

2.1 CHILD PROTECTION

Policy Statement:

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 with our scheme.

Background:

The Education and Care Services Regulations require approved providers to ensure their services have policies and procedures in place to minimise the risk of harm and hazard to children attending education and care services.

Legislative Requirements:

Section/regulation	Description
Section 162A	Child protection training.
Section 165	Offence to inadequately supervise children.
Section 166	Offence to use inappropriate discipline.
Section 167	Offence relating to protection of children from harm and hazard.
Section 170	Offence relating to unauthorised persons on education and care service premises.
Regulation 83	Staff members and family day care educators not to be affected by alcohol or drugs.
Regulation 84	Awareness of child protection law.
Regulation 87	Incident, injury, trauma and illness record.
Regulation 99	Children leaving the education and care service premises.
Regulation 100	Risk assessment must be conducted before an excursion.
Regulation 101	Conduct of risk assessment for excursion.
Regulation 102	Authorisation for excursions.
Regulation 102AAB	Safe arrival of children policies and procedures.
Regulation 102AAC	Risk assessment for the purposes of safe arrival of children.
Regulation 115	Premises designed to facilitate supervision.
Regulation 123A	Family day care co-ordinator to educator ratios.
Regulation 165	Record of visitors.
Regulation 168	Education and care service must have policies and procedures.
Regulation 170	Policies and procedures to be followed.
Regulation 171	Policies and procedures to be kept available.
Regulation 172	Notification of change to policies or procedures.
Regulation 175(d)(e)	Prescribed information to be notified to Regulatory Authority.

Procedure:

1. Child Protection Training must be undertaken by the nominated supervisor, co-ordinators and family day care educators. This training must be updated by educators at least every two years and yearly by required co-ordination unit staff.
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.

2.1 Child Protection

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. A regular visitor is considered to be:
 - someone who visits an Educator's premises more than 7 times within one calendar year regardless of the length of the visit. After the seventh visit, the person must apply for a Volunteer Blue Card before they can return to the premises.
 - Someone who temporarily resides at an educator's premises for more than 7 days.
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. Occupants of, or regular visitors to the educator's home must lodge a blue card application prior to their eighteenth birthday.
6. 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.
7. All information relating to blue card applications will be treated as strictly confidential.
8. 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 Reviewed	Date Updated	Source
2010 September	2011 November 2012 November 2015 February 2016 August 2018 March 2019 July 2021 February 2022 August 2024 February 2025 August	2015 February 2016 September 2019 August 2022 August	2011 May 2013 August 2018 January 2021 February 2024 February	<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

2.1 Child Protection