

2.1 CHILD PROTECTION

Policy

Mackay Family Day Care Scheme supports the rights of children and young people and is committed to providing a safe and supportive environment ensuring the safety and wellbeing of children and young people involved in our scheme.

Procedure

1. Child Protection Training which is approved by the scheme is undertaken by co-ordination unit staff and family day care educators. This training must be updated at least every three years.
2. All educators registered with Mackay Family Day Care Scheme will be provided with a copy of the scheme's Child Protection Guide.
3. A record is kept of all visitors to the family day care residence or approved family day care venue while children are being educated and cared for by the educator or educator assistant.
4. A child being educated and cared for at a family day care residence or approved family day care venue will not be left alone* with a visitor to the residence or venue.
5. A child being educated and cared for at a family day care residence will not be left alone* with an adult occupant or a person under the age of 18 who resides at the family day care residence.
6. Suspected child abuse or neglect will be reported to the appropriate statutory agency.

*"left alone" in this instance means left where the educator is no longer able to see or hear the child being educated and cared for.

If an educator has suspicions that a child may be at risk of or is being harmed:

1. Observe the child and make written notes as soon as you begin to have concerns. Pay attention to body cues such as changes in behaviour.
2. It is not unusual for a child to deny that anything is wrong.
3. Assure the child that they can come and talk to you when he/she needs to and listen when they do.
4. Find a quiet, private place to talk.
5. Be a listener not an investigator
6. Try to remain calm - do not express shock, panic or disbelief
7. Do not pressure the child to respond to questions
8. Do not put words in the child's mouth
9. Reassure the child that they have done the right thing by telling you.

10. Do not make promises to the child that you are unable to keep, for example, promising that you will not tell anyone.
11. Inform the co-ordination unit who will in turn inform the appropriate statutory department.
12. Keep all information confidential .

Suitability Notice and Blue Card

1. Staff, committee members, educators, educator assistants, and all adult occupants of and regular visitors to an educator's residence or venue must hold a current positive suitability notice and a blue card.
2. New educators will not commence with the scheme until the educator and all adult occupants of the family day care residence or venue are issued with a current positive suitability notice and a blue card.
3. Blue cards issued to an educator, adult occupants and regular visitors of the family day care residence or venue must be displayed or easily accessible for viewing by the co-ordination unit and client families.
4. Co-ordination unit staff will provide educators with a reminder two (2) months before the educator's, adult occupant's or regular visitor's blue card expires.
5. The original copy of the blue card application form will be forwarded by Mackay Family Day Care Scheme to Blue Card Services and recorded in the correspondence book.
6. All blue card application forms and confirmation of positive notice letters are to be given to the administrator for Harmony records to be updated prior to the documents being filed into the educator's file.
7. Copies of blue card application forms can be disposed of appropriately by the scheme, when confirmation of a positive notice is filed in the educator's file.
8. Blue card application forms for educators and adult occupants of an educator's home must be lodged with Blue Card Services at least 30 days before the blue card expiry date and provided the current blue card has not been suspended or cancelled the educator can continue to provide care.
9. Occupants of, or regular visitors to the educator's home must lodge a blue card application at least 60 days prior to their eighteenth birthday.
10. Blue card application forms for regular visitors to an educator's home must be lodged with Blue Card Services at least 30 days before the blue card expiry date and provided their current blue card has not been suspended or cancelled they can continue to visit the educator's home.
11. Mackay Family Day Care Scheme reserves the right to suspend an educator from providing care for children if the educator's, an adult occupant's or a regular visitor's blue card has expired and the application form was not lodged with Blue Card Services at least 30 days prior to the blue card expiry date.

12. All information relating to blue card applications will be treated as strictly confidential¹.
13. The Scheme will maintain a blue card register of all staff, committee members, educators, educator assistants, and adult occupants of and regular visitors to an educator's home.

| Date Implemented | Review Due | Date Updated | Source |
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| 2010 September | 2011 November 2012 November 2015 February 2016 August 2018 March 2019 July 2021 February | 2011 May 2013 August 2016 September 2018 January 2019 August | <ul style="list-style-type: none"> • Commission for Children and Young People Act 2000 • Child Protection Regulation 2000 • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011 • Commission for children and young people and child guardian (website) 2011 • NCAC (Factsheet #19) - Child Protection |