

CHILD PROTECTION PROCEDURE

This procedure is to be followed if you have concerns for/or suspect a child's safety and wellbeing is being compromised, including but not limited to physical, psychological, emotional abuse as well as neglect. It is recommended that this procedure is read in conjunction with the Recognise Child Abuse Information Booklet. REED acknowledges the sensitivity of this subject and encourages all educators to contact the REED EAP or their direct line manager for support.

IF YOU BELIEVE A CHILD IS IN IMMEDIATE DANGER CALL EMERGENCY SERVICES ON 000

The format of this procedure is designed to be used as a checklist

Educator and Staff Procedure		
1	You are reminded confidentiality must be maintained throughout this process to protect the rights of the child	
2	Document your concerns on the Child Safe Referral Form (1place) in as much detail as possible, including any disclosures exactly as stated by the child	
3	Immediately discuss your concerns with your Team Leader or Cluster Manager	
4	The Team Leader will immediately advise an appropriate cluster manager and/or line manager	
5	Any documentation must be given to the Nominated Supervisor or Child Safe Officer to be stored in line with the Record Keeping and Retention Policy	
Nominated Supervisor Procedure (Cluster Manager)		
6	Meet with the Educator/Staff and discuss the concerns raised, request any relevant documentation, and provide details of the EAP	
7	Review all the information provided with the Assistant Operations Manager or Child Safe Officer and meet with the parent or guardian if appropriate	
8	Determine if the concern is reportable or not reportable	
9	If the concern is deemed <u>not reportable</u>	
9.1	Implement a plan with the Team Leader and Child Safe Officer ensure ongoing monitoring of the child's safety and wellbeing, including appropriate documentation and confidentiality	
10	If the concern is deemed <u>reportable</u>	
10.1	Notify the Regulatory Authority within 24hours of any allegations of child abuse within the service and the parent or guardian as soon as reasonably possible	
10.2	Notify the Operations Manager in writing as soon as reasonably possible	
11	Any documentation must be stored in line with the Record Keeping and Retention Policy	
Approved Provider Procedure		
12	If the allegation of child abuse has occurred within the service an investigation will be conducted	

12.1	Complete Reportable Conduct Scheme reporting obligations as per legislative requirements	
12.2	Ensure all reporting requirements in relation to child abuse are fulfilled including but not limited to TRBWA, WWC, WA Police and Department of Communities	
13	If the allegation of child abuse has occurred outside the service, the Approved Provider will determine reporting requirements including but not limited to, the Department of Communities and WA Police	
14	Any documentation must be stored in line with the Record Keeping and Retention Policy	

RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
In Safe Hands Safe 4 Kids Child Safe Organisations National Principles Child Safe Referral Form (1place)	Interactions with Children Policy Child Safe Environment Policy Child Safeguarding Policy Delivery of Children to and Collection from Education and Care Service Policy Supervision Policy Privacy and Confidentiality Policy Incident Injury Trauma and Illness Policy Mandatory Reporting Policy Record Keeping and Retention Policy Personal Electronic Devices Policy	Child Protection Procedure Mandatory Reporting Procedure

REVIEW

PROCEDURE REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
August 2025	<ul style="list-style-type: none"> Modification to reduce notification timeframe to 24hrs to meet regulatory requirements Modification of template Revision of content (succinct and explicit) 	August 2027