

## PROVISION OF CARE - CHILD PROTECTION / REPORTING

### POLICY

Whilst FDC Co-ordinators and Educators are not required to notify under current legislation, it is recognised that all persons working with children have a moral responsibility to report child abuse and neglect, and in this regard, to practice as if they were mandated by law.

FDC Educators and/or Co-ordinators, will take immediate action to ensure that a notification will be sent to Department of Human Services, Protective Services wherever they have any reason to suspect that a child in their care may be at risk of harm from abuse or neglect.

### PROCEDURE

1. An Educator or Family Day Care Coordinator forms a belief, on reasonable grounds, that a child has suffered, or may be at risk of suffering, harm from abuse or neglect. Educator should complete incident/injury report (appendix) each time they believe there may be evidence of abuse/neglect.
2. An Educator who suspects abuse, or fears that a child is at risk, should contact the Coordination Unit immediately. Where this is impracticable (eg at night, weekends) the carer may contact Protective Services (Child First or DHS) and then inform the Coordination Unit as soon as possible.
3. Protective Services will take details and inform FDC Coordinator of proposed course of action. This may involve Intake Worker recontacting the Family Day Care Co-ordinator at a later time.
4. In all cases involving suspected sexual abuse or serious physical abuse, Protective Services will contact the Police and they will jointly plan what action, if any, to take.
5. Protective Services is responsible for liaising with the Family Day Care Co-ordinator regarding arrangements for any interviews of the child in the Family Day Care setting.
6. The Family Day Care Coordinator or Educator will **not** inform the child's parents prior to contacting Protective Services. Protective Services are responsible for determining when, and by whom, the parents will be informed of the notification.
7. Protective Services is responsible for informing any other parties, as appropriate, of their involvement with the child.
8. The Family Day Care Coordinator is responsible for informing the sponsor and relevant management parties according to existing procedures.
9. Family Day Care Workers should seek to initiate a debriefing process if and when necessary following a suspected child abuse investigation, either through their sponsor or by contacting Department of Human Services.

Source: National Law, Regulations and Standards (ACECQA 2011)  
Child Protection Protocol DHS 2010  
Childwise.net – child protection charity

Reviewed: Sept 2005, December 2008, July 2009, July 2012