

**PROVIDING A CHILD SAFE ENVIRONMENT Version 1.14**

Keithcot Farm Children's Centre has a moral and legal responsibility to ensure the safety and wellbeing of all children accessing the service. We support the rights of the child and will act to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of Educators, Allied Health staff, Family Practitioner, Community Development Coordinator, families and volunteers and encourage their active participation in building and maintaining a secure environment for all participants and will provide training, resources, information and guidelines to support this.

Preschool teachers are trained to implement the 'Keeping Safe Child Protection Child Curriculum.

All Educators, Allied Health staff, the Family Practitioner, Community Development Coordinator, Admin officers, volunteers, tradespeople and other professionals will be required to have a Department for Human Services Working With Children Check before working directly with / near children. For guidelines regarding people who are **not** required to have a relevant history screening, the site leader should refer to Relevant History Screening - Summary for Site Leaders on the Department for Education website or contact Screening Liaison Officer, Kay Gasiorowski, phone 8226 0430. All Educators, Allied Health, Community Development Coordinator, Governing Council members and regular volunteers are required to complete the Department for Education 'Responding to Abuse and Neglect' Education and Care course.

**It is a requirement by law for all staff to report any suspected cases of child abuse, including:**

*Concerns about a child or a young person that involve:*

- *Physical abuse*
- *Neglect*
- *Emotional maltreatment*
- *Sexual abuse*
- *The witnessing of family violence*
- *'A child in care' (Department for Child Protection)*

Any Educator noticing suspicious marks or bruises on a child must notify the Child Abuse Report Line on **13 14 78** or register online [www.reportchildabuse.families.sa.gov.au](http://www.reportchildabuse.families.sa.gov.au) with the Department for Child Protection. Serious cases must be reported via the 13 1478 report line and **not** via the online reporting system. Educators or persons concerned for a child's safety are mandated to report their suspicions. The site leader should be informed of a notification and ensure all records are stored securely.

Confidentiality will be respected at all times. Throughout all phases of the child protection process, confidentiality will be maintained and the matter will **ONLY** be discussed with other professionals who are responsible for ensuring the safety of all children. The decision to report any suspected cases of child abuse or neglect will be seen as a fundamental professional responsibility of any person employed at the Children's Centre.

All interactions between Children's Centre employees and children will comply with the Code Of Ethics and any employee suspected of behaving inappropriately will be dealt with in accordance with relevant regulations and legislation.

Detailed information about reporting child abuse is available on the DCP website:

<https://www.childprotection.sa.gov.au/reporting-child-abuse>

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**REVIEWED:** July 2008, July 2009, July 2010, July 2011, July 2012, July 2013, July 2014, July 2015, July 2016, July 2017, July 2018, July 2019, March 2020  
**TO BE REVIEWED:** March 2021  
**SOURCED:** Children's Protection 'Keeping them Safe' Amendment Bill 2005  
Child Protection Act 1993  
Keeping Safe – Child Protection Curriculum 2008  
Families SA: Seven Steps to Establishing and Maintaining Child Safe Environments – 2008



**KEITHCOT FARM**  
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**DECD 'Protective Practices for staff in their interactions with children and young people. Revised September 2011**

**DECD 'Responding To Abuse and Neglect' course 2012**

**ECA Code of Ethics - 2009**

**[my.families.sa.gov.au/IDMProv/landing.html](http://my.families.sa.gov.au/IDMProv/landing.html)**

**[aifs.gov.au/cfca/publications/reporting-abuse-and-neglect](http://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect)**

**ECA Code of Ethics – 2016**

**Keeping Safe: Child Protection Curriculum 2014**

**Department for Child Protection 2018**

**Department for Human Services**