

PROVIDING A CHILD SAFE ENVIRONMENT NQS 2.3.4 Version 1.11

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, the 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. All Educators, Allied Health staff, the Community Development Coordinator, Admin officers, volunteers, tradespeople and other professionals will be required to have a Department Of Communities and Social Inclusion Child Related Screening 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 DECD website or contact Screening Liaison Officer, Kay Gasiorowski, phone 8226 0430. All educators, Allied Health, Community Development Coordinator and regular volunteers are required to complete the DECD 'Responding to Abuse and Neglect' Education and Care course.

It is a requirement by law for all educators 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 the care of Families SA*

Any educator noticing suspicious marks or bruises on a child must notify the Child Abuse Report Line on **13 1478** or register online with Families SA. 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.

CREATED: November 2007

REVIEWED: July 2008, July 2009, July 2010, July 2011, July 2012, July 2013, July 2014, July 2015, July 2016, July 2017

TO BE REVIEWED: July 2018

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

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

aifs.gov.au/cfca/publications/reporting-abuse-and-neglect

ECA Code of Ethics - 2016