



Child Protection Nominated Supervisor

NQS Element 2.2.3 Child Protection

Name of the person conducting the checklist: _____ Date: _____

Clearances and Qualifications

Do all employees have a current Working With Children Clearance?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do visitors and volunteers have a current Working With Children Clearance if required by law? (See Child Protection Policy or google exemptions to Working With Children Clearance in your State/Territory)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have a register where you can easily monitor the details and expiry dates of Working With Children Clearances?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you diarise to ensure Working With Children Clearances are renewed before they expire?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
In NSW only, have the Nominated Supervisor and Persons in Day to Day Charge completed a child protection course approved by the Regulatory Authority?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Ensuring Understanding

Is there evidence that staff are given information about child protection procedures at the service and what is expected of them? For example:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> do you get all employees, volunteer and students to sign an acknowledgement that they've read and understood the Child Protection Policy and are aware of the child protection laws? 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> do you include child protection policy and procedures in employee/volunteer/student induction processes? 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you organise training in child protection for new employees as soon as possible?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you diarise to organise refresher training for all employees in child protection at least once a year?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you discuss child protection at staff meetings at least several times a year?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you confident that all employees/volunteers/students know:			
<ul style="list-style-type: none"> the indicators of abuse/neglect? 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> the procedure for making a report of (suspected)abuse/neglect? 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> mandatory reporting requirements? 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> service reporting requirements? 	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure allegations or incidents involving employees/volunteers/students are also reported?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you refer families to relevant support services (with their consent) when there are 'lower level' issues that are not reportable?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have a current list of community resources providing information and support in child protection matters?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the Child Protection Policy dated and a plan in place to review it?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Interactions and best practice

Do you encourage employees to talk to you about any child protection concerns they have and support them through the decision making and reporting process?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you give families information about service child protection practices eg share child protection policy/procedures with them?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are visitors and students always supervised?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Do you try to have at least two adults present whenever a child is at the service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure a child is never taken into areas which can be locked or aren't visible to others?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Actions required