

Welcome to Preschool for 2021

NEWSLETTER
July 2021

Important Dates.....

- **School holidays** run from Monday 28th June to Friday 9th July – Preschool closed.
- **Term 2 starts** Mon 12th Jul.
- **StEPS Vision Screening** – Tues 3rd & Thurs 5th August from 9am.
- **Open Day** - Saturday 28th August, 10am to 1pm.



Please sign in with the Service NSW QR code EVERY TIME you visit preschool. Thank you.



Join us for Open Day Saturday 28th August 10am – 1pm

Cake Stall ~ BBQ ~ Face Painting
Reptile Show@11am ~ *Gold Coin donations appreciated.*



Cake Stall for Open Day

Plates will be handed out over the weeks leading up to Open Day asking for donations of cakes, slices or biscuits for our Open Day cake Stall. If you are able to help out please use the paper plate for your cakes, label your donation with its ingredients and bring them into Preschool either on Friday 27th August or Saturday morning 28th August.
Thank you for your support.



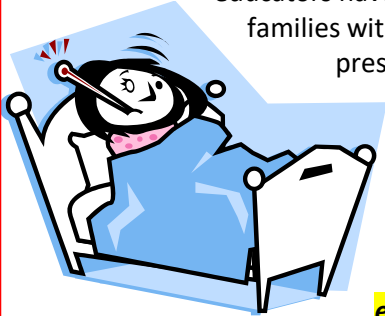
Find us and 'Like' us on Facebook www.facebook.com/springwoodpreschool

Visit our Website for information & events www.springwoodpreschool.org.au



Understanding the need to report illness & the Impact of illness at Preschool during the COVID19 pandemic

Maintaining a healthy and safe environment for educators and families is paramount. Springwood Preschool educators have a duty of care to ensure the health and wellbeing of the children, educators and families within the preschool by implementing illness exclusion periods for the benefit of the preschool community especially now during COVID19 period.



We understand that children do become ill however in order to prevent illness and cross infection and due to the number of children at preschool each day and the close proximity of children to each other, we believe that infection control is essential. **PLEASE contact us if your child is unwell so that we may take the necessary steps to follow our infection control procedures. We are unable to act effectively if families do not advise the preschool of these sorts of illnesses.**

During the COVID19 pandemic, as soon as a staff member displays any cold/flu symptoms they are immediately sent home or asked not to attend work until they have been tested for COVID-19. Not only must staff stay at home until their symptoms have resolved, they must also isolate until they have a negative COVID-19 result returned. This has a direct impact on the operation of our preschool. If we have numerous staff away at one time, depending on the number of staff we may have to close a room or close to all except children of essential workers or shutdown the whole preschool if all staff are unwell.

We understand that it sounds extreme to ask a child not to come or send a child home from preschool who has even the slightest cough or runny nose but we cannot risk impacting the operation of the Preschool for all our families if staff get sick.

Please be extra mindful before bringing your child to preschool if you suspect that they are not 100%. We always do our best to support families at our preschool but now is when we need your help to ensure our doors stay open and keep preschool as normal as possible.

In the event of a confirmed case of an infectious illness or vaccine preventable disease at preschool we will issue an email to advise families of the situation and provide a fact sheet from NSW Health to inform families of symptoms, treatment, infectious and exclusion periods. Further to this, under normal conditions the Director must notify the Public Health Unit as soon as they are aware that a child at the preschool has contracted a vaccine preventable disease, making it even more important for families to notify the preschool as soon as possible of illness whether or not you suspect your child may have had the illness at preschool. This is also the case if a confirmed case of COVID-19 were reported at Preschool we would be forced to close and report to the Public Health unit and our regulatory authority, the NSW Department of Education.

Reminder – Please check the Preschool COVID-19 Health Declaration on our website and the NSW Health news and updates regularly for changing info.

Links to both are on our website.

Thank you for your understanding and co-operation.



StEPS 4 yr old vision screening

Tues 3rd & Thurs 5th August

StEPS will visit Preschool on **Tuesday 3rd and Thursday 5th August**. An initiative of NSW Health, it offers all 4 year old children free vision screening prior to starting school. **Consent forms will be handed out at preschool in term 3. Please complete and return the forms as soon as possible.**

If your child has already done the StEPS vision screening, please tick the box to decline and return the form to Preschool. Screening takes about 5 to 10 minutes. If you can't attend on the nominated date please let us know.



FRIENDLY REMINDER FOR IMMUNISATION RECORDS

It is very important to provide preschool with the most up to date copy of your child's immunisation records at all times. The Public Health Amendment (Review) 2017 requires all early childhood services to maintain up to date records of all Immunisation History Statements. You can obtain a statement at any time by contacting Medicare:

- By telephone on **1800 653 809**
- By email on acir@medicareaustralia.gov.au
- Online at www.medicareaustralia.gov.au/online
- In person at your local Medicare office, Centrelink office or Child Support Service Centre.



If your child is due for their immunisations, please arrange to have them done asap and provide us with the updated copy of the Statement. **If the Preschool has an outbreak of a vaccine-preventable disease any child whose immunisation record is not up to date will be excluded from the preschool for the recommended exclusion period, for example; Whooping cough exclusion period can be up to 21 days.**

If your immunisation schedule is not up to date for any reason, one of the following forms must be provided as soon as possible;

- a current **AIR Immunisation History Statement** showing that a child is 'up to date' with their immunisations, including where a child has an **approved medical contraindication** or natural immunity to one or more vaccines, OR
- an **AIR Immunisation History Form** for a child who does not have a complete immunisation history and may be on a **recognised catch-up schedule**, which has been certified by an immunisation provider.



school leavers list

A list is on display in the yard for children leaving us at the end of 2021 to go to Kindergarten in 2022.

If you haven't already told us, or you don't see your child's name on the list, please write your child's name under the school they will be going to next year. This will help your child's teachers as they begin their planning to make a smooth transition for all the children moving onto "big school" next year. Thankyou.





Policies currently under review.....

Child Protection Policy

Legislation:

Children and Young Persons (Care and Protection) Act 1998 Section 11A, 23, 27
Children's Guardian Act 2019
Commission for Children and Young People Act 1998
Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2018
United Nations Convention on the Rights of the Child 1989

Quality Area 2: Children's Health & Safety

LEGISLATIVE APPLICATIONS

Children and Young Persons (Care and Protection) Act 1998, s.27; s.245A; s.248(1)(b)
Education and Care Services National Law Act (2010) Part 6 Section 166-167; s.174
Education and Care Services National Regulations (2018) Part 4.2, 84 Part 4.7, 168

Statement;

Our service is committed to providing an environment that fosters health, development, spirituality, self-respect and dignity, that is free from violence and exploitation. Under the Children and Young Persons (Care and Protection) Act 1998, children and young people must receive the care and protection necessary to ensure their safety, welfare and wellbeing. All educators and volunteers of our service are Mandatory Reporters and are required to report to the Child Protection Helpline (Phone: 132 111) if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concerns about the safety, welfare or wellbeing of a child or young person where the concerns arise during or from their work. We are committed to ensuring all educators and staff have a full understanding of their responsibilities as a Mandatory Reporter and are supported in fulfilling these. The Head of Relevant Entity at Springwood and District Preschool Kindergarten must notify the Office of Children's Guardian should a relevant allegation be made against an employee.

Rationale:

Springwood and District Preschool Kindergarten is committed to the NSW Government goal of 'Childstory' <https://reporter.childstory.nsw.gov.au/s/> in that 'all children in NSW are healthy, happy and safe, and grow up belonging in families and communities where they have opportunities to reach their full potential'. All children have the right to be safe and to receive loving care and support. Children also have a right to receive the services they need to enable them to succeed in life. Parents have the primary responsibility for raising their children, and ensuring that these rights are upheld." National Framework for Protecting Australia's Children 2009-2020

The Education and Care Services National Regulations state:

[Chapter 7 Part 7.3 Division 3](#) Regulation 273

273 Course in child protection

Regulation 174 2(c)

it is an offence to fail to notify certain information to Regularity Authority

The approved provider of an education and care service must ensure that the responsible person of the service and any certified supervisor in day to day charge of the service has **successfully completed a course in child protection** approved by the New South Wales Regulatory Authority.

[Chapter 4 Part 4.2 Division 1](#) Regulation 84

84 Awareness of child protection law

The approved provider of an education and care service must ensure that the nominated supervisor and staff members at the service who work with children are advised of—

- (a) the existence and application of the current child protection law; and
- (b) any obligations that they may have under that law.

Aims:

- To provide a model of best practice for young children's care safety and wellbeing.
- To promote the safety and wellbeing of children as a shared community responsibility enabling Springwood and District Preschool Kindergarten to be a valuable partner in this community.
- To provide a safe environment where employees adhere to the ECA Code of Ethics, professional standards and accepted community responsibility.
- To provide a support and resource for the community in relation to child safety and wellbeing of all children.
- To provide a child safe environment in which staff can interact freely and securely with children.
- To prevent risk of harm to young children both within the preschool and in the general community.
- To provide staff with knowledge, attitudes and skills to appropriately handle situations related to child abuse under the Care and Protection Act 1998.
- To integrate protective behaviours into existing program curriculum and routines.
- To raise awareness of children's safety and wellbeing through training and support materials for both staff and the community.

Section A of the policy is in regards to the procedure of notification of Risk of Significant Harm to the Department of Communities and Justice/Child Protection Helpline

Section B of the policy is in regards to Employees of the service

Section A- Procedure of notification of Risk of Significant Harm to the Department of Communities and Justice

Implementation:

- All Springwood and District Preschool Kindergarten **educators are mandatory reporters**. A mandatory reporter in NSW is an individual required by under Section 27 of the Children and Young Persons (Care and Protection) Act 1998 to report to the Child Protection Helpline **when he/she has**



reasonable grounds to suspect that a child, or a class of children, is at risk of significant harm from abuse or neglect, and those grounds arise during the course of or from the person's work.

- All educators are expected to adhere to all policies and procedures within the preschool including Springwood and District Preschool Kindergarten's Code of Conduct, Job descriptions and supervision of others.
- All educators, volunteers, students will be cleared through the Working with Children Check and visiting shows will provide a copy of their certificate 'for self employed people working with children' before having access to the service. See Child Safe, Child Friendly Policy.
- Educators observing visitors, students and strangers at the service will approach them to determine the nature of their visit and, if appropriate, the nature of the visit will be confirmed with the Responsible Person.
- Educators will follow the supervision policy at all times.
- Visitors will be brought to the rooms by the Responsible Person or delegate and introduced to staff. Visitors shall leave a record of date, name, phone contact, Working With Children Check Number and reason for visit in the Visitor's Book.
- Preschool educators, students or volunteers will never be alone with children, or without ready access or visibility by staff members.
- Individuals or groups of children will not be withdrawn into areas where they are not visible by other staff members, or taken into rooms that can be locked
- Springwood and District Preschool Kindergarten will adhere to the child: educator ratios at all times
- All behaviour of children will be guided with the use of positive interactions and positive reinforcement. Sometimes children's ongoing needs can be very challenging. Springwood and District Preschool Kindergarten staff will support each other by sharing the responsibilities and providing release time from the child if necessary.

Springwood and District Preschool Kindergarten will promote open practices with parents by:

- Ensuring all families are aware that staff are Mandatory Reporters and their legal obligations to ensure children's wellbeing.
- This includes the Exchange of Information laws allowing Mandatory Reporters to access services without parent permission for child wellbeing.
- Children with additional needs may need more physical contact and physical guidance than other children. Work with parents to record appropriate procedures for managing these needs.
- All visitors, students and daily relief staff will be introduced to the parents and children.
- In the case of a child being left at the preschool after the service has been closed for example, if parents and emergency contacts cannot be reached, staff must contact the Department of Communities and Justice and the Police. Under no circumstances are staff members to place child in their own car and transport.

Springwood and District Preschool Kindergarten will promote protective behaviours for children by:

- Promoting self help skills in young children at all times
- Involving children in their own routines to minimise the risk of harm and to promote the view of children as able and capable and agencies in their own development and care.
- Taking into account the ages and developmental stages of the children when delivering a preschool educational program with protective behaviours as a focus
- Encouraging the use of correct terminology for all body parts.
- Encouraging children to identify and discuss feelings in a variety of situations.
- Encouraging questioning and decision making skills.
- Respecting children's decisions and choices about touch and encouraging them to respect other children's choices.
- Encouraging children to distinguish between situations where they feel safe and don't feel safe.
- Providing an environment where children know that their questions and concerns are listened to.
- Keeping up to date developmental records on all children. Note relevant conversations with parents that may relate to a child's behaviour change.

Procedures:

The Approved provider will ensure that persons placed in day to day charge of the service have a current qualification in Child Protection <https://education.nsw.gov.au/early-childhood-education/working-in-early-childhood-education/child-protection-training-requirements> Ensure that any adult working or volunteering directly with children completes a Working with Children Check prior to employment and is renewed every 5 years and verify the Working With Children Check prior to employment;

Gateway Family Services

Term 3, 2021

Parenting Programs Summary

1-2-3 Magic & Emotion Coaching <i>Learn how to understand & manage your child's challenging behaviour. Suitable for parents with 2 -12 year olds.</i>	Every Thursday 5th August - 26th August 7:30pm - 9:00pm * NO Childcare available	ONLINE via ZOOM	To Register, phone: Gateway 4720 6500 OR 1300 316 746 (free call)
Circle of Security <i>The relationship between children and their parents/caregivers plays a key role in promoting growth and development across all stages of their lives. Learn how to be a strong, wiser & kinder parent with your kids. Suitable for parents of 0-12 year old.</i>	Every Monday 19th July - 30th August 9:30am - 11:30am * NO Childcare available	Blaxland Uniting Church 70-76 Old Bathurst Rd, BLAXLAND	To Register, phone: Gateway 4720 6500 OR 1300 316 746 (free call)

For more information and Individual Flyers go to:
www.gatewayfamilyservices.org.au or www.facebook.com/GatewayFS

Gateway Family Services parenting programs are funded by DSS and DCJ.
 Gateway works collaboratively with community partners to bring parent groups to communities from St Marys to Blackheath.
 Gateway encourages, supports & respects diversity in families & communities. Our Groups are open to everyone.



https://www.kidsguardian.nsw.gov.au/ArticleDocuments/316/WWCC_brochure.pdf.aspx

Ensure every adult working with children is made aware of the Children and Young Persons (Care and Protection) Act 1998 and Keep Them Safe: A shared approach to child wellbeing and of their obligations under this law and action plan (Education and Care Services National Regulation, Regulation 84, National Quality Standards QA 2);

Orientate every working and volunteering adult to this child protection policy, Keep Them Safe protocols and Mandatory Reporter responsibilities and ensuring their regular review of these;

Notifying procedures for staff in the case of suspected risk of significant harm to a child:

- Significant Risk of Harm – is that which is sufficiently serious to warrant a response by a statutory authority **irrespective of a family's consent**. Significant harm is something that is not minor or trivial. It may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, wellbeing or welfare and it can result in a single act or omission or an accumulation of these.
- A child or young person is 'at risk of significant harm' if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances:
 - (a) the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met,
 - (b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care,
 - (b1) 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,
 - (c) the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated,
 - (d) 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,
 - (e) 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,
 - (f) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

Physical-

- Physical abuse is a non-accidental injury or pattern of injuries to a child caused by a parent, guardian or any other person.
- It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation.
- Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints. Hitting a child around the head or neck and/or using a stick, belt or other object to discipline or punishing a child (in a non-trivial way) is a crime.

Sexual –

- Sexual abuse is when someone involves a child or young person in a sexual activity by using their power over them or taking advantage of their trust.
- Often children are bribed or threatened physically and psychologically to make them participate in the activity.
- Child sexual abuse is a crime.

Neglect –

- Child neglect is the continued failure by a parent or caregiver to provide a child with the basic things needed for his or her proper growth and development, such as food, clothing, shelter, medical and dental care, educational and adequate supervision.

Psychological/Emotional –

- Serious psychological harm can occur where the behaviour of their parent or guardian damages the confidence and self esteem of the child or young person, resulting in serious emotional deprivation or trauma.
- Although it is possible for 'one-off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or guardian behaviour that is instrumental in defining the consequences for the child.
- This can include a range of behaviours such as excessive criticism, withholding affection, **exposure to domestic violence**, intimidation or threatening behaviour.

Steps to take if a staff member suspects the child is at risk of harm:

Document:

Document and provide evidence or transcripts to the Responsible Person (Document on form 'Report for Risk of Significant Harm).

Together with the Responsible Person consult the MRG and Decision Tree and print a copy of findings.

Make a record of the indicators observed that have led to the belief that there is a current risk of harm to a child or young person. Information on indicators of risk of harm are outlined in the NSW Mandatory Reporter Guide which is accessible at <https://reporter.childstory.nsw.gov.au/s/mrg>

Discuss any concerns with the Responsible Person of the service.

Together with the Responsible Person follow the advice of the MRG. At this time, you would also notify the Head of Relevant Entity if they are not already aware.

Together with the Responsible Person you may need to report the Risk of Significant Harm to the Child Protection Helpline (132111) or online. It may be to document and continue relationship, or other.

Advise the Head of Relevant Entity when a report has been made to the Child Protection Helpline.

The Approved Provider/Responsible Person will:

Provide all staff and educators working directly with children with a copy of this Child Protection Policy and a copy of 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 Provide annual workshops to all staff to support knowledge of current information.

Display the Child Protection Helpline number (132 111) on all phone and lists of emergency contact number in the interests of timely reporting.

Report:

1. Report your concerns to the Responsible Person



2. The Responsible Person acts as the Case Manager and will keep case notes, names of those spoken to and dates.
3. Ensure that the child is not in immediate danger.
4. Ensure support is provided to the child (and family if needed)
5. The Responsible Person and Employee will consult the Mandatory Reporter Guide (MRG) with the final decision report printed.
6. The Responsible Person and Employee will follow the outcomes stated in the report
7. If there is some doubt about whether reporting should occur, the Responsible Person and Employee should consult with the Child Protection Helpline – 132111
8. Reports will be reported either via **PHONE** 132111 or online through 'childstory'
9. If a report is not warranted the Responsible Person will follow the steps outlined **not significant harm**

File:

- File or save to file the report form and any documentation that supports the report in a confidential file separate to the child's file that is accessed by Responsible persons (Childstory Folder).

In addition:

- It may be necessary to share the concerns with fellow staff members. This information must only advise staff that there are concerns of wellbeing for the child and if they have any specific concerns they are to advise the Responsible Person immediately.
- All primary staff members are Mandatory Reporters and should they feel that the Management is not taking appropriate action they have a responsibility to make a report.

The Responsible Person does have the discretion to inform the family where:

- a) this poses no additional risk to the child
 - b) this poses no risk to the staff
- The Parent Management Committee may be told, if necessary, that a report has occurred but should not be given any further detail.

Responding to a child or young person who discloses information:

When responding to a child:

- Believe the child and acknowledge this to them (I believe you)
- Acknowledge how hard this must be for them
- State other children have also been hurt like this before (you are not alone)
- Ask 'are you ok?'
- Allow the child to talk, you may ask them to come and sit in a more quiet area of the room if ratio does not allow you to leave or to follow you to the office if the child is comfortable there.
- Continue supporting them (allowing child to sit /remain with you, holding your hand)
- Do not say everything will be OK or that you won't tell anyone else (telling lies to children will only set children up to mistrust you)

When children disclose they may:

- 'Blurt out' a harmful experience or their fear of something
- Confide privately that they have been abused or fear that they will be
- Tell another child
- Provide hints – as evidenced in drawings, play or stories
- Disguise a disclosure by posing 'what if' or 'a friend of mine' scenarios
- Present with somatic symptoms (such as constantly feeling 'sick').

Follow-up:

Department of Communities and Justice will follow up the notification within 30 days advising the service of the outcomes and how the service can assist with support of the child and family.

Notifying procedures for staff In the case of suspected risk of NOT significant harm to a child:

If the concern is not significant harm the following procedures may be advised:

Consult a Professional or Referral

- If the risk of significant harm threshold is not met and you still have professional concerns, the Responsible Person
 - May contact the Helpline to clarify and make a report.
 - May access other services available within the Springwood and District Preschool Kindergarten resources.
 - May refer directly to an appropriate service, contact a service to assist in identifying supports or services, or seek additional information under exchange of information provisions, for example, a Family Referral Service, if available; the Domestic Violence Line; a local referral or advice service; and services listed on HSNet- the NSW Government's Human Services website, at <http://www.hsnet.nsw.gov.au> or on the Families NSW website at <http://www.nswfamilyservices.asn.au>

Document and Continue Relationship (Also Document and Monitor)

- When the decision point of 'Document and Continue Relationship' (or 'Document and Monitor') is reached, you are not required to report. However, you will need to document the decision and continue your professional relationship with family members, where appropriate. Print out decision tree findings and attached to completed form. File in Childstory Folder.
- It is important to maintain a connection to the family so that if conditions worsen, you will be available to report to Department of Communities and Justice if need be. This relationship may include monitoring, creating or maintaining a safe space where the child / young person or parent/ guardian may further disclose concerns that already exist but which he/ she has been reluctant to disclose, or to disclose new incidents. The relationship may also include supporting the child/ young person or parent/ guardian who may be experiencing other difficulties that are not reportable as abuse or neglect.

Information Exchange from Chapter 16A care and Protection Act 1998 may need to be utilised here when there is not enough evidence for significant harm or families are unwilling for you to access services for their child's wellbeing. (See Attachments for preferred formats used by Springwood and District Preschool Kindergarten)

Information Exchange:



- Chapter 16A Care and Protection Act 1998 allows government agencies and non-government organisations (NGOs) who are **prescribed bodies** to exchange information that relates to a child's or young person's safety, welfare or wellbeing, whether or not the child or young person is known to Community Services, and whether or not the child or young person consents to the information exchange.
- Consent is not necessary for the exchange of information under Chapter 16A. However it is important that organisations providing a service to a child, young person or their parents inform them early on that information about them may be provided, or is being provided, to other organisations. Keeping the client informed is part of best practice case management and helps to maximise client engagement.

'Prescribed bodies' under the legislation are:

- NSW Police Force
- A NSW government department or public authority
- A government school or a registered non-government school or a TAFE
- A public health organisation or a private hospital
- A private fostering agency or a private adoption agency
- A designated agency which is a department of the Public Service or an organisation that arranges out of home care
- Agencies that conduct residential child care centre or a child care service under the 1987 Act
- Any other organisations that have direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services, or law enforcement, wholly or partly to children.
- The Family Court of Australia (for the purposes of section 248 but not Chapter 16A) Centrelink (for the purposes of section 248 but not Chapter 16A)
- The Commonwealth Department of Immigration and Multicultural and Aboriginal Affairs (for the purposes of section 248 but not Chapter 16A).
- NGOs wishing to exchange information under Chapter 16A would normally be caught under the 'any other organisations' provision above.

Springwood and District Preschool Kindergarten is a prescribed body under the section 'any other organisation'.

What type of information can or should be shared?

- A government agency or NGO may request information, already held by another agency or NGO that relates to the safety, welfare or wellbeing of a child or young person and includes information that may assist the agency to:
 - Make a decision or undertake an assessment or plan
 - Initiate or conduct an investigation (for example a Joint Investigation Response Team investigation)
 - Provide a service
 - Where there is a concern relating to the safety, welfare or wellbeing of a child or young person, or to
 - Manage any risk to the child or young person.
 - Unless an exemption applies, a government agency or NGO is obliged to comply with a request for information that meets the above criteria if they reasonably believe that the provision of the information may assist the recipient agency or NGO for any purpose referred to above.

Depending on what information is requested, it may include relevant, factual information held on:

- A child or young person's circumstances or history
- A parent or other family member
- People having a significant or relevant relationship with a child or young person
- The other agencies' dealings with the child or young person, including past support or service arrangements

See Attachments for relevant forms to be completed in the case of sharing information with another prescribed body.

Section B - Employees of the service (Allegations reportable to Office of Children's Guardian)

The Reportable Conduct Scheme has been in operation since May 1999 and is operated by the Office of the Children's Guardian since 1 March 2020.

The Office of Children's Guardian have a **Paramountcy Principle**.

'The safety, welfare and wellbeing of children, including protecting children from abuse, is the paramount consideration in decision making under this Act and the regulations and in the operation of the Act and the regulations generally.'

Springwood and District Preschool is a 'relevant entity' under the Children's Guardian Act 2019 and must notify the Office of Children's Guardian of any allegations or convictions involving their employees, whether or not they occurred in the course of the employee's work but became known to the Head of Relevant Entity. You may need to notify allegations about your employee even when the allegation relates to their conduct outside of the workplace. A child under the Children's Guardian Act 2019 is a person under the age of 18 years at the time of the allegation.

The Head of Relevant Entity (HRE) is the most senior officer and the person who is primarily responsible for executive decision making in the organisation.

Employee

An employee is any person who is employed by Springwood and District Preschool Kindergarten, whether or not they are employed to work directly with children, as well as individuals engaged by Springwood and District Preschool Kindergarten to provide services to children such as contractors, volunteers, students on placement.

Reportable allegation

A reportable allegation is an allegation that an employee has engaged in conduct that may be reportable conduct. When an allegation is made it must be reported on the attached document 'Initial Documentation of Allegation and Response' (see attached B1).

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.



Reportable conduct does not include:

- Conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children, and to any relevant codes of conduct or professional standards
- The use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.

If an allegation involves a crime, this must be reported to the Police immediately.

If the allegation involves a risk of significant harm to a child it must be reported to the Child Protection Helpline (132111) or reported through the Mandatory Reporters Guide/Child Story).

If at any stage you are unsure you can contact the Office of Children’s Guardian Reportable Conduct Directorate enquiries line on 8219 3800 or email reportableconduct@kidsguardian.nsw.gov.au.

Employee’s support and rights

The point at which the employee is told about the allegation and given an opportunity to respond can be critical to the success of an investigation and can impact on the degree and duration of stress experienced by the employee. This step should therefore be carefully considered.

When all the relevant information has been obtained, the allegation may be put to the employee and the employee should be given an opportunity to respond. This can be in the form of an interview (that must be documented) or in writing. (Before the meeting, advice can be obtained from the Office of Children’s Guardian if required).

An entity should not inform an employee about the reportable allegation if doing so would compromise the investigation or put a person’s health or safety at serious risk.

The employee may wish to have a support person present if they are interviewed about the allegation. The support person may be invited to observe but should be advised not to unnecessarily interrupt the interview and keep details confidential. This person must not pose a ‘conflict of interest’.

Conflict of interest refers to a situation where a person’s official duties and their private interests, could influence the performance of those official duties. This can also be in the case of where the employee and employer have developed a friendship/or animosity with each other. Given the sensitive nature of allegations of a child protection nature against an employee, and the serious potential outcomes for those involved, the need for objectivity and impartiality is particularly important.

The employee will be provided with the purpose and process of the investigation and the role of the Office of Children’s Guardian.

If the employee is dissatisfied with the process or the outcome, they can lodge a complaint with the Office of Children’s Guardian.

Section 57

Section 57 of the Office of Children’s Guardian Act states that the Head of Relevant Entity must disclose ‘relevant information’ unless they are satisfied that the disclosure is not in the public interest. This relates to the child, parent or authorised carer. Refer to Section 57 of the Act and/or Fact Sheet 7 (The NSW Reportable Conduct Scheme).

Reporting obligations to Office of Children’s Guardian

Under the Children’s Guardian Act 2019, the HRE must advise the Office of the Children’s Guardian within **7 Business Days** of becoming aware of the reportable allegation (see 7-Day Notification Form Attached). This form can be completed and sent electronically to 7day@kidsguardian.nsw.gov.au. Before completing this form a initial Risk Assessment and Risk Management Action must be documented (see attached document B3). If an allegation has been made against an employee, the HRE will make a decision in regards to the safety and support of the child or another employee, if relevant.

The HRE will need to follow the plan and document this (see attached Plan document).

Any interviews, discussion, investigation, decisions, phone calls, emails etc relating to the allegation or investigation must be documented (see attached document B4)

A 30 day Interim Report Form must be completed by the HRE within 30 days of the original notification (see 30-Day Interim Report Form attached). This form can be completed and sent electronically to 30day@kidsguardian.nsw.gov.au

At the conclusion of the investigation the HRE must complete a Entity Report Form (see attached). This form can be completed electronically and sent to entityreport@kidsguardian.nsw.gov.au

All information and documentation must be kept **extremely confidential**. It should not be stored with the employee’s general file. All documentation relevant to an allegation against an employee will be stored in the ‘Childstory’ folder, that is locked in the office.

Further information can be found in the Child Protection Resource Folder under ‘The NSW Reportable Conduct Scheme – Fact Sheets 1-10). Also in the folder is a copy of the Children’s Guardian Act 2019.

Links to National Quality Framework Standards:

Quality Area 2	Children’s health and safety
Standard 2.2	Each child is protected.
Quality Area 4	Staffing Arrangements
Standard 4.1	Staffing arrangements enhance children’s learning and development.
Standard 4.2	Management, educators and staff are collaborative, respectful and ethical.
Quality Area 5	Relationships with children
Standard 5.1	Respectful and equitable relationships are maintained with each child.
Standard 5.2	Each child is supported to build and maintain sensitive and responsive relationships.
Quality Area 6	Collaborative partnerships with families and communities
Standard 6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard 6.2	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
Quality Area 7	Governance and Leadership
Element 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Standard 7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Element 7.2.1	There is an effective self-assessment and quality improvement process in place.

Source:



Because it Matters P/L

Care and Protection Act 1998 – updates 7th December 2010 Section 23,27

http://austlii.edu.au/au/legis/nsw/consol_act/caypap1998442/

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *Belonging, Being, Becoming: The Early Years Learning Framework for Australia*. Canberra:DEEWR
Department of Education, Employment and Workplace Relations (DEEWR) (2018) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children*. Canberra:DEEWR

Keep them Safe <http://www.keepthemsafe.nsw.gov.au/>

National Framework for Protecting Australia's Children 2009 -2020

http://www.coag.gov.au/coag_meeting_outcomes/2009-04-30/docs/child_protection_framework.pdf

Children's Guardian Act 2019



Individualised swim lessons for children with a disability

Our specially designed Swim the Rainbow program is delivered by qualified and dedicated swim teachers in a social, fun and supportive aquatic environment.

Blue Mountains Rainbow Club
Meets at Springwood Aquatic Centre
11 Plateau Road, Springwood NSW 2777
Sundays 1:00pm – 4:00pm

Rainbow Club is a network of social swimming clubs for children with a disability

rainbow club
myrainbowclub.org.au

A safe and friendly community for children with a disability

Rainbow Club welcomes children with a disability regardless of the type of disability – helping children who find it difficult to participate in group swimming lessons to learn to swim and be safe in the water.

Swim the Rainbow program:

- Our unique Swim the Rainbow program has been specially designed to teach children with a disability
- The swimming goals are aligned to the seven colours of the Rainbow to help build confidence
- There is an expectation that a parent or guardian will remain close by to assist if required
- Vacancies arise at short notice, so we recommend you register and be ready to start swimming with a Club that understands and supports children with a disability

About Rainbow Club:

- We provide a membership for the duration of a school term (9 weekly half hour lessons)
- Our social calendar has something for everyone
- Club Committees are run by volunteers

We can't wait to see you at Rainbow Club soon!

JOIN US

See our website to register and find out more



Registered NDIS Provider Vouchers accepted Deductible gift recipient status

rainbow club
myrainbowclub.org.au

