

POLICY AIM

Our goal is to ensure that every reasonable precaution is taken to protect the children being educated and cared for by the service from harm. Our service (educators, staff, management and volunteers) have a responsibility to defend children's rights to care and protection to ensure their safety, welfare and wellbeing, and a responsibility to report any children at significant risk of harm.

RATIONALE

Australia is a signatory to the *United Nations Convention on the Rights of the Child (1989)* and many of the principles within the Convention are embedded within child protection legislation. All children have the right to:

- be treated with respect and to be protected from harm
- be asked to express their views and wishes about matters affecting their lives and to have those views appropriately considered by adults
- feel and be safe in their interactions with adults and other children
- understand, as early as possible, what is meant by 'feeling and being safe'
- the support of designated staff in their education or care environment whose role includes being an advocate for their safety and wellbeing.

Educators at this service have a responsibility to all children attending the service to defend their right to care and protection. To support this right, the service will follow the procedures covered within this policy, when dealing with any reportable allegations, to ensure the protection of all children attending the Education and Care Service. Approved Providers, Nominated Supervisors, educators, and staff members are aware of their responsibilities to respond to every child at risk of abuse or neglect.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Children
- Educators
- Management
- Families
- Volunteers
- Students
- Visitors
- Community

NATIONAL QUALITY STANDARD

QUALITY AREA 2 (CHILDREN'S HEALTH AND SAFETY)

- Standard 2.2 (Safety) - *Each child is protected*
- Element 2.2.1 (Supervision) - *At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.*
- Element 2.2.2 (Incident and emergency management) - *Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.*
- Element 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.*

QUALITY AREA 7 (GOVERNANCE AND LEADERSHIP)

- Element 7.1.2 (Management Systems) - *Systems are in place to manage risk and enable the effective management and operation of a quality service.*

RELATED POLICIES & LEGISLATION

RELATED SWEETPEAS POLICIES:

- Child Safe Environment Policy
- Confidentiality Policy
- Ethical Code of Conduct Policy
- Interactions with Children Policy
- Staff Recruitment Policy
- Supervision of Children Policy

RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- Law S162A - Persons in day-to-day charge and nominated supervisors to have child protection training
- Law S167 - Offence relating to protection of children from harm and hazards
- Regulation 84 - Awareness of child protection law

RELATED LEGISLATION:

- [Children's Guardian Act 2019](#)
- [Children's Guardian Regulation 2022](#)
- [Children and Young Persons \(Care and Protection\) Act 1998](#)
- [Children and Young Persons \(Care and Protection\) Regulation 2012](#)
- [Child Protection \(Working with Children\) Act 2012](#)
- [Child Protection \(Working with Children\) Regulation 2013](#)

CHILD SAFE STANDARDS

The Child Safe Standards provide a framework for creating child safe organisations. They are designed to drive cultural change to create, maintain and improve child safe practices. Sweetpeas recognises the standards as holding particular importance and relevance to this Policy:

- Standard 1 - Child safety is embedded in organisational leadership, governance, and culture
- Standard 2 - Children participate in decisions affecting them and are taken seriously
- Standard 3 - Families and communities are informed and involved
- Standard 4 - Equity is upheld and diversity is taken into account
- Standard 5 - People working with children are suitable and supported
- Standard 6 - Processes to respond to complaints of child abuse are child focused
- Standard 7 - Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Standard 8 - Physical and online environments minimise the opportunity for abuse to occur
- Standard 9 - Implementation of the Child Safe Standards is continuously reviewed and improved
- Standard 10 - Policies and procedures document how the organisation is child safe

TERMINOLOGY

- **At risk of significant harm** - in relation to a child or young person means that there are current concerns for their safety, welfare or wellbeing because of the presence to a significant extent of any one or more of the following circumstances¹.
 - The child or young person's basic physical or psychological needs are not being met or are at risk of not being met.
 - The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive medical care.
 - In the case of a child or young person who is required to attend school in accordance with the Education Act 1990 – the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act.
 - The child or young person has been, or is at risk of being, physically or sexually abused or ill-treated
 - The child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm.
 - A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm.

- The child was the subject of a pre-natal report under section 25 of the Children and Young Persons Care and Protection Act 1998 and the birth mother of the child did not engage successfully with the support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.
- **Reasonable grounds** - means that you suspect a child may be at risk of significant harm based on:
 - Your observations of the child, young person or family.
 - What the child, young person, parent or another person has told you. It does not mean that you are required to confirm your suspicions or have clear proof before making a report.
- **Mandatory Reporter** - A person responsible for reporting a child at risk to the Child Protection Helpline, including eReporting on the internet.
- **Code of Conduct** - Set of rules outlining rules and responsibilities
- **Abuse** - Regular or repeated cruelty and/or violence toward an entity
- **At Risk** - Current concerns for safety, welfare or wellbeing of child

GLOSSARY OF ABBREVIATIONS

- **AVO** - Apprehended Violence Order
- **DCJ** - Department of Communities and Justice
- **DVO** - Domestic Violence Order
- **MRG** - Mandatory Reports Guide

INDUCTION, TRAINING AND SUPPORT

RESPONSIBILITIES OF THE APPROVED PROVIDER/NOMINATED SUPERVISOR:

- Verify that any adult working directly with children has a current approved **Working with Children Check** from the *Office of the Children's Guardian* website:
<https://wwwcheck.ocg.nsw.gov.au/Apply>
- Ensure every adult working with children is made aware of the *Children and Young Persons (Care and Protection) Act 1998* and *Safe and Supported: the National Framework for Protecting Australia's Children 2021-2031*.
- Observe the *Children's Guardian Act 2019*
- Orientate every working adult to this Child Protection Policy, the *NSW Mandatory Reporter Guide*, the *NSW Interagency Guidelines for Practitioners* and Mandatory Reporter responsibilities, ensuring their regular review of these.
- Provide access to the free Child Safe eLearning as part of the induction for staff upon commencement - <https://ocg.nsw.gov.au/training-and-resources/elearning>

RESPONSIBILITIES OF THE EDUCATORS AND STAFF:

- Develop trusting and secure relationships with all children at the service.
- Become familiar with this policy, its procedures and the responsibilities for all educators and staff throughout the policy.
- Discuss any concerns with the Nominated Supervisor of the service. Advise the Nominated Supervisor of any intention to make a report to the Child Protection Helpline (132 111).
- Advise the Nominated Supervisor when a report has been made to the Child Protection Helpline.

DOCUMENTATION

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:

- Support staff through the process of documenting and reporting current concerns of children at risk of significant harm.
- Provide all staff and educators with clear guidelines around documentation.
- Ensure that each educator designated as Responsible Person has successfully completed the child protection training required in NSW. All Mandatory reporters and Nominated Supervisors are required by law to complete a child protection course.

- Ensure the Nominated Supervisors and staff members at the service who work with children are advised of the existence and application of the current child protection law in the relevant jurisdiction and understand their obligations under that law.
- Ensure staff records continue to include clearances for working with children checks and teacher registrations.
- Ensure policies and procedures are in place in relation to providing a child safe environment (regulation 168).

EDUCATORS AND STAFF WILL:

- Make a record of the indicators observed that have led to the belief that there is a current risk of significant harm to a child or young person. Information on indicators of risk of significant harm are outlined in the NSW Mandatory Reporter Guide which is accessible at <https://reporter.childstory.nsw.gov.au/s/mrg>
- Complete required child protection training and refresh this training as per any Law requirements.

MANDATORY REPORTING

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:

- Provide all staff and educators working directly with children with access to the Child Protection Policy and the Mandatory Reporter Guide to assist them in their reporting.
- Provide all staff and educators working directly with children with access to the Child Wellbeing and Child Protection NSW Interagency Guidelines; and Display the Child Protection Helpline number for Mandatory Reporters (132 111) on all lists of emergency contact number in the interests of timely reporting.

EDUCATORS AND STAFF WILL:

- In an emergency, where there are urgent concerns for a child's health or life, contact the police, using the emergency line '000'.
- Use the Mandatory Reporter Guide, answer the questions relating to concerns about a child or young person. At the end of the process, a decision report will guide them as to what action to take. The Nominated Supervisor is available if staff require assistance to use this online tool. (See Reporting Procedure below)
- If the Mandatory Reporter Guide determines that there are grounds to suspect a risk of significant harm to a child or young person, phone the Child Protection Helpline on 132 111. Reports can also be made using the Reporting Fax form, available from the Family and Community Services website or you could make an eReport: <https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters/how-to>
 - Note that the legislation requires that they continue to respond to the needs of the child or young person (within the terms of their work role) even after a report to the Child Protection Helpline has been made.
 - If the Mandatory Reporter Guide determines that an educator or staff member's concerns do not meet the risk of significant harm threshold, they do not need to make a report to the Family and Child Protection Helpline, however, they should discuss the matter with the Nominated Supervisor to determine whether the child or family would benefit from the assistance of another agency.
- Monitor the situation and if they believe there is additional information that could be taken into account. Please refer to the above information if required.

DISCLOSURE OF ABUSE

EDUCATORS AND STAFF WILL:

- React calmly to the child making the disclosure;
- Listen attentively and later write down the child's exact words;
 - Provide comfort and care to the child.
 - Follow the steps for reporting as per the Mandatory Reporter Guide.

- Reassure the child or young person that: It is not their fault;
 - It was right to tell.
 - It is not OK for adults to harm children - no matter what.
 - Explain what will happen now - that it is part of your job to tell people who can help the child or young person.

EDUCATORS AND STAFF *WILL NOT*:

- Prompt the child for further details or ask leading questions which would make the child feel uncomfortable or has the potential to jeopardise any future legal proceedings that may arise as a result of any investigation.
- Promise them that everything will “be alright” now that they have made the report or promise a change of circumstances.

SIGNS OF ABUSE

Neglect	Physical Abuse	Sexual Abuse	Emotional Abuse
Child smells of urine, body odour, un-showered	Head injuries/adult bite marks	Change in eating habits	Severe developmental gaps
Dirty clothing/clothing worn the day before	Flinches when arms are raised at them	Writes, draws, plays or dreams of sexual or frightening images	Low self esteem
Visibly dirty body	Disclosure of abuse	Disclosure of abuse	Insecure attachment to carer/parent
Child appears to always be hungry or is severely obese	Behavioural indications <ul style="list-style-type: none"> • Bedwetting • Hyperactivity • Aggression • Uncommunicative • Frightened of parent 	Mimics adult like sexual behaviours/language and knowledge	Poor emotional stability
Parent not seeking medical treatment when needed <ul style="list-style-type: none"> • Vomiting • Diarrhoea • Ear Infections • Temperatures • Body Rash 	Bruises in sensitive areas <ul style="list-style-type: none"> • Under arms • Inner thighs • Back • Bum • Torso • Neck and face 	Other Signs <ul style="list-style-type: none"> • Pain during urination • Bed wetting • Resistant to change clothing • Performs sexual acts with other children 	Seem to be in a never-ending state of stress, anxiety, uncertainty

REPORTING PROCEDURE

PROCEDURE

1. Each situation of abuse is different to the other. Gathering facts and information about each case to respond effectively is necessary to ensure child safety and wellbeing. This can include but not limited to:
 - Take down notes - record what is observed or heard then sign and date the note.
 - If not a serious case, be sure to continue taking down notes and sign and date each day observed.

- Consult with Supervisor - When you are unsure of what to do, get advice from your Nominated Supervisor or Responsible Person.
 - Understand policy - After discussing with your supervisor it is then crucial to come up with a plan of action. What are you going to do next?
 - Speak with professionals - Get confidential advice from professionals who may be able to give you some ideas on what steps to take.
 - Make sure to look at the NSW Mandatory Reporters Guide and select the main decision tree that most closely matches the concern you have:
<https://reporter.childstory.nsw.gov.au/s/mrg>
 - Conversation with the Child - With respect for the child, listen to them and gather any information they mention.
 - Conversation with parents/carer - While keeping the safety and wellbeing of the child at the forefront of your mind, it may be appropriate to have a conversation with the family to find out more information.
2. After information is gathered and documented appropriately, next you need to communicate to the Nominated Supervisor about what your findings are and they should report the child protection issue.
 3. If the Nominated Supervisor does not make a report, it is your obligation to make a report if you believe you have reasonable grounds that a child is in need of protection.
 4. The last step is to follow the NSW Mandatory Reporters Guide step by step:
<https://reporter.childstory.nsw.gov.au/s/mrg>

HELPFUL INFORMATION

Once you have gone through the Mandatory Reporters Guide - and the conclusion is the make a report, there is a list of information that the DCJ might ask for:

- Child's Name
- Date of Birth
- Child's Address
- Household Background (Who lives in the house)
- Where the child is currently located (school, home)
- Family Members Date of Birth (Siblings, parents)
- Description of what happened
- Family Culture
- Caseworker may ask other questions

ALLEGATIONS OF ABUSE (AGAINST STAFF, EDUCATORS, VOLUNTEERS OR STUDENTS)

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:

- Develop and maintain a system of appropriate record keeping for all allegations to ensure detailed documentation is made and stored as required.
- Take all allegations of abuse seriously and clarify what is being alleged with the person who is making the allegation.
- Assess whether a child or young person is 'at risk of significant harm' and, if so, make a report to the Child Protection Helpline.
- Consider whether the police need to be informed of the allegation and if so, make a report.
 - If a report is made to the police, complete a *SI01 Notification of Serious Incident Form* and submit to ACECQA within 24 hours of the incident.
 - If a report has not been made to the police, complete a *NL01 Notification of Complaints and Incidents (other than serious incidents) Form* and submit to the ACECQA within 7 days of the incident.
- Ensure confidentiality is maintained at all times and that systems are in place to deal with any breaches of confidentiality.
- Undertake a risk management approach following an allegation to ensure the protection and safety of children, staff and visitors to the service. Based on this risk assessment, decisions will be made in order to manage the risks that have been identified.

When the Approved Provider/Nominated Supervisor has assessed that information they have received is a **reportable allegation** or **reportable conviction**, they are required to notify the *Office of the Children's Guardian* within seven business days of becoming aware of the information.

- The notification forms capture the relevant information the Nominated Supervisor is required to provide: <https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme/reportable-conduct-notification-forms>
- A **reportable allegation** is an allegation that an employee has engaged in conduct that may be reportable conduct.
- A **reportable conviction** means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.
- The *Children's Guardian Act 2019* defines **reportable conduct** as being:
 - a sexual offence committed against, with or in the presence of a child,
 - sexual misconduct with, towards or in the presence of a child,
 - ill-treatment of a child,
 - neglect of a child,
 - an assault against a child,
 - behaviour that causes significant emotional or psychological harm to a child,
 - any offence under section 43B or 316A of the *Crimes Act 1900*, whether or not, with the consent of the child.

INVESTIGATING REPORTABLE ALLEGATIONS

The Reportable Conduct Scheme requires Approved Providers/Nominated Supervisors to investigate the reportable allegations or make a determination about the reportable conviction. This investigation or determination must:

- be arranged as soon as practicable after the Approved Provider/Nominated Supervisor has become aware of the reportable allegation or reportable conviction
- have regard to the principles of procedural fairness
- give the employee the opportunity to give a written submission to the Approved Provider/Nominated Supervisor if they would like to
- be completed within a reasonable timeframe

THE APPROVED PROVIDERS/NOMINATED SUPERVISOR WILL:

- Develop an investigation plan of the matter.
- Obtain relevant information from a range of sources. This may include a statement from the person who made the allegation; statements from witnesses and a statement from the person against whom the allegation has been made and any other relevant documentation;
 - If the allegation is being investigated by DCJ or the Police, the service will be guided by their advice as to whether they should independently investigate the allegation.
 - If the investigation is carried out by the service, the information that has been gathered will be assessed and a finding made as to whether the allegation is false, vexatious, misconceived, not reportable conduct, not sustained or sustained. The reasons for the finding will be clearly recorded to ensure that the decision-making has been transparent.
- The educator, volunteer or student will be advised of the outcome of the investigation in writing. Advice will be provided about the investigation finding and any follow up action that may be required. Advice will also be provided about any rights of appeal and the person will be advised that the *NSW Office of the Children's Guardian* was also notified of the relevant employment proceeding (if relevant).
- The *NSW Department of Communities and Justice* (DCJ) will also be informed of the outcome of the investigation.

SUSPENDED OR EXEMPTED INVESTIGATIONS

If the allegation is being assessed or investigated by Police or the Department of Communities and Justice, the Approved Provider's/Nominated Supervisor's obligations to investigate the reportable allegations are suspended. The relevant entity's obligations are also suspended if the allegations are before the Courts.

The reason it is important that Approved Providers/Nominated Supervisors observe these suspensions is so they don't do anything that compromises a criminal investigation or prosecution, or a statutory child protection investigation.

Sometimes The Office of the Children's Guardian exempt Approved Providers/Nominated Supervisors from starting or continuing a reportable conduct investigation. They may also require a deferral of the investigation. The exemption or deferral may be temporary or ongoing. They assess this on a case-by-case basis.

Some of the reasons they might give a relevant entity a notice of exemption or deferral include:

- the reportable allegation or reportable conviction was previously investigated by another relevant entity
- there is more than one employer with obligations under the Scheme regarding the reportable allegation or reportable conviction
- to progress a reportable conduct investigation may compromise a future criminal investigation or prosecution
- to start or progress an investigation poses an unacceptable risk to someone's safety
- there are no identifiable lines of inquiry available to the investigation.

30-DAY INTERIM REPORT FORM

If the Approved Provider/Nominated Supervisor has not completed its investigation or determination within 30 days of the head of having become aware of the reportable allegation or reportable conviction, the Approved Provider/Nominated Supervisor must submit an interim report to the *Office of the Children's Guardian*:

<https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme/reportable-conduct-notification-forms>

- Most services will submit a 30-day interim report. This is because it takes time to obtain information about the allegation, arrange a suitable time to speak with relevant witnesses and obtain further evidence before putting the allegations to the employee who is the subject of the allegations.
- When the service is relying on information and evidence from other agencies such as the Police, Department of Communities and Justice or another relevant entity, it can take some time for them to receive that information.

ENTITY REPORT FORM

Once the Approved Provider/Nominated Supervisor is satisfied that the investigation has been completed, they must provide an entity report to the *Office of the Children's Guardian*:

<https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme/reportable-conduct-notification-forms>

- The entity report must include an analysis of the evidence and rationale for the findings made about the reportable allegations.
- The entity report may be provided within 30 days of notifying, or after the interim report.

INFORMING THE EDUCATOR/STAFF MEMBER/VOLUNTEER/STUDENT

The Approved Provider/Nominated Supervisor will:

- Treat the staff member/educator/volunteer/student with fairness at all times and uphold their employee rights at all times.
- Depending on the nature of the allegation, arrange to inform the person immediately (though be guided by the advice of the DCJ or the police).
- Arrange for the person against whom an allegation has been made, to have a support person attend any meeting. This support person must not participate in the discussions throughout the meeting.
- Make accurate documentation of all conversations, and ensure all records are kept confidential.
- Offer counselling or support to the person subject to the allegation.
- Depending on the nature of the allegation made, the person subject to the allegation may be suspended pending further investigation.
- After all investigations are completed, provide the educator/carer/volunteer with verbal and written notification of the outcome of the investigation.

RIGHTS OF ALL PARTIES

- The decision-making process throughout the investigation will be based on the safety and wellbeing of the child/ren and the staff/educators/educator's household members.
- Consideration will be taken in relation to actual or potential 'conflicts of interest' that may be held by the investigator.
- All reportable allegations will be notified to the *Office of the Children's Guardian*. The person, against whom the allegation has been made, will be notified of this and will also be notified of the investigation find and follow up action.
- The person, against whom the allegation has been made, will be notified of any appeal mechanisms if they are not satisfied with the investigation process or the outcome of the investigation.
- The Approved Provider, Nominated Supervisor, or other nominated person who conducts the investigation, will ensure that they act without bias, without delay and without conflict of interest.
- All parties can complain to the Ombudsman if they are not satisfied with the conduct of the investigation.

RECORDS

It is already the responsibility of the approved provider and each family day care educator to keep incident, injury, trauma and illness records. The approved provider must ensure that records are stored until the child is 25 years old. In accordance with the findings of the *Royal Commission into Institutional Responses to Child Sexual Abuse*, approved providers should retain records relating to child sexual abuse that has or is alleged to have occurred, for at least 45 years from the date the record was created (where possible).

CONFIDENTIALITY

- Children, staff and volunteer conversations will be handled in a confidential manner at all times.
- Any allegations against a staff member will also remain confidential.
- All people involved should feel as though their voice is heard but spoken in confidence.
- It is against policy to share information with others regarding child abuse or child protection issues outside of the service protocol to handling a child protection case.

RELATED CONTACTS

- Child Protection Helpline (24 hours): 132 111
- Early Childhood Education and Care Directorate: 1800 619 113
- Kids Helpline: 1800 551 800 (free)
- Kidsafe: (02) 9845 0890
- National Child Abuse Helpline (9-5pm): 1800 991 099
- NSW Police Force: 000
- Office of the Children's Guardian: (02) 8219 3600
- Working With Children Check Customer Service Team: (02) 8219 3777

REFERENCES

- Australian Children's Education and Care Quality Authority (ACECQA) <http://www.acecqa.gov.au/>
- Belonging, Being & Becoming: The Early Years Learning Framework for Australia
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Child Protection Training Online - <https://www.childprotectiontraining.com.au/>
- Child Safe Scheme - <https://ocg.nsw.gov.au/child-safe-scheme>
- Child Safe Standards - <https://ocg.nsw.gov.au/child-safe-scheme/why-we-have-child-safe-standards>
- Child Wise - <https://www.childwise.org.au/>
- Children (Education and Care Services) National Law 2010
- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection) Regulation 2012

- Children's Guardian Regulation 2022
- Children's Guardian Act 2019
- Department of Communities and Justice - <https://www.dcj.nsw.gov.au/>
- Department of Education - <https://education.nsw.gov.au/early-childhood-education>
- Education and Care Services National Regulations 2011
- Kidsafe - <http://www.kidsafensw.org/>
- Mandatory Reporters Guide- <https://reporter.childstory.nsw.gov.au/s/mrg>
- National Quality Framework (NQF) - <http://acecqa.gov.au/national-quality-framework/>
- NSW Health - <http://www.health.nsw.gov.au>
- Office of the Children's Guardian - <https://ocg.nsw.gov.au/>
- Reportable Conduct notification forms: <https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme/reportable-conduct-notification-forms>
- Sweetpeas Philosophy
- The Children's Guardian Act 2019
- United Nations Convention on the Rights of the Child (1989)
- Updating record keeping requirements to support child protection | Information sheet: https://www.acecqa.gov.au/sites/default/files/2024-10/InfoSheet_NewRecordKeepingRequirementsToSupportChildProtection.pdf

REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	<ul style="list-style-type: none"> • Adapted from previous Sweetpeas policy 	June 2017	Cassandra Way (educator/admin)
1.1.	<ul style="list-style-type: none"> • Checked links, minor wording changes 	June 2018	Cassandra Way (educator/admin)
1.2.	<ul style="list-style-type: none"> • Updated to reflect updated NQS and regulations 	June 2019	Janine Evans (Nominated Supervisor)
1.3.	<ul style="list-style-type: none"> • Updated sources • Updated requirements for educators 	June 2020	Janine Evans (Nominated Supervisor)
2.	<ul style="list-style-type: none"> • Reportable conduct no longer reported to ombudsman • Updated sources • Updated children guardian act • Family and community services renamed to Department of Community and Justice • Added responsibilities of Approved Providers to ensure that each person in day-to-day charge is trained in child protection • Added that Approved Provider must have child safe policy • Added reportable conduct scheme link and forms as educators were finding it a challenge to locate. 	June 2021	Janine Evans (Nominated Supervisor)
3.	<ul style="list-style-type: none"> • Fixed formatting • Checked and updated hotlinks • Machinery of government changes • Added Child Safe Standards • Edited order of policy for more chronological flow of procedures 	July 2022	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)

Version	Amendment(s)	Review Date	Updated By
	<ul style="list-style-type: none">Added information from recent updates in legislation regarding Children's Guardian		
3.1.	<ul style="list-style-type: none">Cosmetic changes for new formatting template and colours only	August 2022	Cassandra Way (Assistant Manager)
3.2.	<ul style="list-style-type: none">Added Records section to reflect change to 45 year record retentionFixed version numbering (Aug22 previously v7.1)	August 2023	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)
3.3.	<ul style="list-style-type: none">Checked and fixed all hotlinksSmall spelling/grammar fixesSmall formatting fixes	August 2024	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)