rights of vulnerable children and their families.

Under the *Education and Care Services National Regulations 2011*, Brunswick Kindergarten must ensure that all educators, staff and families are familiar with current policies and procedures with regard to child safety and protection.

Early childhood educators are required to be registered with the Victorian Institute of Teaching and act as mandatory reporters. Similarly, services also have a duty of care obligations to act immediately to protect and preserve the safety and wellbeing of the children in their care. Any person who believes, on reasonable grounds that a child is in need of protection may report their concerns to Child Protection

“Mandated staff members must make a report to Child Protection as soon as practicable after forming a belief on reasonable grounds that a child or young person is in need of protection from significant harm as a result of abuse and the child's parents are unable or unwilling to protect the child” (*Protecting the safety and wellbeing of children and young people* – refer to Sources).

Brunswick Kindergarten takes our legal responsibilities seriously, including:

- **Failure to disclose:** reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against child under 16 have an obligation to report that information to the police
- **Failure to protect:** people of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so
- any personnel who are **mandatory reporters** must comply with their duties and legal obligations

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* require that approved services protect children from harm and hazards, and adequately supervise children at all times. Adult supervision is a key factor in creating and maintaining child safe environments. Active supervision together with risk minimisation strategies can prevent or reduce the risk of injury to children (see *Supervision of Children Policy*).

Risk minimisation strategies, supported by clear policies and procedures for specific areas of child safety will help ensure the environment and practices at the service are child safe. Policies and procedures must be developed in relation to all matters specified in Regulation 168(2), including emergency and evacuation, water safety, sun protection, delivery and collection of children, and incident, injury, trauma and illness (see Attachment 1: *Service Policies*). Risks in the child's physical environment at Brunswick Kindergarten can be minimised by ensuring safety of buildings, grounds, equipment, materials and furniture used at the service, and the safe storage and use of dangerous substances such as cleaning products and chemicals.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Children, Youth and Families Act 2005* (Vic)
- *Child Safety and Wellbeing Act 2005* (Vic)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Child Safe Standards* (Vic)
- *Education and Care Services National Law Act 2010* (Vic): Sections 165, 166, 167
- *Education and Care Services National Regulations 2011* (Vic): Regulations 84, 85, 86, 99, 100, 101, 102, 168(2)(h)
- *Education Training and Reform Act 2006* (Vic) (As amended in 2014)
- *Family Law Act 1975* (Cth)
- *National Quality Standard*, including Quality Area 2: Children’s Health and Safety
- *Working with Children Act 2005* (Vic)
- *Working with Children Regulations 2006* (Vic)
- *Wrongs Act (1958)*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <https://www.legislation.gov.au/>

DEFINITIONS

The terms defined in this section relate specifically to the content of this policy

Abuse: see child abuse definition below

Approved Provider: An individual or organisation that has completed an application and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.

Child: In Victoria, the *Children, Youth and Families Act 2005* defines a child or young person as a person under 18 years of age

Child abuse: (In the context of this policy) refers to a non-accidental act or omission by an adult that endangers or impairs a child’s physical and/or emotional health or development. Child abuse can exist as a single offense but usually occurs over a period of time. Encompassing abuse, neglect and maltreatment, it describes situations where a child may need intervention and protection. Child abuse includes a single or multiple occurrence of one or any of the following:

Physical abuse: act of inflicting physical harm on a child by a parent/guardian, caregiver or other adult resulting in significant injury to the child. The physical abuse may be an intentional desire to cause harm or take the form of meted punishment or physically aggressive treatment directed at the child. Neglect can also cause physical injury and significant harm to a child. Injuries can manifest as bruises, cuts, burns, fractures, poisoning attempts, internal injuries, shaking injuries or strangulation.

Sexual abuse: using power, intimidation, coercion or authority over a child to involve them in a sexual activity that they do not fully comprehend, are unable to give informed consent or violate existing laws. It includes a wide range of sexual behaviour from inappropriate touching/fondling of a child or exposing a child to pornography, to having sex with a child¹.

Emotional and psychological abuse: occurs when a child's parent or caregiver repeatedly rejects the child or uses threats and intimidation to frighten the child into a position of submission. This may involve name calling, put downs, verbal abuse or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.²

¹ Child Safety Commissioner, Victoria (now Commission for Children and Young People): http://www.cryp.vic.gov.au/childsafetycommissioner/downloads/childsafes_organisation.pdf

² <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/about-child-abuse/what-is-child-abuse>

Neglect: failure to provide a child with basic necessities essential to life, such as food, clothing, shelter, medical attention or supervision, to the extent that it harms or has the potential to significantly impact on the child's health and development (Victorian Department of Health and Human Services).

Exposure to domestic/family violence: when children and young people witness or experience repeated domination, coercion, intimidation and victimisation of one person by another through physical, sexual and/or emotional means within intimate relationships (adapted from the Australian Medical Association definition).

For a more detailed definition of child abuse refer to Appendix 2: Definitions of child abuse and indicators of harm in *Protecting the safety and wellbeing of children and young people* (refer to *Sources*)

Bullying: deliberate verbal, physical, social or psychological behaviour that involves the misuse of power by an individual or group towards one or more persons with the intent to cause emotional or physical harm. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

Child FIRST: A Victorian community-based intake and referral service linked with Family Services. Child FIRST ensures vulnerable children, young people and their families are effectively linked to relevant services, including Child Protection <https://providers.dhhs.vic.gov.au/>

Child sex offender: someone who sexually abuses children, who may or may not have existing convictions

Child protection: a whole-of-community approach to the prevention of harm to children. It includes strategic action for early intervention, protection of those considered vulnerable and details responses to all forms of abuse

Child Protection Service (also referred to as Child Protection): the statutory child protection service provided by the Victorian Department of Health and Human Services, to protect children and young people at risk of abuse and neglect. This service also works closely with Family Services (including Child FIRST) to support assessment and engagement of vulnerable children and families in community-based services <http://www.dhs.vic.gov.au/for-service-providers/children,-youth-and-families/child-protection>

Code of conduct: a set of governing rules or practices that establish an expected standard of behaviour to be followed by individuals and organisations. A code of conduct defines how individuals should behave towards each other and towards other organisations and individuals in the community (see Brunswick Kindergarten's *Code of Conduct Policy*).

Contractor: person or company that undertakes a contract to provide materials or labour to perform a service or do a job.

Disclosure: (In the context of this policy) refers to a statement a child makes to another person that describes or reveals abuse.

Domestic/family violence: repeated use of violent, threatening, coercive or controlling behaviour by an individual against a family member/s or someone with who they have or have had an intimate relationship, including carers.

Duty of care: a moral or legal obligation to ensure the safety or well-being of others and protect against harm and potential risk of injury. In the context of this policy, duty of care refers to the responsibility of Brunswick Kindergarten to provide children with an adequate level of care and protection against foreseeable harm and injury.

Maltreatment: (In the context of this policy) refers to physical and/or emotional mistreatment of a child. Examples include sexual abuse, emotional detachment, witnessing of family violence and any non-accidental injury to a child that results in physical or emotional harm.

Mandatory reporting: the legal obligation to report, when there is disclosure, reasonable suspicion, or evidence a child is in need of protection from harm. A range of professional groups are identified in the CYFA as 'mandatory reporters', this includes early childhood teachers. Mandated staff members must make a

compulsory report to Victoria Police and/or Child Protection as soon as possible after forming a belief that a child is in need of protection from significant harm as a result of abuse, based on reasonable grounds.

To have reasonable grounds to believe a child is in need of protection, a mandatory reporter should believe there is risk of significant harm as a result of abuse, and that the parents/guardians are unwilling or unable to protect the child (Sections 162(c) (d) & 184 of the *Children, Youth and Families Act 2005*).

If any disclosure, suspicion or incident of child abuse occurs, Mandatory reporters must follow systematic processes when reporting to fulfil their legal obligations (see *Attachment 2: Reporting responsibilities and guidelines*)

Mandatory reporters must report the abuse/neglect to:

- police, by calling 000, if the offence requires immediate police attention, or
- Child Protection authorities³, if they suspect, on reasonable grounds, a child is suffering abuse or neglect, or wish to discuss their concerns about a child or young person.

Neglect: failure of a parent or caregiver to provide a child with the conditions that are essential for their physical and emotional development and wellbeing, whether through abandonment or failing to meet appropriate supervisory, physical, medical, emotional and educational needs.

Negligence: failure to take reasonable care to avoid causing injury or loss to another person

Nominated Supervisor: a person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing

Notifiable complaint: a complaint that alleges a breach of the Act or Regulation, or alleges that the health, safety or wellbeing of a child at the service may have been compromised. Any complaint of this nature must be reported by the Approved Provider to the secretary of DET within 24 hours of the complaint being made (Section 174(2)(b), Regulation 176(2)(b)). If the Approved Provider is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation.

Written notification of complaints must be submitted using the appropriate forms, which can be found via the ACECQA National Quality Agenda portal: www.acecqa.gov.au

Offender: A person who mistreats and/or harms a child or young person.

Perpetrator: A person who mistreats and/or harms a child or young person.

Reasonable grounds: formation of a belief that a child is in need of protection after becoming aware that the child or young person's health, safety or wellbeing is at risk of being compromised and the child's parents/guardians are unwilling or unable to protect them. There may be reasonable grounds for forming this belief if:

- the child states they have been physically or sexually abused
- the child states they know someone who has been physically or sexually abused
- someone who knows the child states that the child has been physically or sexually abused
- the child shows signs of being physically or sexually abused (see details in Appendix 2 of *Protecting the safety and wellbeing of children and young people* – refer to Sources)
- the staff member is aware of persistent family violence or parental substance misuse, psychiatric illness or intellectual disability that is impacting on the child or young person's safety, stability or development
- there is direct observation of signs or indicators of abuse, including non-accidental or unexplained injury, persistent neglect, poor care or lack of appropriate supervision
- a child's actions or behaviour may place them at risk of significant harm and the parents/guardians are unwilling or unable to protect the child.

Regulatory Authority: The Department of Education and Training (DET) is the Regulatory Authority in Victoria, with primary responsibility for the approval, monitoring and quality assessment of services in accordance with the national legislative framework and in relation to the *National Quality Standard*.

³ Child Protection Crisis Line: toll free on 13 12 78, or a regional DHS office.

Serious incident: A children's service is required to notify the Department when a serious incident occurs at the service.

A serious incident is defined as:

- the death of a child while being cared for or educated by the service (*section 29C(a)*).
- any incident involving injury or trauma to a child while being cared for or educated by the service requiring the
 - attention of a registered medical practitioner; or
 - admission to a hospital (*section 29C(b)*)
- a child being cared for or educated by the service appears to be missing or otherwise unaccounted for or appears to have been taken or removed from the service contrary to the regulations (*section 29C(c)*)
- any incident requiring attendance by emergency services (*section 29C(d)* and *regulation 90(2)*).

A children's service must notify the relevant regional office by telephone within 24 hours of the incident, followed by written notification as soon as practicable (*regulation 90(1)*). Notifications of serious incidents should be made through the NQA IT System portal (www.acecqa.gov.au). If this is not practicable, given the circumstances surrounding the incident, notification can be made initially in whatever way is best under the circumstances.

Voluntary (non-mandated) notification: notification to the Child Protection Service by a person who believes a child is in need of protection. Any person who believes, on reasonable grounds, a child is in need of protection, may notify a protective intervener of that belief and of the reasonable grounds that the belief is based on. Under the *Children, Youth and Families Act 2005* Act, these notifications are made out of moral obligation, rather than legislative obligation. The person making the notification is not expected to prove the abuse, and the law protects anonymity of the person making the notification.

Volunteer: a family member or community member who attends the service to assist in some capacity.

Young person: In Victoria, under the *Children, Youth and Families Act 2005*, a child or young person is a person under 18 years of age.

SOURCES AND RELATED POLICIES

Sources

- Australian Human Rights Commission: www.humanrights.gov.au
- Betrayal of Trust Implementation: www.justice.vic.gov.au
- Better Health Channel: <http://www.betterhealth.vic.gov.au>
- Charter of Human Rights and Responsibilities Act 2006 (Vic) available at: <http://www.legislation.vic.gov.au/>
- Choose with Care: Child Protection – an information and training program: www.childwise.net
- Commission for Children and Young People (CCYP): <http://www.ccyp.vic.gov.au/>
- Department of Education and Training (DET – Victoria) : <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/protectionprotocol.aspx>
- Department of Health and Human Services (DHHS - Victoria): www.dhhs.vic.gov.au
- National Children's Commissioner: <http://www.dss.gov.au/our-responsibilities/families-and-children/publications-articles/national-children-s-commissioner>
- Owens, Angela (2012) *Health Safety and Wellbeing*. Early Childhood Australia, National Quality Standard Professional Learning Program, e-newsletter no 29, 2012
- Palfrey, N & Harris, A. *Information for professionals on supporting children and families after a child has been abused*. Tip sheet produced by the Australian Child & Adolescent Trauma, Loss & Grief Network. Viewed at: <http://earlytraumagriev.anu.edu.au/files/profrespondchildabusetip.pdf>
- *Protecting the safety and wellbeing of children and young people* – A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed

Children's Services and Victorian Schools:

<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/protectionprotocol.aspx>

- *Safeguarding Children* accreditation program, Australian Childhood Foundation: www.childhood.org.au
- Safe Supportive Schools Community Working Group: <http://www.bullyingnoway.gov.au>
- Service Agreement Information Kit for Funded Organisations:
<http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement>
- The United Nations Convention on the Rights of the Child: www.unicef.org/crc
- Victorian Institute of Teaching: www.vit.vic.edu.au
- *What is Child Abuse?*: www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/what-is-child-abuse
- Working with Children (WWC) Check: www.justice.vic.gov.au/workingwithchildren

Service Policies

- *Acceptance and Refusal of Authorisations Policy*
- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Code of Conduct Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Diseases Policy*
- *Dealing with Medical Conditions Policy*
- *Diabetes Policy*
- *Delivery and Collection of Children Policy*
- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*
- *Epilepsy Policy*
- *Excursions and Service Events Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Road Safety and Safe Transport Policy*
- *Staffing Policy*
- *Sun Protection Policy*
- *Supervision of Children Policy*
- *Water Safety Policy*

ATTACHMENT 2

Reporting responsibilities and guidelines

This attachment is based on information from: *Protecting the safety and wellbeing of children and young people* (refer to *Sources*).

Individuals working with children or young people have a duty of care to support and protect them. Where there is a belief, on reasonable grounds (refer to *Definitions*), that a child /young person has been harmed or is at risk of harm, adults in contact with, or working with, that child/young person are ethically bound to act to maintain their safety and wellbeing. For some professionals there is also a legal obligation to report any concerns to the appropriate authorities.

Mandatory reporting

Under section 182 of the *Children, Youth and Families Act 2005*, a person registered under the *Education Training and Reform Act 2006*, or who has been granted permission to teach under that Act, is designated as a mandatory reporter. Early childhood teachers are required to be registered with the Victorian Institute of Teaching and will be obligated to undertake mandatory reporting of any concerns of child abuse and neglect.

Non-mandated staff members

Section 183 of the *Children, Youth and Families Act 2005*, states that **any person** who believes on reasonable grounds that a child is in need of protection may report their concerns to Child Protection. This includes non-mandated licensed children's services staff.

Acting on a belief that child abuse has occurred, or is occurring, can be the first important step in stopping the abuse and protecting the child from further harm.

The Department of Health and Human Services has a statutory responsibility to provide Child Protection services for all children and young people in Victoria. It is a Child Protection worker's role to investigate and prove significant harm, so other professionals need only provide reasonable grounds for their belief.

General guidelines

- The best interests of the child should always be the primary consideration, with due regard to confidentiality and fairness to the person against who the allegation is made.
- Children should be encouraged to approach any person in the service to express concerns about their treatment and should be made to feel confident that they will be taken seriously.
- Employees and volunteers must be clear about who they are expected/permitted to approach when expressing concerns.
- Any investigation undertaken by the service must ensure procedural fairness and natural justice for a person suspected of abusing a child.
- Records must be kept about any child safety concern or complaint and stored in accordance with the service's *Privacy and Confidentiality Policy*. These records must contain information about the action taken, including any internal investigation and any reports made to statutory authorities or professional bodies.
- Everyone at the service must be made aware of the need to report serious matters involving child protection to external authorities.
- Privacy must be maintained, and information must only be disclosed on a need-to-know basis.
- Instances of physical and sexual abuse of children are crimes and must be reported to the police. If a child discloses any such abuse, the service must listen, respond and report to both the police and child protection authorities.
- A report to the appropriate authorities can be made even if educators/staff and others working with children at the service do not have all the necessary information.
- Permission is not required from parents/guardians of a child where abuse is suspected, and parents/guardians do not need to be notified that a report has been made.

Forming a professional judgement

Forming an objective and professional judgement can be based on:

- warning signs (or indicators) of harm or potential harm, that have been observed or inferred
- knowledge of child development
- knowledge of cultural backgrounds
- knowledge of any difficulties experienced or support currently being received by a family
- consultation with colleagues and other professionals
- professional obligations and duty of care responsibilities
- established service protocols
- individual service procedures
- legal requirements, such as mandatory reporting.

Gathering information

Action	Details
Make notes	Record your observations, and date and sign the entries
Continue to observe	Record your observations, and date and sign the entries
Consult colleagues	Access support and advice from your colleagues, compare notes and brainstorm possible strategies to address areas of concern
Develop action plans based on service procedures	Understand and consult the policies and procedures of Brunswick Kindergarten when determining what action to take
Talk to other agencies about helping the family	Collaborate with or engage community health services, local government services, Child FIRST, regional Department of Health and Human Services/Child Protection officers and disability services. You may wish to instigate a case meeting
Talk to the child	Do this with respect for the child or young person's need for privacy and confidentiality
Talk to the parents/guardians	Only do this when it will not jeopardise the safety of the child or young person

Signs or indicators of harm

- Physical signs of abuse or neglect may include, but are not limited to, bruises, burns, sprains, bites, cuts, fractures, frequent hunger, malnutrition, poor hygiene and inappropriate clothing.
- Behavioural signs of abuse (physical, sexual and emotional) or neglect may include, but are not limited to, wariness or distrust of adults, fear of parents/guardians and of going home, fear when other children cry/shout, excessive friendliness to strangers, being very passive and/or compliant, having/claiming to have headaches and/or stomach pains, displaying sexual behaviour that is unusual for the child's age, frequent rocking, sucking and biting, having difficulty sleeping, being withdrawn, aggressive and/or demanding, being highly anxious, having delayed speech, acting like a much younger child, and often being tired and falling asleep.
- Disclosures by the child concerned, or by other parties.

Reporting

- There are two types of notifications to be made in relation to significant concerns for the safety or wellbeing of a child: a referral to Child FIRST (Family Services) or a report to Child Protection (see below).
- To report concerns that are life threatening, ring Victoria Police on 000.

- If there is an allegation of abuse by a proprietor, staff member or visitor at a licensed children's service, the matter must be immediately reported directly to Victoria Police for investigation by telephoning the emergency number 000.
- To report concerns about the immediate safety of a child within their family unit, call the nearest DHS office in your region during business hours. To report concerns after hours or on weekends, call the Child Protection Crisis Line on 13 12 78 (24 hours, 7 days a week and toll free within Victoria). Note: this is an emergency service for weekends and after hours only, and cases reported to the Child Protection Crisis Line will be referred to the relevant DHS office on the following working day.
- Provide the following information:
 - child's name, age and address
 - reason for believing that the injury or behaviour is the result of abuse or neglect
 - reason why the call is being made at this point in time
 - an assessment of immediate danger to the child/ren (the person making the report may be questioned regarding knowledge of the current location of the alleged abuser/s)
 - description of the injury or behaviour observed
 - the current location of the child
 - knowledge of other services that support or are involved with the family
 - any other information about the family
 - any specific details that will help the child, such as cultural background, need for an interpreter or disability support requirements.
- A notification should still be made, even if the notifier does not have all the necessary information.

Making a referral to Child FIRST

A referral to **Child FIRST** should be considered if, after taking into account the available information, the staff member forms a view that raising their concerns will have a low-to-moderate impact on the child, and that the immediate safety of the child will not be compromised. This may include circumstances when there are:

- significant parenting problems that may be affecting the child's development
- family conflict, including family breakdown
- families under pressure, due to a family member's physical or mental illness, substance misuse, disability or bereavement
- young, isolated and/or unsupported families
- families experiencing significant social or economic disadvantage that may adversely impact on a child's care or development.

Child FIRST provides a consolidated intake service to Family Services within sub-regional catchments. Child FIRST ensures that vulnerable children, young people and their families are linked effectively into relevant services, and this may be the best way to connect children, young people and their families with the services they need.

Making a report to Child Protection

A report to **Child Protection** should be considered if, after taking into account all of the available information, the staff member forms a view that the child is in need of protection because:

- the harm or risk of harm has a serious impact on the child's immediate safety, stability and/or development
- the harm or risk of harm is persistent and entrenched, and is likely to have a serious impact on the child's safety, stability and/or development
- the child's parents/guardians are unwilling or unable to protect the child or young person from harm

Upon receipt of a credible report, Child Protection will seek further information, often from professionals who may already be involved with the child or family, to determine whether further action is required. In determining what steps to take, Child Protection will also consider any concerns previously reported with regard to the child or young person. In most circumstances, Child Protection will inform the notifier of the outcome of investigations.

When reporting concerns of child abuse and/or neglect, it is important to remember that:

- a failure to notify the Department of Health and Human Services is an offence under section 182 of the *Children, Youth and Families Act 2005*
- the Department must be notified as soon as practicable
- it is not necessary to prove that abuse has taken place, only to provide reasonable grounds for the belief
- permission from parents/guardians or caregivers is not required to make a notification, nor do they need to be informed that a notification is being or has been made
- if a notification is made in good faith, the notifier cannot be held legally liable for any consequences, regardless of the outcome of the notification
- the identity of the notifier will remain confidential unless the notifier chooses to inform the child and/or family, or if the notifier consents in writing to the disclosure of their identity, or if the court decides that this information must be disclosed
- the notifier may have an ongoing role, including:
 - acting as a support person in interviews with the child or young person
 - attending a case conference
 - participating in case-planning meetings
 - continuing to monitor the child's behaviour and their interactions with others
 - observing/monitoring the conditions of a protective court order that may relate to access or contact with a parent/guardian
 - liaising with other professionals and child protection officers in relation to a child or young person's wellbeing
 - providing written reports for case-planning meetings or court proceedings in relation to the child's wellbeing or progress

Contacting Parents/Carers

Parents/guardians should only be advised a notification has been made after discussion with DHHS Child Protection or Victoria Police to determine what information can be shared.

The Reportable Conduct Scheme

The Approved Provider must initially notify the Commission for Children and Young People of a reportable allegation within three business days and update the Commission of progress within 30 calendar days. The Approved Provider must also investigate the reportable allegation and provide the findings of the investigation to the Commission. The service must also respond to the Commission when contacted for information.

Support when making a report

Making the decision to report can be a challenging and it is important to make use of available supports to guide your practice. Support is available from:

- Approved Provider, Person with Management or Control, Nominated Supervisor or Person in day to day Charge
- DHHS Child Protection and Child First
- Department of Education and Training staff
- Commission for Children and Young People
- Early Learning Association Australia for member organisations

Resources

Department of Education and Training PROTECT Portal: www.education.vic.gov.au

The Department of Education and Training's PROTECT portal provides tools and resources to assist professionals and early years services to respond to child abuse or potential child abuse, including:

- Early Childhood Guidance: This section supports early childhood providers to take action if they suspect, or are witness to, any form of child abuse.
- The flowchart: *Four critical actions for early childhood services: Responding to Incidents, Disclosures and Suspicions of Child Abuse*, provides a summary of the critical actions to take:
- Early Childhood Online Learning: This eLearning Module supports all professionals in early childhood settings to increase their capacity to respond effectively to children whose safety, health or wellbeing may be at risk.

Commission for Children and Young People: www.cyp.vic.gov.au

The Reportable Conduct Scheme is being phased in from 1 July 2017 and is administered by the Commission for Children and Young People.

ATTACHMENT 3

BRUNSWICK KINDER CHILD SAFETY REPORTING PROCESS

WHO?	A child	A family member	Staff or Committee member
WHAT?	Knowledge of abuse or harm to a child Allegation, suspicion, observation Breach of Code of Conduct Environmental safety Issue		
TO	BK Child Safety Officer, Service Director, Group Leader, Teacher, Member of Committee of Mgt		
HOW	Face-to-face chat, email, written correspondence, telephone call, formal meeting.		
NEXT STEPS	Inform Child Safety Officer, Service Director, Teacher, Committee if not aware. Offer support to child/family & person making report Initiate steps to ensure safety of the child (if required) Clarify nature of concern, complaint, breach of conduct If bound by Duty of Care or legal requirements, inform the following bodies:		

If in doubt, call Child Wise- 1800 991 099 for advice on which body/bodies to inform

DECIDE	<p>Police- if issue is life threatening, people are in immediate danger, or at risk of harm Call 000 IMMEDIATELY</p> <p>Child FIRST- If concerns currently have a low to moderate impact on the child, immediate safety of the child is not compromised:</p> <ul style="list-style-type: none">▪ significant parenting problems that may be affecting the child's development▪ family conflict or breakdown▪ pressure due to a family physical or mental illness, substance abuse, disability or bereavement▪ young, isolated and/or unsupported families▪ significant social or economic disadvantage <p>Moreland-1300 786 433, REPORT AS SOON AS IS PRACTICABLE</p> <p>Child Protection- Inform if suspect or have a report of any of the following:</p> <ul style="list-style-type: none">• physical abuse, including non-accidental or unexplained injury• sexual abuse- disclosure or suspicion• emotional abuse• persistent neglect or poor care• medical neglect• family violence or substance abuse• if a child's actions place them at risk to themselves or others- family is unable/unwilling to assist• child is abandoned• human trafficking (including forced marriage)• sexual exploitation (including pornography and prostitution) <p>8:45am-5:00pm Mon-Fri- Northern Intake Division-1300 664 977, Child Protection Crisis Line (all other times) 13 12 78 REPORT AS SOON AS IS PRACTICABLE (WITHIN 24 HOURS)</p> <p>Department of Education (ACECQA)- All serious incidents as defined by the Department:</p> <ul style="list-style-type: none">• injury or death of child• missing or abandoned child• attendance by emergency services for any injury or medical event• child taken or removed from service• child locked in or out of service• complaint about the Service• circumstances posing risk to health or safety of children- <i>within 7 days</i>• all incidents reported to Police and/or Child Protection <p>1300 307 415, and make written report through NQAITS- REPORT WITHIN 24 HOURS</p> <p>Commission for Children & Young People (CCYP)- Reportable Conduct Scheme As of January 2019, all reports concerning actions or behaviour of kindergarten staff or volunteers must be reported to the Commission:</p> <ul style="list-style-type: none">• a sexual offence committed against, with, or in the presence of a child• sexual misconduct committed against, with, or in the presence of a child• physical violence committed against, with, or in the presence of a child• any behaviour that causes significant emotional or psychological harm to a child• significant neglect of a child. <p>03 8601 5281, online form TBA- REPORT WITHIN 3 DAYS</p>
OUTCOME	Investigation by Committee of Management/Child Safe Officer Cooperation with external agencies as required, including CCYP- final report within 30 days (if relevant) Outcome determined & communicate to relevant parties Disciplinary action undertaken (if required) Policy and procedure reviewed and revised as needed

ATTACHMENT 4

Guidelines for the recruitment of staff and volunteers

The processes for recruitment and selection of employees, contractors and volunteers demonstrate our commitment to maximising the safety of children and deterring unsuitable and inappropriate persons from attempting to work at Brunswick Kindergarten. We are committed to the following processes:

Preparation for recruitment

- providing an explicit statement of our commitment to child safety is included in all advertising and promotion for the organisation.
- job descriptions that include a clear statement about our commitment to child safety, maintaining a child safe environment and clearly outline responsibilities and accountability.
- the selection process includes:
 - consideration of a Working with Children Check (and a criminal history record check, where appropriate)
 - confirmation of identity, which involves sighting an original birth certificate or extract, a driver's licence or a passport
 - verification of qualifications
 - thorough reference checks: with at least two referees contacted (including current or most recent employer) in person or via telephone and all referees must have observed the applicant working with children first-hand.

Interview process

- at least three people on the interview panel including, where possible, a gender mix and a person external to the service or someone with HR/interviewing experience.
- behavioural-based questions asking the interviewee to provide examples of their past behaviour in specific situations relevant to the job applied for
- values based questions regarding relationships with children, professional boundaries, resilience, motivation, teamwork, accountability and ethics
- questions specific to the positions key selection criteria
- candidates are asked about their attitudes, aspirations and motivations
- additional information is requested when answers seem incomplete

Ongoing management

- information provided to the employee on commencing work at the Brunswick Kindergarten includes: *Child Protection Policy, Child Safe Environment Policy, Code of Conduct, Complaints and Grievances Policy and Staffing Policy*
- the letter of offer includes a statement of expectations of the staff member in terms of commitment and responsibilities for child safety
- orientation and induction cover information about values, attitudes, expectations and workplace practices in relation to maintaining a child safe environment.
- regular meetings are held between employees, volunteers and the Approved Provider.
- a mentoring or buddy system between employees is in place
- training and education in child safety is provided for all employees, contractors and volunteers
- resources and support are provided for all employees, contractors and volunteers to ensure a child safe environment
- employees, contractors, volunteers and visitors are treated with respect