



# Child Protection Policy

Indooroopilly Montessori Children's House

Date: March 2004

Dates Reviewed: Feb 2006, Oct 2007, Feb 2008, Feb 2009,  
**August 2009**

## Policy Statement

**IMCH is totally committed to ensuring the safety of every child whilst at the Centre and to being watchful and vigilant of detecting any signs, symptoms or allegation of physical, emotional or sexual abuse of any child by any person whatsoever.**

*"Child abuse and neglect consists of an act of commission or omission that endangers or impairs a child's physical or emotional health and development".*

## Rationale

Staff in early childhood services are in a unique situation in relation to observing changes in children's behaviour. This policy was developed to provide a framework for the protection of the child and to clarify procedures for staff.

It is inevitable that at some stage a child at risk will attend Indooroopilly Montessori Children's House so it is essential that the policy, procedures for notification and protective guidelines for staff be specified.

## Stakeholder Responsibilities:

### **1. Management will ensure that:**

- ◆ Staff are:
  - Provided with comprehensive documentation on the Centre's procedures in relation to identification of risks to children, symptoms and signs of abuse and the subsequent procedures to follow if detected.
  - Provided with relevant training on all areas of this policy.
  
- ◆ Parents are:
  - Made aware of IMCH's policy on child protection.
  - Requested at all times to maintain current emergency telephone contact numbers on their child's file
  - Requested to inform the centre of any changes in their or their family's situation which has or could in any way impact on the physical or emotional health of their child whilst at the centre.

**In the event that a notifiable event is detected /identified** within or outside of the centre, **the relevant Government Authorities** (eg Child Protection Unit/Health/Police) are **notified**.

**In the event that a notifiable event is detected/ identified, offer** as necessary **counselling** to staff members.  
This Policy is **Reviewed** annually or as necessary.

## **2. Staff will:**

- ◆ Acquaint themselves with all relevant documentation (policies, procedures, guidelines and other relevant information) provided by Management.
- ◆ Participate in all training made available.
- ◆ Be alert and watchful for any signs/symptoms of child abuse (as per guidelines provided).
- ◆ Carry out their duties in accordance with the Centre's policies and procedures.

## **3. Parents will:**

- ◆ Acquaint themselves with the documentation (policies, procedures, guidelines and other relevant information) provided by the Centre.
- ◆ At all times ensure that their emergency contact details are current and correct.
- ◆ Advise Centre Management of any changes in the family environment which has or may affect the social and emotional behaviour of their child whilst attending the Centre.

**All Procedures relevant to this Policy are located at Section 4 of the IMCH WH&S Manual**

### **WHO TO CONTACT TO REPORT SUSPECTED CHILD ABUSE....**

<i><b>Within the centre</b></i>	<i><b>Within the family or community</b></i>
The Child Abuse Unit of the Queensland Police Service (07) 3364 6430  The Regional Manager Community Services Development (CSD)	Protective Services and Juvenile Justice Department of Human Services and Health

### **Sources:**

Queensland Government - [www.communities.qld.gov.au/childcare](http://www.communities.qld.gov.au/childcare)  
Child & Youth Protection POLICY (February 2005) – Province Policy  
No. 2. 4<sup>th</sup> Edition  
Early Years Training Group  
Child Abuse Unit of the Queensland Police Service

### **Principles 5.1, 7.2**