

CHILD AND YOUTH RISK MANAGEMENT STRATEGY POLICY



POLICY STATEMENT

Catholic Early EdCare is committed to promoting a culture of safeguarding within our services; ensuring the right of children, young people, and adults at risk to be safe and protected from all forms of abuse, violence, or exploitation.

BACKGROUND

The purpose of this strategy is to promote the wellbeing of children and young people who attend Catholic Early EdCare services. Under the Working with Children (Risk Management and Screening) Act 2000, organisations regulated by the blue card system are legislatively required to develop, implement and maintain a child and youth risk management strategy.

To comply with the legislative framework, a child youth risk management strategy must include the eight mandatory requirements. The eight mandatory requirements meet all 10 of the National Principles for Child Safe Organisations.

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.
3. Written procedures for recruiting, selecting, training and managing staff and volunteers.
4. Policies and procedures for handling disclosures of suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high-risk activities and special events.
7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.

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STATEMENT OF COMMITMENT



We have a **zero tolerance** for all forms of abuse and are committed to safeguarding everyone involved in our activities and services. We also adopt and adhere to the National Catholic Safeguarding Standards.

CODE OF CONDUCT

We have a standard of safe conduct that explicitly addresses expected behaviour standards towards children and young people. The following documents, in part, also address behaviour standards towards children and young people:

- [Child Safe Code of Conduct for New and Existing Employees](#)
 - [Volunteers and Students Policy](#)
- [Participation of Volunteers and Students Procedure](#)

IF WE THINK THIS CODE OF CONDUCT HAS BEEN BREACHED BY ANOTHER PERSON IN CATHOLIC EARLY EDCARE, WE WILL:

- ✓ Act to prioritise the best interests of children
- ✓ Take actions promptly to ensure that children are safe
- ✓ Promptly report any concerns to my manager, Catholic Early EdCare's Safeguarding Officer, the Portfolio Managers, or another leader in Catholic Early EdCare
- ✓ Follow Catholic Early EdCare's policies and procedures for receiving and responding to complaints and concerns
- ✓ Comply with legislative requirements on reporting, and with Catholic Early EdCare's policy and procedure on internal and external reporting

We do...

- ✔ **TREAT** all children, young people and vulnerable adults with dignity and respect.
- ✔ **MAINTAIN** proper physical, personal and professional boundaries with children, young people and adults-at-risk.
- ✔ **RESPECT** and protect the privacy of children, young people and adults at risk.
- ✔ **ACT** in accordance with Catholic Early EdCare's safeguarding policies and procedures at all times.
- ✔ **BEHAVE** respectfully, courteously and ethically towards children, young people, vulnerable adults, families, and towards other staff.
- ✔ **LISTEN** and respond to their views and concerns of children, young people, and vulnerable adults; particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- ✔ **PROMOTE** the best interests, human rights and wellbeing of children, young people and vulnerable adults in Catholic Early EdCare.
- ✔ **CONSIDER** and respect the diverse backgrounds, needs, characteristics and beliefs of children, young people and vulnerable adults.
- ✔ **CREATE** environments that promote and enable participation, are welcoming, culturally safe, and inclusive of all children, young people, vulnerable adults and their families.
- ✔ **INVOLVE** children in making decisions about activities, policies and processes that concern them wherever possible.
- ✔ **CONTRIBUTE**, where appropriate, to Catholic Early EdCare's policies, discussions, learning and reviews about child safety and wellbeing.
- ✔ **IDENTIFY** and mitigate risks to children's safety and wellbeing as required by Catholic Early EdCare's risk assessment and management policy or process.
- ✔ **RESPOND** to any concerns or complaints of child harm or abuse, abuse concerns, suspicions, disclosures, reports, complaints and incidents promptly and in line with Catholic Early EdCare's policy and procedure for receiving and responding to complaints.
- ✔ **COMPLY** with relevant legislation and Catholic Early EdCare's policies and procedures on record keeping and information sharing.
- ✔ **ACTIVELY** manage risks to the safety and wellbeing of children, young people and adults-at-risk.
- ✔ **TAKE** prompt action to ensure the safety of a child, young person or adults who may be a risk of abuse.

We don't...

- ✘ **IGNORE** or disregard any suspected or disclosed harm or abuse.
- ✘ **ENGAGE** in any unlawful activity with or in relation to a child, young person, or vulnerable adult.
- ✘ **ENGAGE** in any activity that is likely to physically, sexually, or emotionally harm a child, young person or vulnerable adult.
- ✘ **UNLAWFULLY** discriminate against any child, young person, vulnerable adult, or their family members.
- ✘ **BE ALONE** with a child, young person, or vulnerable adult unnecessarily.
- ✘ **HAVE** unnecessary or unauthorised physical contact with a child, young person or vulnerable adult.
- ✘ **ARRANGE** personal contact, including online contact, with children, young people or vulnerable adults I am working with for a purpose unrelated to Catholic Early EdCare's activities.
- ✘ **DISCLOSE** personal or sensitive information about a child, including taking or sharing images of a child, young person or vulnerable adult without full and proper consent or unless I am required to do so by Catholic Early EdCare's policy and procedure on reporting.
- ✘ **USE** inappropriate, abusive, obscene or sexual language towards or in the presence of children, young people, or vulnerable adults with access to inappropriate images or material, sexual or pornographic images.
- ✘ **WORK** with children, young people, or vulnerable adults while under the influence of alcohol or prohibited drugs.
- ✘ **UNLAWFULLY** supply a child or young person with liquor or drugs.

More information can be found in the [Guiding and Supporting Behaviour Policy](#).

SUPERVISION OF CHILDREN

We are committed to creating safe, secure, supportive and responsive environments for the children in our care. In line with our Supervision Policy, we meet this commitment through ensuring effective supervision is an integral element in all services, facilitating the creation of environments that are safe and responsive to the needs of all children, allowing educators to engage in meaningful interactions with children.

We achieve this through:

- Maintaining educator to child ratios in accordance with the Education and Care Services National Regulations 2011.
- Defining supervision as the practice of constantly observing and relating to individual children or groups of children in relation to their safety, health and wellbeing.
- Ensuring all areas accessible to children as far as reasonably practical are safe, free from hazards, and there are sufficient educators to oversee children's activities.

Catholic Early EdCare takes a risk-based approach to balancing supervision and privacy, ensuring children and young people are safe while respecting their dignity. Our practices are guided by child safeguarding principles and consider the level of risk in different environments.

Staff announce their presence before entering rooms, reducing the risk of intrusion while maintaining appropriate supervision.

In higher-risk areas such as change rooms, staff never enter alone and only provide assistance when necessary, with another adult present. These measures are designed to prevent harm, promote accountability, and create a culture of trust and respect in our care environments.

Links to relevant documents:

- [Supervision Policy](#)
- [Supervision Procedure](#)
- [Supervision Management Plan](#)
- [Arrival and Departures Policy](#)
- [Arrival and Departures Procedure](#)
- [Sleep and Rest Policy](#)
- [Sleep and Rest Procedure](#)
- [Sun Safety Policy](#)
- [Water Safety Policy](#)
- [Emergency Management Policy](#)
- [Emergency Management Procedure](#)

PHYSICAL CONTACT, RELATIONSHIPS, AND BEHAVIOUR MANAGEMENT

We recognise the importance of respectful and positive relationships children have with each other and their educators. We are committed to fostering children's confidence and self-esteem while supporting them in developing healthy self-regulation skills.

We are committed to Guiding and Supporting Behaviours and this is demonstrated in our practice through:

- Providing positive guidance to children in the care of Catholic Early EdCare that reflects current practice to promote a child's emotional wellbeing, develop a child's self-esteem, promote the development of positive behaviour and the ability to self-regulate behaviour.
- Prohibit the use of physical punishment and restraint; physical, verbal or emotional punishment and practices that demean, humiliate, frighten or threaten a child.
- Acknowledge that children need guidance and support in understanding and regulating their behaviour, and develop the ability to consider alternative positive behaviours.
- Support each child in the care of Catholic Early EdCare to build and maintain sensitive and responsive relationships with other children and adults to manage their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.
- Avoid inappropriate discipline practices such as a 'time out'. A 'time out' practice isolates a child from their peer group and does not address challenging behaviour or encourage the child's sense of agency.
- For children who have a diagnosis of a disability or developmental delay, or may emerge with characteristics of a child with an 'additional need' whilst in the care of Catholic Early EdCare, behaviour guidance and the development of social competence will need to be tailored to the specific needs of the child. The strategies to be implemented will be documented in collaboration with the parents/guardians, outside agencies and educators.

Links to relevant documents:

- [Child Safe Environment Policy](#)
- [Child Safe Environment Procedure](#)
- [Safeguarding Procedure](#)
- [Guiding and Supporting Behaviour Policy](#)

MANAGING INJURIES OR ILLNESSES

We are committed to providing environments that are safe and protect children from harm and hazard, while achieving and maintaining the highest practical standards of workplace health and safety. We ensure clear lines of action are identified to effectively manage an event involving a child becoming injured, ill or involved in an accident.

- We are committed to supporting children and families in our care who are experiencing trauma and the effects of traumatic events, with confidentiality a priority for all
- We equip our educators to effectively respond to incidents, injuries, trauma and illness by providing relevant training, access to appropriate and up-to-date information, regular professional development on the management of incidents, and access to the necessary resources to respond to incidents and injuries
- We ensure our educators act with the utmost care and consideration for the children in our care, by prioritising the timely and appropriate response to any incident involving children. We carefully consider the need to contact emergency services, and ensure families are notified of any serious incident involving or impacting on their child
- We consider the health, safety and wellbeing of children as paramount. We regularly review service supervision at all times.
- We regularly review risk assessments, and post incident we will undertake a review taking any appropriate action to move or rectify the cause if appropriate- including arrangement of a Pause Care or a Cessation of Care where required

Links to relevant documents:

- [Dealing with Medical Conditions in Children Policy](#)
- [Dealing with Medical Conditions in Children Procedure](#)
- [Health and Hygiene Policy](#)
- [Administration of First Aid to Children Policy](#)
- [Administration of First Aid to Children Procedure](#)
- [Incident and Investigation Policy](#)
- [Incident and Investigation Procedure](#)

- We ensure we meet all legislative requirements and obligations relating to incident, injury, trauma and illness under the Education and Care Services National Law and National Regulations
- We prioritise good governance and quality management by supporting Service Leaders and staff with policies, procedures, and guidelines which clearly outline their roles and responsibilities, focusing on quality outcomes for children and young people
- We collaborate with families of children with diagnosed medical conditions to develop a Risk Minimisation Plan for children prior to commencing at the service, or as soon as we are advised that a child has a diagnosed medical condition
- We embrace the learnings from Catholic Social Teachings and support families in kind and respectful ways when resolving understandings and compliance with our policies and procedures

USE OF TECHNOLOGY AND **SOCIAL MEDIA**

We are committed to promoting safe usage of technology including social media outlets. As Catholic Early EdCare is under the umbrella of the Archdiocese of Brisbane educators adhere to this overarching policy.

It applies in relation to the employees' use of social media, whether that use be undertaken using the equipment, facilities or devices of the Archdiocese or occur on the employee's personal equipment, device, or facilities.

SMOKING, DRUGS, AND ALCOHOL CONSUMPTION

Within the Archdiocese, all Parishes/Directorates/ Agencies designated as workplaces shall be free from drug use and abuse, excess consumption and use of alcohol, smoking and vaping. The use of drugs or the abuse of alcohol so that performance on-the-job is adversely affected creates a safety risk that may have serious adverse effects on the health and safety of the individual and others as well as the reputation of the organisation.

Links to relevant documents:

- [Child Safe Environment Policy](#)
- [Child Safe Environment Procedure](#)
- [Social Media Networking Policy](#)
- [Social Media Use by Employees Policy](#)
- [Enrolment Orientation and Booking Policy](#)
- [Code of Conduct Policy](#)
- [Drugs, Alcohol and Tobacco Policy](#)



CONFIDENTIALITY OF INFORMATION

We recognise that individual privacy is important, and we are committed to protecting the personal information we collect from people. We are committed to protecting privacy in an open and transparent way in accordance with the Privacy Act 1988 (Cth) the Australian Privacy Principles, and all applicable Queensland privacy legislation.

Employees must:

- Adhere to the CEEC Gov POL Records Management Policy for the management, storage and retention of official records and procedure relevant to Catholic Early EdCare, Centacare and Archdiocese of Brisbane policies and procedures for use, disclosure, storage and destruction of service-related information
- Apply confidentiality to private communications (including private conversations) relating to Catholic Early EdCare, a Service and/or Catholic Early EdCare clients (children, parents/carers, contractors, other colleagues etc) held in public places, including but not limited to postings made on socialising websites, emails or messages transmitted via mobile phones. This point relates to Catholic Early EdCare, a Service, and all employees of Catholic Early EdCare including volunteers and students

- Escalate immediately to the relevant line manager if an individual informs of an act that has been committed or they believe a person intends to commit, which is against the law
- Volunteers must complete Confidentiality Agreement
- Students must complete Student Confidentiality Agreement

Links to relevant documents:

- [Records Management Policy](#)

RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT OF WORKERS

When recruiting for staff at any level of the organisation, it is essential that appropriate approvals have been sought, and the People and Culture Team process is followed. When recruiting service staff, Service Leaders will:

- Seek approval from the relevant Portfolio Manager
- Request an Advertisement to be placed by the CEEC Talent Acquisition Team

During recruitment process, interviewers will:

- Interview candidate utilising the approved interview templates
- Request candidates complete
 - Pre-employment declaration
 - Prohibition Notice Declaration for Prospective Employees Form

More information can be found in the [Organisation, Development and Training Policy](#).

We have implemented the following measures and practices for those positions deemed to be in child-related work:

POSITION DESCRIPTIONS

Role descriptions have been created for each position; volunteer or employee.

SELECTION CRITERIA

We provide employees/volunteers with key accountabilities including outputs and expectations. The selection criteria are used as a tool to assess the commitment, understanding, attributes, attitudes, and values required to perform the role, particularly those activities involving children and young people.

POSITION ADVERTISEMENTS

Advertisements set out the Catholic Early EdCare's safeguarding commitment and screen processes such as Working with Children Blue Cards, criminal history checks, referee checks and prior conduct disclosures relevant to their suitability to work with children and young people.

SELECTION INTERVIEWS

Interviews include questions that will explore the candidate's capacity to safeguard children and young people.

REFeree CHECKS

Referee checks are conducted, including with the candidate's most recent employer to verify their identity and suitability to work with children and young people.

PROBATIONARY PERIOD

We have a probationary period of 6 months for all employees. The probationary period provides the opportunity to assess the performance of new workers and their suitability to work with children and young people, before confirming their employment.

TRAINING

We require all new staff to undertake a Safeguarding Training Induction prior to their first shift, and ongoing staff complete annual training from our suite of Safeguarding Training.

Catholic Early EdCare is committed to ensuring all staff understand and uphold their legal and ethical responsibilities in safeguarding children. Our training program provides clear guidance on mandatory reporting obligations under Section 299BC of the Criminal Code, ensuring staff can identify, respond to, and report any concerns of sexual offending against a child by an adult associated with our services.

In addition, staff are trained to recognise, reduce, and remove known risks of sexual offending within our environments. This includes implementing proactive supervision strategies, maintaining professional boundaries, and fostering a culture of vigilance and accountability. Through ongoing training, clear policies, and a commitment to child safety, we equip staff with the knowledge and confidence to act decisively in protecting children from harm.

MANAGEMENT PRACTICES

We are committed to management practices that enhance the protection and wellbeing of children and young people.

Links to relevant documents:

- [Recruitment and Selection Policy](#)
- [Code of Conduct Policy](#)
- Criminal History Screening Policy
- Criminal History Screening Procedure
- [Performance Appraisal Procedure](#)

This includes:

- Providing a Child Safe Environment Policy and Safeguarding Procedure, implementation guides and supporting documents/resources.
- A 'Safe Conduct Standards' document that explicitly addresses expected behaviour standards towards children and young people.
- A complaints process for responding to and managing child abuse complaints and incidents.
- A whistleblower policy and associated procedures.
- An independent STOPLINE service for receiving information and reports about serious misconduct including abuse and harm.
- Procedures for reporting child abuse and harm to authorities in line with legislation.

Links to relevant documents:

- [Child Safe Environment Policy](#)
- [Child Safe Environment Procedure](#)
- [CEEC Performance Standards](#)
- [Grievance Complaints Resolution Policy](#)
- [Grievance Complaints Resolution Procedure](#)
- [Whistleblower Policy](#)
- [Safeguarding Procedure](#)
- [STOPLINE Poster](#)
- [Complaints and Feedback Management Policy](#)
- [Complaints and Feedback Management Procedure](#)
- [Archdiocese of Brisbane Safeguarding Framework](#)

HANDLING SUSPICIONS AND DISCLOSURES OF ABUSE

The Catholic Early EdCare Providing a Child Safe Environment addresses the handling of suspicions and disclosures of abuse from children and young people. The policy includes:

- A definition of 'abuse'.
- The types of indicators of abuse (sexual abuse, physical abuse, psychological abuse, neglect and exploitation).
- Protocols for responding to suspicions, disclosures, complaints and incidents of abuse including the Safeguarding Procedure.
- Protocols for reporting suspected child abuse and child sexual abuse including to authorities.
- The Safeguarding Children Report is readily accessible to record suspicion or disclosure of harm.
- A register is maintained by the Safeguarding Specialist documenting all Safeguarding reports including matters that meet/do not meet the threshold for mandatory reporting.
- Allegations of physical or sexual abuse must be reported to the Regulatory Authority within 24 hours.

MANAGING BREACHES OF THE RISK MANAGEMENT STRATEGY

The Catholic Early EdCare Safeguarding Procedure address managing breaches of, and non-compliance with the policy and associated procedures.

The policy states:

“Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct”.

Breaches of policies and procedures are dealt with as a disciplinary matter under Catholic Early EdCare’s Child Safe Code of Conduct for employees and volunteers. These codes provide a process for addressing breaches of behaviour standards, including serious non-compliance with policies and procedures. Breaches or non-compliance which may amount to criminal conduct are reported to the authorities.

RISK MANAGEMENT PLANS FOR HIGH-RISK ACTIVITIES AND SPECIAL EVENTS

We are committed to managing risks in accordance with the Education and Care Services National Regulations. Under the regulations is the requirement of policies and procedures pertaining to managing excursions / incursions, and in relation to safe transportation of children.

We believe the health, safety, and wellbeing of children is paramount, and all experiences undertaken by the service, including excursions and regular outings, will be conducted in a way that minimises and addresses any risks identified during risk assessments and the implementation of control measures.

- We are committed to meeting all the regulatory requirements to ensure the safe transportation of children by our services, including for excursions.

MANAGING COMPLIANCE WITH THE BLUE CARD SYSTEM

We comply with conditions of the Blue Card System. All staff and volunteers are required to hold a valid Blue Card prior to appointment with Catholic Early EdCare and continue to hold a valid Blue Card throughout employment at CEEC.

COMMUNICATION AND SUPPORT

To ensure awareness for staff, children, young people, and families around the Child and Youth Risk Management Strategy, the following is actioned:

- Child and Youth Risk Management Strategy, Providing a Child Safe Environment Policy and Safeguarding Procedure are available via the Catholic Early EdCare website.
- Training and professional development for staff, including but not limited to Annual Safeguarding Training around Mandatory Requirements and Code of Conduct Agreement.

These resources and strategies are continually reviewed to ensure optimal communication and awareness.

KEY TERMS

Term	Meaning	Source
Abuse	<p>The improper treatment of a person that results in the actual and/or likelihood of causing physical or emotional harm. Abuse can come in many forms, such as: physical or verbal maltreatment, neglect, injury, assault, violation, rape, unjust practices, crimes, exploitation, or other types of aggression.</p> <p>There are several categories of abuse of adults, such as:</p> <ul style="list-style-type: none"> • Sexual Abuse • Physical Abuse • Emotional/Psychological Abuse • Neglect • Financial Abuse • Exploitation <p>Within the context of the Catholic Church and faith-based entities, it is also important to recognise spiritual abuse as an additional subtype of abuse.</p>	National Catholic Safeguarding Standards
ACECQA	<p>Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.</p>	Guide to the NQF

Term	Meaning	Source
Adult at Risk	<p>Any person aged 18 years and over who is at increased risk of experiencing abuse, such as people:</p> <ul style="list-style-type: none"> • Who are elderly; • With a disability; • Who suffer from mental illness; • Who have diminished capacity; • Who have cognitive impairment; • Who have suffered previous abuse; • Who are experiencing transient risks; • Who in receiving a ministry or service are subject to a power imbalance; • Who identify as Aboriginal and/or Torres Strait Islander; • Who are from a culturally and linguistically diverse background; • Who are of diverse sexuality; • Who have any other impairment or adversity that makes it difficult for them to protect themselves from abuse. 	National Catholic Safeguarding Standards
Allegation	Means a complaint, still to be verified, claiming, or asserting that someone has committed an act of abuse against a child or adult. The term is used interchangeably and in combination with “complaint”.	
Approved Provider	Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.	Childcare Provider Handbook
Authorised Person	<p>Means:</p> <ul style="list-style-type: none"> • A person who holds a current working with children check (WWCC), or equivalent; or • A family member of a child who is being educated and cared for by the service; or • An authorised nominee of a family member of a child who is being educated and cared for by the service; or • In the case of an emergency, medical personnel or emergency service personnel; or • a person who is permitted under the jurisdictional working with children law to remain at the service without holding a working with children check (WWCC), or equivalent. 	National Law (Section 170)

Term	Meaning	Source
Child	A child is an individual under 18 years.	Child Protection Act 1999 (Section 8)
Child Abuse	<p>Child abuse refers to any behaviour or treatment by parents, caregivers, other adults or older adolescents that results in the actual and/or likelihood of causing physical or emotional harm to a child. Such behaviours may be intentional or unintentional and can include acts of omission (e.g. neglect) and commission.</p> <p>Child abuse and neglect is commonly divided into five subtypes:</p> <ul style="list-style-type: none"> • Physical Abuse • Emotional/Psychological Abuse • Neglect • Sexual Abuse • Exposure to Family Violence 	Australian Institute of Family Studies
Inappropriate conduct with a child (legislative context)	<p>Inappropriate conduct with a child recognised under the Child Safe Organisation Act 2024 (QLD) as conduct that places a child at risk of harm and may constitute an offence.</p> <p>Amendments to Queensland child safety legislation establish inappropriate conduct with a child as a reportable and regulated form of conduct, with relevant provisions commencing on 27th February 2026. Any concern relating to inappropriate conduct with a child must be treated as a safeguarding concern and responded to in accordance with this policy and the Safeguarding Children Procedure.</p>	Child Safety Bill 2025
Cultural Safety	An environment that is safe for people of all ethnicities and cultural identities; where there is no assault, challenge, or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge, and experience, of learning, living and working together with dignity and truly listening.	National Catholic Safeguarding Standards
Dignity and Rights of the Child	Element 5.1.2 of the National Quality Standard (Dignity and Rights of the Child) aims to achieve the United Nations Convention of the Rights of the Child, a universally agreed set of non-negotiable standards and obligations founded on respect for the dignity and worth of each child, regardless of race, colour, gender, language, religion, opinions, origins, wealth, birth status or ability. Article 19 of the Convention states that children have the right to be protected from being hurt and mistreated, physically or mentally.	Guide to the NQF

Term	Meaning	Source
Disability (persons with)	Means those who have physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (Article 2, United Nations Convention on the Rights of Persons with Disabilities).	National Catholic Safeguarding Standards
Diversity	Means a range of people who have various racial, ethnic, socioeconomic, and cultural backgrounds and various lifestyles, experience and interests.	
Diverse Sexuality	Refers to all the diversities of sex characteristics, sexual orientations, and gender identities, without the need to specify each of the identities, behaviours, or characteristics that form this plurality.	
Educator	An individual who provides education and care for children as part of an education and care service.	Guide to the NQF
Entity	Archdiocese, religious institute, ministerial PJP (including their agencies) or association recognised as Catholic in accord with canon law.	National Catholic Safeguarding Standards
Grooming (Child)	Refers to a pattern of behaviour aimed at engaging a child as a precursor to sexual abuse. It includes establishing a 'special' friendship/relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is 'normal' and positive.	
Guardian	Refers to the person(s) who has the legal authority to care for the personal and property interests of another person.	
Harm	<p>Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.</p> <p>Harm can be caused by:</p> <ul style="list-style-type: none"> • Physical, psychological or emotional abuse or neglect; or • Sexual abuse or exploitation. <p>Harm can be caused by:</p> <ul style="list-style-type: none"> • A single act, omission or circumstance; or • A series or combination of acts, omissions or circumstances. 	Child Protection Act 1999 (Section 9)

Term	Meaning	Source
Inappropriate Person	<p>Means a person:</p> <ul style="list-style-type: none"> • Who may pose a risk to the safety, health or wellbeing of any child or children being educated and cared for by the education and care service; or • Whose behaviour or state of mind or whose pattern of behaviour or common state of mind is such that it would be inappropriate for him or her to be on the education and care service premises while children are being educated and cared for by the education and care service. 	<p>National Law (Section 171)</p>
Mandatory Reporting	<p>The Child Protection Act 1999 requires certain professionals, referred to as ‘mandatory reporters’, to make a report to Child Safety, if they form a reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse, and may not have a parent able and willing to protect them.</p> <p>Mandatory reporters should also report to Child Safety a reasonable suspicion that a child is in need of protection caused by any other form of abuse or neglect.</p> <p>This section applies to a person (a relevant person) who is any of the following:</p> <ul style="list-style-type: none"> • Doctor • Registered Nurse • Teacher • Police officer, who, under a direction given by the commissioner of the police service under the Police Service Administration Act 1990, is responsible for reporting under this section; • Person engaged to perform a child advocate function under the Public Guardian Act 2014; • Early childhood education and care professional 	<p>QLD Government Child Protection Act 1999 (Section 13E)</p>
Nominated Supervisor	<p>A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination.</p>	<p>Guide to the NQF</p>

Term	Meaning	Source
Protective Behaviours Program	Protective Behaviours Program is a type of abuse prevention program and means an age-appropriate structured education program to equip children and young people with the skills and knowledge to enhance their personal safety.	National Catholic Safeguarding Standards
Person in Day to Day Charge (PIDTDC)	The PIDTDC is placed in day-to-day charge by the Approved Provider or a Nominated Supervisor of the education and care service; and the person consents to the placement in writing.	Guide to the NQF
Reasonably Believes	Believes on grounds that are reasonable in the circumstances.	Schedule 3 Dictionary, Child Protection Act 1999
Reasonably Suspects	Suspects on grounds that are reasonable in the circumstances.	
Reportable Suspicion	A reportable suspicion is a reasonable suspicion that the child: <ul style="list-style-type: none"> • Has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and • May not have a parent able and willing to protect the child from the harm. 	Child Protection Act 1999 (Section 13E)
Responsible Person	An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: <ul style="list-style-type: none"> • The approved provider or a person with management or control of the service; • A nominated supervisor of the service; or • A person placed in day-to-day charge of the service in accordance with the National Regulations. 	Guide to the NQF
Safeguarding Culture	Embedding safeguarding into everything an organisation does. In promoting this culture, young people and adults at risk will understand they will be listened to, supported, and know action will be taken on their behalf.	National Catholic Safeguarding Standards
Safeguarding Commitment Statement	A commitment statement describing an entity's commitment to keep children and adults safe from harm. It informs the entity's safeguarding culture.	

Term	Meaning	Source
Staff Member	Any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service.	Guide to the NQF
Trauma-Informed and Victim-Centred Support	A strengths-based framework which is founded on five core principles — safety, trustworthiness, choice, collaboration, and empowerment. Trauma-informed services do no harm: they do not re-traumatise or blame victims for their efforts to manage their traumatic reactions, and they embrace a message of hope and optimism that recovery is possible. In trauma-informed services, trauma survivors are seen as unique individuals who have managed their responses to the experiences as best that they could.	National Catholic Safeguarding Standards
Working Directly with Children	A person is working directly with children at a given time if at that time the person: <ul style="list-style-type: none"> • is physically present with the children, and • is directly engaged in providing education and care to the children. 	National Regulations (Regulation 13)
Working with Children Check	A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that: the person has been assessed as suitable to work with children; or there has been no information that if the person worked with children the person would pose a risk to the children; or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.	National Law (Definitions)

LINKS TO OTHER POLICIES AND DOCUMENTS

- [Safeguarding Procedure](#)
- [Arrivals and Departures Policy](#)
- [Arrivals and Departures Procedure](#)
- [Emergency Management Policy](#)
- [Emergency Management Procedure](#)
- [Incident and Investigation Policy](#)
- [Incident and Investigation Procedure](#)
- [Child Safe Environment Policy](#)
- [Child Safe Environment Procedure](#)
- [Interactions with Children Policy](#)
- [Acceptance and Refusals of Authorisations Policy](#)
- [Acceptance and Refusals of Authorisations Procedure](#)
- [Records Management Policy](#)
- [Responsible Person Policy](#)
- [SV APPENDIX Performance Standards](#)
- [Safe Conduct Agreement](#)
- [AOB Code of Conduct](#)
- [AOB Safeguarding Children and Vulnerable Adults Policy](#)
- [What is Family and Child Connect?](#)
- [Mandatory reporting by early childhood education and care professionals](#)
- [Understanding children's sexual behaviour](#)

INDUCTION AND **ONGOING TRAINING**

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

MONITORING **EVALUATION AND REVIEW**

Monitoring of compliance with this policy and the related procedure will be completed by the Governance & Performance team.

The review process for this policy will begin 8 (eight) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

