

**Assess your practice first.**

Read the below description and evaluate it in relation to your practices.

Meeting – Keeping Understanding of Child Protection

Responsibilities Current: We conduct regular policy and procedure reviews during staff meetings to ensure everyone is up-to-date. We also provide annual refresher training on child protection laws and guidelines, so all educators are aware of any changes. If there are any concerns or questions, we discuss these with child protection officers. Regular reporting to child protection authorities also reinforces our responsibilities.

Referring Families to Local Support Services: If unsure whether what we observe or hear is abuse but believe it should be reported, we first consult the online mandatory reporting guide specific to our state (ACT, NSW, QLD). We also review our child protection policies and procedures and seek advice from the Nominated Supervisor, Room Leader, or Educational Leader. If uncertainty remains, we contact child protection services directly to seek clarification and ensure that all actions are in line with our legal responsibilities.

Ensuring Renewal of Working with Children Clearance:

We actively communicate our child protection practices to families by sharing our Child Protection Policy and procedures through emails and making them available at the centre. We display informative posters, such as those from NAPCAN, and highlight key events like Child Protection Week, discussing its importance. During enrolment or parent meetings, we explain that children are never left alone with visitors or volunteers, including parent volunteers, to ensure child safety.

If you are doing similar practices to the example, use the below questions to help you write your 'meeting' description so you can add it to your QIP.

A MEETING QIP and Self-Assessment Tool (SAT)

Please discuss how you make sure your understanding of your child protection responsibilities is current and accurate.

Please give an example where you've referred families to local support services (with their consent) or provided them with information to assist with parenting or family wellbeing issues when there are 'lower level' issues that are not reportable.

Please discuss the process you/your Service has in place to ensure your working with children clearance is always renewed before it expires.

Week 28, 2 to 6 September 2024 – 2.2.3 Child Protection