

# Child Protection - Nominated Supervisor

## NQS 2.2.3 Child protection

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Paperwork

Do all employees have a current Working With Children Clearance?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do visitors and volunteers have a current Working With Children Clearance if required by law? (See Child Protection Policy or google exemptions to Working With Children Clearance in your State/Territory)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have a register where you can easily monitor the details and expiry dates of Working With Children Clearances?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
In NSW only, have the Nominated Supervisor and Persons in day to day charge completed a course approved by the Regulatory Authority? See following link <a href="https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/regulation-assessment-and-rating/approvals-process/child-protection-qualifications.pdf">https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/regulation-assessment-and-rating/approvals-process/child-protection-qualifications.pdf</a>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you get all new employees to sign an acknowledgement that they've read and understood the Child Protection Policy and are aware of the child protection laws?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have all employees signed the Child Protection Acknowledgement?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the Child Protection Policy dated and a plan in place to review it?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Training

Do you organise training in child protection for new employees within their first 3 months at the service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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### Interactions

Do you encourage employees to talk to you about any child protection concerns they have?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you confident that all employees know:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• the indicators of abuse/neglect	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• the procedure for making a report of (suspected) abuse/neglect	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• mandatory reporting requirements	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• service reporting requirements	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you help employees report (suspected) child abuse/neglect?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you treat allegations against employees in the same way as those against other people?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you refer families to relevant support services (with their consent) when there are 'lower level' issues that are not reportable?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Best practice

Are visitors and students always supervised?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you try to have at least two adults present whenever a child is at the service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure a child is never taken into areas which can be locked or aren't visible to others?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Diary Notes

Do you diarise to organise refresher training for all employees in child protection at least once a year?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you diarise to get new Working With Children Clearances before the current ones expire?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

## Actions required

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