



# CHILD SAFEGUARDING POLICY

2023

The  
After  
School  
Klub

# CHILD SAFEGUARDING POLICY

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is respected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
155	Interactions with children
S162 (A)	Persons in day to day charge and nominated supervisors to have child protection training

## Purpose

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The Child Safeguarding Policy and Procedure outlines TASK's role in ensuring that all children in our care feel safe and are safe.

TASK is committed to promoting the safety, well-being, and rights of children who may be at risk of harm, abuse, or neglect.

## Scope

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This policy and procedure encompass the following:

- Recruitment, screening, and onboarding of TASK staff, volunteers, and students
- Rostering
- Child safe environments
- Mandatory reporting

The following instruments govern this policy and procedure:

- Education and Care Services National Law
- Education and Care Services National Regulations
- National Quality Framework
- National Principals for Child Safe Organisations
- The Family Law Act
- The Australian Human Rights Commission Act

## Definitions

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**Abuse:** Abuse involves any behaviour, action, or omission that harms or may harm a child's physical, emotional, or psychological well-being. Types of abuse can include physical abuse, emotional abuse, sexual abuse, and neglect.

**Neglect:** Neglect refers to the failure to provide adequate care, supervision, or basic needs for a child's physical, emotional, or psychological development. Neglect can be intentional or unintentional and may include issues such as inadequate food, shelter, clothing, or medical care.

**Mandatory Reporter:** A mandatory reporter is an individual who is legally required to report suspected child abuse or neglect to the relevant child protection authorities.

**Reportable Conduct:** Reportable conduct refers to specific types of misconduct or behaviour that must be reported under the Reportable Conduct Scheme in NSW. This may include allegations of abuse, misconduct, or inappropriate behaviour by certain individuals who work with children, such as employees or volunteers in child-related roles.

**Office of the Children's Guardian (OCG):** The OCG is the government agency in NSW responsible for implementing and overseeing various child protection initiatives, including the Reportable Conduct Scheme.

## Accountabilities:

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### TASK:

- Embed child safeguarding measures at all stages of the recruitment process, including advertising, screening, interviewing, reference checking and onboarding.
- Verify that all adult employees and volunteers who work directly with children have a current working with children check.
- All Responsible Persons have a valid current Child Protection qualification.
- All employees, volunteers and students understand their role as mandatory reporters.
- Ensure that all facilities and equipment used by children are safe and regularly maintained.
- Monitor and supervise activities involving children to prevent any unsafe situations.
- Manage disclosures, feedback and complaints related to child protection matters in a confidential manner that supports the dignity and rights of the child.

### Families:

- Parents and guardians should report any concerns they have about the safety and well-being of their child at TASK to the Responsible Person or TASK Central on 1300 827 500.

### School Staff:

- Collaborate with TASK to share any relevant information related to the safety and wellbeing of children enrolled with TASK.

## Procedures

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### RECRUITMENT, SCREENING AND ONBOARDING

	EVENT	ACTIONS
	Advertising for new employees, students, and volunteers	Job advertisement to include references to being a child safe organisation, the obligation of all staff to be mandatory reporters, and the requirement of having a valid Working with Childrens Check.
	Assessing applicants	All shortlisting / phone-based screening activities must include a question about any prior incidents, investigations or convictions related to harm to children.
		All interviews must include a minimum of one question about their knowledge of reporting obligations of employees.
		All reference checks must include a minimum of one question about their knowledge of any incidents, investigations or convictions related to children of the applicant.
		All new employees, students and volunteers over 18 years old will supply evidence of a valid Working with Children Check.
		All new employees performing the role of Responsible Person will complete Child Protection qualification and Responsible Person training.
	Training	All employees, students and volunteers will be trained to recognise signs of abuse/neglect, understand reporting obligations, and have knowledge of TASK's Child Safeguarding Policy.

	RESPONSIBLE PERSON		RECRUITMENT
	SERVICES MANAGER		ROSTERS

## ROSTERING

	EVENT	ACTIONS
	Compliance	Roster to a minimum of 1:15 for school aged children and 1:10 for any children under school age.
		Roster a Responsible Person for each session who has valid Child Protection qualification and is over 18 years old.
		Only roster staff at service who have verified Working with Children Checks.
		Ensure a person with current First Aid, CPR, anaphylaxis, asthma qualifications is rostered each session.

## CHILD SAFE ENVIRONMENTS

	EVENT	ADDITIONAL INFORMATION
	Physical Environment	Staff will ensure the OSHC environment is safe and secure from hazards.
		Staff will ensure that all children are effectively supervised.
		Control measures are in place to prevent unauthorised persons from entering the premises, including lockdown procedures and visitor registers where appropriate.
	Online Environment	All online activities will be closely supervised by Staff.
		Access to online environments is by approval from both authorised person and TASK only, for the purpose of completing school homework. Where approved, children will use their own device.
		Any access to online environments outside of the approved terms of use will result in the privilege being removed.

	RESPONSIBLE PERSON		RECRUITMENT
	SERVICES MANAGER		ROSTERS

## MANDATORY REPORTING

	EVENT	ADDITIONAL INFORMATION
	Observation	Staff should be vigilant and observant of any signs or behaviours that may indicate child abuse, neglect, or harm. These signs could include physical injuries, changes in behaviour, or disclosures from children.
	Immediate Response and Reporting	If a staff member, student, or volunteer suspects or receives a disclosure of abuse, neglect, or harm, they must take immediate action to ensure the safety of the child. This may involve separating the child from the alleged perpetrator (if applicable) and providing comfort and reassurance to the child.
		Service staff must immediately escalate all child protection matters to their Services Manager.
		The Mandatory Reporting Guide (MRG) tool will be completed promptly as delegated by the Services Manager and all recommendations followed, including reporting via the Child Protection Helpline on 132 111 where appropriate. <a href="https://reporter.childstory.nsw.gov.au/s/">https://reporter.childstory.nsw.gov.au/s/</a>
		Services Manager will ensure all incidents are thoroughly documented whilst upholding privacy and confidentiality obligations.
	Continued Monitoring	Service staff will closely monitor the child's well-being and safety during the course of any investigations or interventions.
	Investigation	It is not the role of TASK to investigate alleged child protection matters that have occurred outside of TASK. Staff should focus all efforts on providing support to the child and following reporting obligations.
	Communication	Under no circumstance will staff confront or communicate accusations to the alleged perpetrator.

	RESPONSIBLE PERSON		RECRUITMENT
	SERVICES MANAGER		ROSTERS