



**YOUR VILLAGE TRAINING  
AND SUPPORT**  
IT TAKES A VILLAGE TO GROW

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# YOUR VILLAGE

# Training and Support

# Child Protection

# Policy



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## Policy Outline

### Purpose

The purpose of this policy is to ensure that **Your Village Training and Support** prioritises the safety and wellbeing of children in all activities and services. This policy establishes guidelines for identifying, reporting, and responding to concerns about child abuse and neglect, ensuring compliance with the **Queensland Child Protection Act 1999** and relevant regulatory frameworks.

### Scope

This policy applies to all employees, contractors, volunteers, and stakeholders of **Your Village Training and Support** who interact with children. It covers all aspects of child protection, including recruitment, training, and conduct of individuals working with children, as well as procedures for identifying and reporting suspected abuse or neglect.

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## Policy Statement

**Your Village Training and Support** is committed to creating and maintaining a safe environment for all children involved with our organisation. We recognise our responsibility to protect children from harm and ensure their wellbeing. This policy outlines our commitment to:

- Prevent child abuse and neglect through effective policies and practices.
- Promote a culture of respect, support, and empowerment for children and families.
- Respond promptly and appropriately to any concerns regarding child safety.
- Ensure compliance with the **Queensland Child Protection Act 1999** and the **NDIS Quality and Safeguarding Framework**.

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## Legal Framework

The **Child Protection Act 1999** is the primary legislation governing child protection in Queensland. Key aspects of the Act include:

- **The Best Interests of the Child:** The Act mandates that the safety, wellbeing, and best interests of children are paramount in all decisions and actions regarding their care and protection.
- **Mandatory Reporting:** Certain professionals, including those working in child services, are legally required to report suspected child abuse and neglect.

- **Involvement of Families:** The Act promotes the involvement of families in decision-making regarding their children's care, with a focus on supporting families to maintain the safety and wellbeing of their children.

**Your Village Training and Support** will ensure that all staff are familiar with relevant laws and regulations, including:

- **Queensland Child Protection Act 1999**
- **Privacy Act 1988**
- **NDIS Quality and Safeguarding Framework**

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### Child Protection Principles

In alignment with the **Child Protection Act 1999**, **Your Village Training and Support** adheres to the following principles regarding child protection:

1. **Child-Centred Approach:** All actions and decisions made by the organisation will prioritise the safety, wellbeing, and rights of the child.
2. **Informed Consent:** The involvement of parents and guardians in decisions affecting their children is essential, ensuring that they understand their rights and responsibilities.
3. **Cultural Competence:** Recognising and respecting the cultural backgrounds of children and families, particularly Aboriginal and Torres Strait Islander communities, is fundamental in our approach to child protection.
4. **Collaboration:** Building collaborative partnerships with families, community services, and other relevant agencies is vital to ensuring comprehensive support for children and their families.
5. **Accountability:** **Your Village Training and Support** will maintain transparent practices and be accountable for the protection of children and the management of incidents related to child safety.

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### Responsibilities

#### Organisation

**Your Village Training and Support** is responsible for:

- Developing, implementing, and regularly reviewing the Child Protection Policy.

- Ensuring compliance with the **Queensland Child Protection Act 1999** and other relevant legislation.
- Providing training and resources to staff on child protection matters.
- Establishing a child-safe environment that encourages children to disclose concerns without fear.

## **Employees**

Employees are responsible for:

- Familiarising themselves with this policy and related procedures.
- Reporting any concerns regarding child safety or suspected abuse to their supervisor or the **Managing Director**.
- Participating in training and professional development on child protection issues.

## **Managing Director**

The **Managing Director** is responsible for:

- Overseeing the implementation of the Child Protection Policy across the organisation.
- Ensuring that appropriate training is provided to all staff.
- Reviewing incidents and concerns related to child protection and ensuring necessary actions are taken.

## **Contractors and Volunteers**

Contractors and volunteers must comply with this policy and follow any procedures related to child protection. They must report any concerns or incidents of suspected child abuse or neglect to their supervisor immediately.

## **Clients and Families**

Clients and their families have the right to:

- Be informed about **Your Village Training and Support's** child protection policies and procedures.
- Participate in discussions about their children's safety and wellbeing.
- Report any concerns they may have about child protection matters.

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## **Identifying and Reporting Child Abuse**

### **Types of Abuse**

Child abuse can occur in various forms, including:

- **Physical Abuse:** Non-accidental injury inflicted on a child.
- **Emotional Abuse:** Patterns of behaviour that harm a child's emotional development, including verbal abuse or rejection.
- **Sexual Abuse:** Any sexual activity involving a child, including exploitation.
- **Neglect:** Failure to provide for a child's basic needs, including food, shelter, education, and medical care.

### Signs and Indicators

Signs of child abuse may vary but can include:

- Unexplained injuries or bruises.
- Changes in behaviour, such as withdrawal, aggression, or anxiety.
- Inappropriate sexual knowledge or behaviour for their age.
- Poor hygiene, malnutrition, or inadequate clothing.

### Reporting Procedures

All employees must report any concerns or suspicions of child abuse or neglect immediately to their supervisor or the **Managing Director**. Reports should include:

- A detailed description of the concern or incident.
- Any evidence or observations that support the concern.
- Information about the child and family, if known.

Reports can be made verbally or in writing using the organisation's **Incident Report Form**. All reports must be documented in the **Incident Register** for record-keeping and follow-up.

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## Working with Children

### Recruitment and Screening

**Your Village Training and Support** is committed to ensuring that all individuals who work with children are suitable for the role. Recruitment practices will include:

- **Working with Children Check:** All employees, volunteers, and contractors will undergo a Queensland **Working with Children Check** (Blue Card) as part of the screening process.

- **Reference Checks:** Conducting thorough reference checks to ensure candidates have a history of working appropriately with children.
- **Interviews and Assessments:** Assessing candidates' understanding of child protection and their attitudes toward children during the recruitment process.

### **Code of Conduct**

All staff, contractors, and volunteers must adhere to a **Code of Conduct** that sets out expected behaviours when interacting with children. This code includes:

- Maintaining appropriate professional boundaries with clients.
  - Avoiding any form of physical or emotional harm.
  - Reporting any concerns regarding inappropriate behaviour or policy violations.
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### **Responding to Concerns**

#### **Initial Response Protocols**

When a concern or report of child abuse is received, staff should:

1. **Listen:** Allow the child or individual reporting the incident to express their concerns without interruption.
2. **Reassure:** Provide reassurance that the child is safe and that their concerns will be taken seriously.
3. **Do Not Investigate:** Staff should not investigate the matter themselves but instead report it to the appropriate authority.

#### **Support for Affected Children and Families**

Once a report is made, the organisation will ensure that the child and their family receive appropriate support. This may include:

- Access to counselling or psychological support services.
  - Ongoing communication with the family regarding the investigation process and outcomes.
  - Involvement of relevant authorities, such as child protection services, if necessary.
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### **Confidentiality and Privacy**

All reports of child abuse or neglect will be treated with the utmost confidentiality. Information will only be shared with those who need to know, such as:



- The appropriate authorities conducting the investigation.
- Relevant internal personnel involved in the support and management of the situation.

**Your Village Training and Support** will ensure compliance with the **Privacy Act 1988** and relevant child protection legislation regarding the handling of personal information.

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### **Data Breaches**

In the event of a data breach involving child protection information, the organisation will:

- Conduct an immediate investigation to assess the breach's impact and scope.
  - Notify affected individuals and relevant authorities, including the **Office of the Queensland Information Commissioner**, if required by law.
  - Implement measures to prevent similar breaches from occurring in the future, including reviewing and updating security protocols.
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### **Training and Support for Staff**

**Your Village Training and Support** is committed to ensuring that all staff are trained in child protection policies and procedures. This includes:

- Regular training sessions on the importance of confidentiality and privacy in child protection.
  - Guidance on handling sensitive information and responding to data breaches.
  - Resources for staff to refer to regarding their responsibilities under this policy and relevant legislation.
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### **Monitoring and Review**

This policy will be reviewed annually or as required by changes in legislation or organisational practices. The review process will include:

- Assessing compliance with the **Child Protection Act 1999** and **Privacy Act 1988**.
  - Collecting feedback from staff and clients regarding the effectiveness of the policy.
  - Making necessary updates to improve the policy and ensure ongoing compliance.
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## Implementation

**Your Village Training and Support** will ensure the effective implementation of this Child Protection Policy by:

- Communicating the policy to all staff, contractors, and volunteers.
- Making the policy available to clients and stakeholders through the organisation's website and at service delivery locations.
- Providing training and resources to support staff in adhering to the policy and understanding their responsibilities regarding child protection.

By following this policy, **Your Village Training and Support** aims to maintain the highest standards of child protection and ensure a safe environment for all children involved with the organisation.

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## Related Policies and Procedures

This policy should be read in conjunction with the following documents:

- **Incident Management Policy**
- **Confidentiality and Privacy Policy**
- **Engagement and Behaviour Policy**