

# Child Protection Reporting Overview

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## RECEIVING A DISCLOSURE

Remain calm and find a private place to talk  
Explain why you can't keep it a secret  
Only ask enough questions to confirm the need to report the matter  
Do not attempt to conduct your own investigation



## DOCUMENTING A DISCLOSURE

Complete an incident report form and include:  
Time, date and place of the disclosure  
'Word for word' what happened and what was said, including anything you said  
and any actions that have been taken  
Date of report and signature



## REPORTING A DISCLOSURE

If you have a reasonable suspicion a child is at risk of significant harm contact **Child Safety Services** on **1800 177 135 (after hours)** or **Regional Intake Service (business hours)**

Brisbane	1300 682 254
Central Queensland	1300 703 762
Far North Queensland	1300 684 062
North Coast	1300 703 921
North Queensland	1300 706 147
South East	1300 679 849

IF YOU AREN'T SURE WHO TO CALL CONTACT CHILD SAFETY SERVICES ENQUIRIES UNIT ON  
**1800 811 810**

**When children are in immediate danger of abuse contact the police on 000**



## FOLLOWING A DISCLOSURE

Assistance to access support and counselling will be offered to all parties involved.  
The policies and procedures for handling disclosures or suspicions of harm will be reviewed.

# Child Protection Policy

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## NQS

QA2	2.3.4	Educators, co-ordinators and educators are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.
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## National Regulations

Regs	84	Awareness of child protection law
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## Aim

### Child and Youth Risk Management Strategy Mandatory Requirement 1

All educators and staff at our service take seriously their responsibility to protect children from any type of abuse, and are aware of their roles and responsibilities regarding child protection. While we understand there are legislative obligations we must follow, we believe it is also our responsibility as educators to ensure the safety and wellbeing of all children, and to provide the children at our service with the opportunity to develop to their full potential free from any form of harm and abuse. We will implement a child protection risk management strategy to ensure the safety of children is paramount and the service will always act quickly in the best interests of a child.

## Related Policies

Educator and Management Policy

Privacy and Confidentiality Policy

Record Keeping and Retention Policy

Family Law and Access Policy

Relationships with Children Policy

Tobacco Drug and Alcohol Policy

### Related Documentation

Incident Injury Trauma and Illness Record

Child Protection Annual Review

Educator Induction Processes

Educator Appraisal Processes

Educator Recruitment Processes

Educator Professional Development Processes

Educator Job Descriptions

Staff Records

Risk Management Plans

## Implementation

The Approved Provider, Nominated Supervisor, educators, staff members and volunteers will implement a Child Protection Risk Management Strategy to ensure the health, wellbeing and safety of all children at the service.

### Child Protection Risk Management Strategy

#### 1. Code of Conduct

##### **Child and Youth Risk Management Strategy Mandatory Requirement 2**

The service upholds a Code of Conduct in relation to employers, educators, volunteers, students, families and children to ensure the safety and wellbeing of children (See Educator and Management Policy).

#### 2. Recruitment, Selection and Training Procedures include child protection principles

##### **Child and Youth Risk Management Strategy Mandatory Requirement 3**

The Nominated Supervisor is responsible for developing recruitment and professional development procedures that ensure all people working at the service do not pose a risk to children and understand how to respond to disclosures or suspicions of harm and abuse. (See Appendix A and Educator and Management Policy “Professional Development Requirements).

#### 3. Procedures for Reporting and Documenting Abuse or Neglect

#### 4. Procedures for Managing Breaches

#### 5. Risk Management for High Risk Activity

#### 6. Information for Families

### 3. Procedures for Reporting and Documenting Abuse or Neglect

#### **Child and Youth Risk Management Strategy Mandatory Requirement 4**

##### **What is abuse and neglect?**

Under the *Child Protection Act 1999* abuse and neglect is referred to as “harm” which is any detrimental effect of a significant nature on a child’s physical, psychological or emotional wellbeing.

**Harm** is categorised as:

- *physical abuse*, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication
- *emotional or physiological abuse*, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement

- *neglect* for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school, and
- *sexual abuse or exploitation*, for example, sexual jokes or touching, exposing children to sexual acts or pornography or having sexual intercourse with a child or young person under 16 years of age (even if the child appears to have consented).

Under the Act teachers/educators are not mandated reporters but all educators, staff members and volunteers will report abuse if they have a reasonable belief (objective basis) that a child is, is at risk of or has been harmed based on:

- First hand observation of the child or family
- What the child, parent or other person has disclosed
- What can reasonably be inferred based on observation, professional training and/ or experience.

## **Responsibilities**

**The Approved Provider, Nominated Supervisor, educators, staff members and volunteers must:**

- be able to recognise indicators of abuse (see Appendix B).
- take anything a child says seriously and follow up their concerns.
- allow children to be part of decision-making processes where appropriate.
- understand they must report to Child Safety Services **on 1800 177 135** (after hours) or the Regional intake Services (business hours) if they believe on reasonable grounds a child has, is or is likely to suffer harm. Educators, staff members and volunteers should make the report with the assistance or support of the Nominated Supervisor. If the Nominated Supervisor does not follow through and make the report, educators, staff and volunteers will make the report
- contact the police on 000 if there is an immediate danger to a child and intervene immediately if it is safe to do so.
- connect families with referral agencies where concerns of abuse or neglect do not require reports to Child Safety Services. Family consent will be sought before making referrals.
- promote the welfare, safety and wellbeing of children at the service.
- prepare accurate records to assist investigations of abuse or suspected abuse by Child Safety Services or the Police or dealings with referral agencies. Accurate records record exactly what happened, was thought to have happened or potentially could happen.
- understand that allegations of harm against them are treated in the same way as allegations of harm against other people (see “Allegations against Service Personnel”).

**The Approved Provider and Nominated Supervisor must also:**

- ensure that all employees and volunteers are:
  - clear about their roles and responsibilities regarding child protection.
  - aware of their obligations to immediately report cases where they believe on reasonable grounds a child has or is experiencing abuse and neglect including sexual abuse.
  - aware of the indicators showing a child may be at risk of abuse or neglect.
- provide training and development for all educators, staff and volunteers in the recognition and reporting of harm.

- provide reporting procedures and professional standards to safeguard children and protect the integrity of educators, staff and volunteers.
- inform all stakeholders of the actions or inactions that form a breach of the child protection risk management strategy and the potential outcomes of breaching the strategy.
- manage any breaches of the child protection risk management strategy.
- conduct a Working With Children Check (WWCC) (blue card) for all educators, staff and volunteers unless the person meets the criteria for exemption from a WWCC. Further information is available at <http://www.ccypcg.qld.gov.au/bluecard/index.html>
- provide access to relevant acts, regulations, standards and other resources to help educators, staff and volunteers meet their obligations.
- ensure records of harm or suspected harm are kept in line with our Privacy and Confidentiality Policy.

### **Allegations against Service Personnel**

Allegations of abuse or suspected abuse against educators, staff members, volunteers, the Nominated Supervisor or Approved Provider are treated in the same way as allegations against other people. Reports will be made to the Department of Communities, Child Safety and Disability Services where a child is being harmed by a person at the Service. Educators will make the report with the assistance or support of the Nominated Supervisor. If the Supervisor is involved in the harm then the Approved Provider or most senior educator will assist in notifying Child Safety Services.

The Nominated Supervisor:

- will complete an Incident, Injury, Trauma and Illness Record and notify the Regulatory Authority within 24 hours of making the report to Child Safety Services.
- will provide appropriate support for any educator or staff member who has an allegation made against them.
- will protect the identity of educators/staff members against whom unsubstantiated complaints have been made.
- will review the person's duties, and if they continue to interact with children, ensure they are appropriately supervised at all times.
- may seek legal advice about restricting that person's work activities.

### **Documentation**

#### **Documenting a *suspicion* of harm**

If educators have concerns about the safety of a child they will:

- record their concerns in a non-judgmental and accurate manner as soon as possible.
- record their own observations as well as accurate details of any conversation with a parent (who may for example explain a noticeable mark on a child).
- not attempt to conduct their own investigation.
- document as soon as possible so the details are accurately captured including:
  - time, date and place of the suspicion
  - full details of the suspected abuse
  - date of report and signature.

### **Documenting a *disclosure* of harm**

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened or is likely to happen. Disclosures of harm may start with:

- —I think I saw...
- —Somebody told me that...
- —Just think you should know...
- —I'm not sure what I want you to do, but...

When receiving a disclosure of harm educators, staff members, the Nominated Supervisor or Approved Provider will:

- remain calm and find a private place to talk
- not promise to keep a secret
- tell the child/person they have done the right thing in revealing the information but that they'll need to tell someone who can help keep the child safe
- only ask enough questions to confirm the need to report the matter because probing questions could cause distress, confusion and interfere with any later enquiries
- not attempt to conduct their own investigation or mediate an outcome between the parties involved.
- document as soon as possible so the details are accurately captured including:
  - time, date and place of the disclosure
  - 'word for word' what happened and what was said, including anything they said and any actions that have been taken
  - date of report and signature.

### **Notifications of harm**

The person making a notification of abuse or suspected abuse will make a record of the answers to the following:

- name of person they spoke to.
- what the next step in the process is.
- what advice will be sent to confirm the report has been made.
- If there is any further action they need to take.

### **Confidentiality**

It is important that any notification remains confidential, as it is vitally important to remember that no confirmation of any allegation can be made until the matter is investigated. The individual who makes the complaint should not inform the person they have made the complaint about. This ensures the matter can be investigated without prior knowledge and contamination of evidence.

### **Safeguards for reporters**

Reports made to the Department of Communities, Child Safety and Disability Services or Police are kept confidential. Under the *Child Protection Act 1999* if the report is made honestly:

- the report will not breach confidence or standards of professional conduct
- the report can't incur civil or criminal liability
- the identity of the person making the report is protected. (However the Court may grant leave to reveal the person's identity if the evidence is critically important or there is a compelling public interest.)

### **Support after disclosure**

The Nominated Supervisor will provide assistance to access appropriate support and counselling services for all parties affected by a disclosure of harm.

## **4. Procedures for Managing Breaches**

### **Child and Youth Risk Management Strategy Mandatory Requirement 5**

This plan outlines the steps to be taken following a breach of the child protection risk management strategy in order to address the breach in a fair and supportive manner.

#### **Definition**

All educators and staff working with children have a duty of care to support and protect children. A duty of care is breached if a person:

- does something that a reasonable person in that person's position would not do in a particular situation
- fails to do something that a reasonable person in that person's position would do in the circumstances
- acts or fails to act in a way that causes harm to someone to whom the person owes a duty of care.

A breach is also any action or inaction by any member of the service, including children and young people, that fails to comply with any part of the strategy including any breach of:

- a statement of commitment to the safety of children and their protection from harm
- a code of conduct for interacting with children
- procedures for recruiting, selecting, training and managing paid employees and volunteers
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- policies and procedures for implementing and reviewing the child protection risk management strategy
- risk management plans for high risk activities and special events
- strategies for communication and support.

#### **Processes to manage a breach of the child protection risk management strategy**

The Nominated Supervisor will manage breaches in a fair, unbiased and supportive manner:

- all people concerned will be advised of the process
- all people concerned will be able to provide their version of events
- the details of the breach, including the versions of all parties and the outcome will be recorded
- matters discussed in relation to the breach will be kept confidential
- an appropriate outcome will be decided.

#### **Suitable outcomes for breaches**

Depending on the nature of the breach outcomes may include:

- emphasising the relevant component of the child protection risk management strategy, for example, the code of conduct
- providing closer supervision
- further education and training
- mediating between those involved in the incident (where appropriate)
- disciplinary procedures if necessary
- reviewing current policies and procedures and developing new policies and procedures if necessary.

## 5. Risk Management Plan for High Risk Activity

### Child and Youth Risk Management Strategy Mandatory Requirement 7

In addition to workplace health and safety concerns, a child risk management strategy should analyse the risk of 'harm' to children. See Appendix C for a Risk Management template.

## 6. Information for Families

### Child and Youth Risk Management Strategy Mandatory Requirement 8

#### Our Child Protection Risk Management Strategy

Creating safe and supportive service environments for children is everyone's business. Our service is committed to ensuring children are kept safe from harm. We will initiate and maintain ongoing planning and commitment to a safe and supportive environment so children:

- feel safe and protected from harm
- help plan activities and make decisions
- are consulted and respected
- have their best interests considered and upheld.

We have a written child protection risk management strategy to protect the children in our service from harm, and to ensure we have a safe and supportive environment for children by identifying and minimising risks.

The child protection risk management strategy consists of:

- a code of conduct for interacting with children.
- procedures for recruiting, selecting, training and managing paid employees and volunteers, including screening procedures through working with children checks.
- procedures for handling disclosures or suspicions of harm, including reporting guidelines
- procedures for managing breaches of the strategy
- risk management plans for high-risk activities and special events
- strategies for communication and support.

As a parent/carer it is important for you to understand the policies and procedures that form the child protection risk management strategy

### Educating Children about Protective Behaviour

We aim to teach children:



- about acceptable and unacceptable behaviour, and appropriate and inappropriate contact in a manner suitable to their age and level of understanding
- that they have a right to feel safe at all times.
- to say 'no' to anything that makes them feel unsafe
- the difference between 'fun' scared that is appropriate risk taking and dangerous scared that is not ok.
- to use their own skills to feel safe.
- to recognise signs that they do not feel safe and need to be alert and think clearly.
- that there is no secret too awful, no story too terrible, that they can't share with someone they trust .
- that educators are available for them if they have any concerns.
- to tell educators of any suspicious activities or people.
- to recognise and express their feelings verbally and non-verbally.
- that they can choose to change the way they are feeling.

### **Beliefs**

Our service believes that:

- children are capable of the same range of emotions as adults.
- children's emotions are real and need to be accepted by adults.
- a response given to a child from an adult in a child's early stages of emotional development can be hugely positive or detrimental depending on the adult's reaction.
- children are very in touch with their bodies' reactions to their emotions.
- children who retain, enhance and better understand their body's response to an emotion are more able to foresee the outcome of a situation and avoid them or ask for help.

## **Blue Card Compliance**

### **Child and Youth Risk Management Strategy Mandatory Requirement 6**

The Approved Provider/Nominated Supervisor will:

- appoint a 'contact person/manager' who will be responsible for managing blue cards at the service
- develop policies and procedures about deciding who requires a blue card and who is exempt under the *Working with Children (Risk Management and Screening) Act 2000 (the Act)*
- ensure that all information in relation to blue card applications is kept confidential, and
- maintain a blue card register of all staff and volunteers.

### **Applying for a Blue Card**

When a person is applying for a Blue Card, the Blue Card manager will:

- notify all applicants that by signing the application form they are consenting to the screening process under the Act
- certify they have sighted documents to confirm an employee's identity
- carefully check the application to ensure all sections have been appropriately completed

allow paid employees to commence employment after an application form has been submitted, unless they withdraw their consent to employment screening, the application has been withdrawn for any other reason, they are issued with a negative notice or their blue card is cancelled or suspended.

- not allow volunteers and trainee students to commence regulated employment until they hold a valid blue card and positive notice.
- explicitly warn all potential staff (paid employees, volunteers and students) that it is an offence for a 'disqualified person' to sign a blue card application form or a renewal form. (It is an offence for an employer not to provide this warning.) A person is disqualified if they:
  - have been convicted of a 'disqualifying offence'
- are a 'reportable offender' with current reporting obligations under the Child Protection (Offender Reporting) Act 2004
  - are subject to an offender prohibition order under the Child Protection (Offender Prohibition Order) Act 2008
  - are subject to a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003
  - are subject to a disqualification order from a court prohibiting them from applying for, or holding a blue card(See Blue Card Services website for further details of the above).
- inform prospective employees who may be 'disqualified persons', that in certain circumstances, they may be able to apply for an 'Eligibility declaration' under the Act
- send a completed 'Authorisation to confirm a valid blue card' to register your organisation as the applicant's current employer if a new employee has a current blue card. (This is compulsory and you may be subject to penalties for failing to submit an authorisation form for a new employee. As an authorised employer your organisation will be notified if there is any change to the validity of the person's blue card due to a change in their police information.)

It is possible to check the validity of a prospective employee's card on the Blue Card Services website using the employee's name as it appears on the card, full card number (including the number following the '/' on the card) and its expiry date. However, we must still submit the 'Authorisation to confirm a valid card' form.

### **Change in police or disciplinary information**

If our employees or volunteers advise they have had a change in their police or disciplinary information after being issued with a card (or during the application process if it is a paid employee who has already commenced working), we will no longer employ them unless we have submitted a 'Change in police information' form. (Employees and volunteers are not required to disclose the specific nature of any change). If their card is cancelled or suspended or receives a negative notice as a result, we will:

- ensure they no longer undertake child related work at the service and
- if we continue to employ them to perform work that is not child-related, we will ensure that appropriate policies and procedures are in place to manage any risks of harm to children.

### **Notification to Blue Card Services**

The Blue Card Manager will notify Blue Card Services if an applicant or card holder stops working for our service or if the contact person/manager changes.

### **Blue Card Renewals**

Blue cards are current for three years unless cancelled or suspended. The Blue card Manager will ensure renewal applications are submitted at least 30 days prior to their card's expiry date to ensure the holder can continue working while a renewal application is processed.

### **Blue Card Employee Register**

The Blue Card Manager will maintain an employee register of all service operators, employees and volunteers involved in child related activities. This may be in electronic or hard copy format. The Register will include:

- whether or not the person requires a card (if not, why not - eg. the parent exemption applies)
- the type of application (eg. paid or volunteer)
- when the person applied and/or the date of issue of the positive notice and blue card
- the expiry date of the blue card
- the renewal date (at least 30 days before expiry to allow employees and volunteers to continue working)
- whether a negative notice has been issued
- any change in status to a blue card (eg. a change in police information, the positive notice and blue card is cancelled or suspended)
- the date Blue Card Services was informed of any change in police information
- any change of personal information, including the date they informed Blue Card Services (it is an offence for an employee to fail to notify on the appropriate form of any change in personal details within 14 days).

The manager will use the Employee Register template at Attachment D.

## **Sources**

**Community and Disability Services Ministers' Conference (2005). *Creating safe environments for children: Organisations, employees and volunteers: National framework.***

**Community and Disability Services Ministers' Conference (2005). Schedule: Guidelines for building the capacity of child-safe organisations. *Creating safe environments for children: Organisations, employees and volunteers: National framework.***

**Child Protection Act 1999**

**Working with Children (Risk Management and Screening) Act 2000**

**Commission for Children and Young People and Child Guardian Act 2000**

**Education and Care Services National Regulations 2011**

**Early Years Learning Framework**

**Commission for Children and Young People and Child Guardian -**

**<http://www.ccypcg.qld.gov.au/bluecard/risk-management.html>**

**Child and Youth Risk Management Strategy, Blue Card Services**

## **Review**

The policy will be reviewed annually and will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: <insert date here>**

**Date for next review: <insert date here>**

<b>Educator Recruitment Procedures</b>	
Name:	Date:
Service Name:	

**Recruitment Process**

- Nominated Supervisor will oversee and approve the recruitment process:
  - ensuring there is a documented position description for the vacant position that is accurate and current.
  - arranging for the position to be advertised
  - ensuring there is a standard list of interview questions for all applicants
  - reviewing the applications that have been received and making a short list of applicants
  - arranging suitable interview times with the shortlisted applicants
  - contacting referees for the most suitable candidate(s). A Telephone reference Check Template is attached.
  - making an offer of employment in writing which the applicant must sign as an acceptance of the offer. The applicant must sign a contract of employment containing the specific terms and conditions of employment. A base Employment Contract is attached.
  - notifying unsuccessful applicants by letter, telephone or email.
- Recruitment and selection decisions will be made by the Nominated Supervisor.

**Job Description**

Every position must have a position description which:

- summarises the job and describes the tasks,
- details the skills, qualifications and experience required to perform the job and whether these are essential or desirable criteria.
- Clearly describes the expectations for educators/staff members to provide a safe and supportive environment for children.

**Advertising**

- Positions may, at the discretion of the Nominated Supervisor and where relevant, be initially advertised internally via email. This process gives current employees the chance to be considered for a transfer or nominate a suitable contact as a potential candidate.

- External advertising will occur when a suitable internal candidate (including employee contact) is unavailable, or may occur concurrently with the internal advertising where the Nominated Supervisor believes it is in the service's best interests to source additional candidates.

### **The Job Advertisement**

The job advertisement will be written in clear, concise and non-discriminatory language and will contain:

- the title of the position
- a summary of the role and conditions of employment
- the essential and desirable criteria for candidates
- information about what applicants should provide with their applications
- clear, concise details about our Service and our safe, supportive work practices
- advice that the successful applicant will need to undergo a successful Working With Children Check (blue card screening, police check), referee checks and identification, and that candidates will be asked to disclose any information relevant to their eligibility to engage in activities involving children
- the name of a contact person
- the closing date for receipt of applications
- a statement that the Service is an Equal Opportunity Employer

### **Interviews**

The Nominated Supervisor will conduct the interview. The format of the interview will be:

- advise the applicant about the position and the Service
- discuss the applicant's skills and experience as they relate to the position
- answer any questions the applicant may have
- advise the applicant about the next steps in the selection process
- obtain permission to contact the applicant's nominated referees.

### **Selection of Candidates and Offer of Employment**

Following the interviews, we will check the work histories and references of the most suitable candidates(s) after obtaining their permission. We will include the following questions in those asked of referees:

- would you employ the person again?
- have you directly supervised the applicant and directly observed their work with children?
- do you have any concerns about the applicant working directly with children?
- can you give an example of a time when you observed the applicant managing a child with challenging behaviours?

If a decision is made to employ the most suitable candidate, we will make a written offer of employment.

The successful applicant must sign a contract of employment containing the specific terms and conditions of their employment.

### **Exit Interviews**

If an employee resigns, management will undertake an exit interview with the person to:

- gather information about the effectiveness of the recruitment process.
- identify possible areas for improvement in organisational processes, management, job design, remuneration or career planning and development.
- receive positive feedback on what is working well.

### **The Child and Youth Risk Management Strategy Toolkit discusses the following matters under Mandatory Guideline 3**

#### **Managing and Training Employees**

Refer to the Educator and Management Policy for our procedures on managing and training employees.

#### **Commitment to the rights and expectations of children and young people, parents and carers**

Commitment to the rights and expectations of children and families is an integral component of the NQF (eg NQS 1.1.5, 1.1.6, and QA6) and is discussed in several of our policies including:

- Relationships with Children
- Parental Interaction and Involvement in the Service Policy
- Educator and Management Policy

### Indicators of Harm

There are many indicators of harm to children. Behavioural or physical signs which assist in recognising harm to children are known as indicators. The following is a guide only. One indicator on its own may not imply abuse or neglect. However a single indicator can be as important as the presence of several indicators. Each indicator needs to be considered in the context of other indicators and the child's circumstances. A child's behaviour is likely to be affected if he/she is under stress. There can be many causes of stress and it is important to find out specifically what is causing the stress. Abuse and neglect can be single incidents or ongoing, and may be intentional or unintentional.

#### General indicators of harm

- marked delay between injury and seeking medical assistance
- history of injury
- the child gives some indication that the injury did not occur as stated
- the child tells you someone has hurt him/her
- the child tells you about someone he/she knows who has been hurt
- someone (relative, friend, acquaintance, sibling) tells you that the child may have been abused

#### Indicators of Neglect in children

- poor standard of hygiene leading to social isolation
- scavenging or stealing food
- extreme longing for adult affection
- lacking a sense of genuine interaction with others
- acute separation anxiety
- self comforting behaviours, e.g. rocking, sucking
- delay in development milestones
- untreated physical problems

#### Indicators of Neglect in parents and caregivers

- failure to provide adequate food, shelter, clothing, medical attention, hygiene or leaving the child inappropriately without supervision
- inability to respond emotionally to the child
- child abandonment
- depriving or withholding physical contact
- failure to provide psychological nurturing
- treating one child differently to the others

#### Indicators of Physical Abuse in children



- facial, head and neck bruising
- lacerations and welts
- explanations are not consistent with injury
- bruising or marks that may show the shape of an object
- bite marks or scratches
- multiple injuries or bruises
- ingestion of poisonous substances, alcohol or drugs
- sprains, twists, dislocations
- bone fractures
- burns and scalds

#### **Indicators of Physical Abuse in parents and caregivers**

- direct admissions from parents about fear of hurting their children
- family history of violence
- history of their own maltreatment as a child
- repeated visits for medical assistance

#### **Indicators of Emotional Abuse in children**

- feeling of worthlessness about them
- inability to value others
- lack of trust in people and expectations
- extreme attention seeking behaviours
- other behavioural disorders (disruptiveness, aggressiveness, bullying)

#### **Indicators of Emotional Abuse in parents and caregivers**

- constant criticism, belittling, teasing of a child or ignoring or withholding praise and affection
- excessive or unreasonable demands
- persistent hostility, severe verbal abuse, rejection and scape-goating
- belief that a particular child is bad or “evil”
- using inappropriate physical or social isolation as punishment
- exposure to domestic violence

#### **Indicators of Sexual Abuse in children**

- they describe sexual acts
- direct or indirect disclosures
- age inappropriate behaviour and/or persistent sexual behaviour
- self destructive behaviour
- regression in development achievements
- child being in contact with a suspected or known perpetrator of sexual assault
- bleeding from the vagina or anus
- injuries such as tears to the genitalia

### **Indicators of Sexual Abuse in parents, caregivers of anyone else associated with the child**

- exposing the child to sexual behaviours of others
- suspected of or charged with child sexual abuse
- inappropriate jealousy regarding age appropriate development of independence from the family
- coercing the child to engage in sexual behaviour with other children
- verbal threats of sexual abuse
- exposing the child to pornography

### **Indicators of Domestic Violence in children**

- show aggressive behaviour
- develop phobias & insomnia
- experience anxiety
- show signs of depression
- have diminished self esteem
- demonstrate poor academic performance and problem solving skills
- have reduced social competence skills including low levels of empathy
- show emotional distress
- have physical complaints

## Child Protection Risk Management Strategy – Template Risk Management Plan for High Risk Activity



Management

In addition to occupational health and safety concerns, a child and youth risk management strategy should analyse the risk of 'harm' to children and young people.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>Describe the activity</b> <i>What is the activity and what are your objectives? Where will it take place? Identify the stakeholders, staff, parents, and children involved Identify all elements of the event from beginning to end.</i>	<b>Identify Risks</b> <i>Something that could happen that results in harm to a child - consider physical, emotional, sexual and cultural risks from other children, someone outside the service, an employee or volunteer and themselves</i>	<b>Analyse the Risk</b> <i>How likely is the risk, what would happen if the risk did occur?</i>	<b>Evaluate the Risk</b> <i>The level of risk - see table at end of template</i>	<b>Manage the Risk</b> <i>Assess the options to reduce the risk</i>	<b>Review</b> <i>Nominate who will review after the event/activity</i>

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Determine <b>likelihood</b> of the risk by using the left hand column of the <b>Risk Analysis Matrix</b> (below). Use the impact information to determine the <b>consequences</b> level. Combine the Consequence and Likelihood ratings to arrive at the <b>Risk Level</b> (i.e. <i>Low, Medium, High</i> or <i>Critical</i> ). <b>CONSEQUENCES</b>					
<b>LIKELIHOOD</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Extreme</b>
<b>Very likely</b> Expected to occur in most circumstances	Medium	Medium	High	Critical	Critical
<b>Likely</b> Will probably occur in most circumstances	Low	Medium	High	High	Critical
<b>Possible</b> Might occur at some time	Low	Medium	Medium	High	High
<b>Unlikely</b> Not expected to occur	Low	Low	Medium	Medium	High
<b>Rare</b> Occurs in exceptional circumstances only	Low	Low	Low	Medium	Medium

Organisations are advised that if an employee or volunteer advises that they have already applied for, or hold a blue card through another employer, they must notify Blue Card Services by submitting an Authorisation to Confirm a Valid Blue Card Form.

[illegible]