



# Dubbo West Public School Preschool

## Procedure: Providing a Child Safe Environment- Child Protection

### Education and Care Services National Law or Regulation:

84

### Links to National Quality Standard:

4.1

### Associated Department Policy, Procedure or Guidelines:

*Child Protection:  
Allegations against  
employees*

*Working with Children  
Check Policy*

### Date to be reviewed:

*February 2021*

### Introduction:

The Department of Education requires all staff to complete annual child protection training. Regulation 84 requires all staff who work with preschool children to be aware of current child protection law and understand their obligations as a mandatory reporter.

### Procedure:

- All educators and staff working at Preschool undertake the department's mandatory child protection training in Term One each year.
- Newly employed staff members complete the mandatory child protection awareness training.
- Staff are given the opportunity to discuss or raise any concerns regarding child protection during daily reflection time, staff meetings or at any time that is appropriate.
- All staff have the duty to inform the principal when they have reasonable grounds to suspect any risk of harm to a child or young person.
- It is then the responsibility of the principal to use the Mandatory Reporter Guide, professional judgment and/or to seek advice to assist them to make the decision making about whether a situation is one of suspected risk of significant harm.

- Staff members must ensure, when they have reported any risk of significant harm concerns to the principal, that the principal has reported those concerns to Family and Community Services.
- If staff believe the principal has not reported risk of significant harm concerns to Family and Community Services, and they still have concerns about risk of significant harm, they must report directly to Family and Community Services.
- For more information see the department links below

Child Protection Policy: Responding to and reporting students at risk of harm

<https://policies.education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm>

Child Protection Policy Guidelines: Responding to and reporting students at risk of harm

<https://education.nsw.gov.au/student-wellbeing/child-protection/child-protection-policy-guidelines>

Notification of a serious incident must be made to Early Learning who will notify the regulatory authority on behalf of the preschool. This includes when:

- A staff member reasonably believes that physical or sexual abuse of a child has or is occurring at the preschool
- An allegation or complaint is made that physical or sexual abuse of a child has or is occurring at the preschool

If the complaint relates to the abuse of a child within the service by a staff member or volunteer, a notification also needs to be made to the NSW Ombudsman.

