



Child Protection Policy

Principles *Australian Nanny Association Minimum Standards*
Australian Nanny Association Nanny Code of Conduct
Australian Nanny Association Agency Code of Conduct
Australian Nanny Association Committee Code of Conduct
Australian Nanny Association Constitution
Australian Nanny Association Privacy Policy

Policy statement

This Australian Nanny Association (ANA) is committed to child protection and child safe environments.

A child is any persons aged from birth to eighteen years (UNICEF).

The Child Protection Policy:

- reflects the associations philosophy, which can include values, ethics or code of conduct for members, management, staff, children, families, students, volunteers and the community;
- establishes the procedures for child protection matters including identifying, documenting, reporting and managing concerns or incidents;
- maintains procedural fairness and natural justice concepts in all circumstances;
- identifies safe protective behaviours for all persons¹ who access the association services, members and/or programs;
- abides by federal and state legislation;
- defines the appropriate direct or indirect physical contact between children and adults in the service;
- identifies and details the procedures when a notification is made by a member of the association of an adult harming a child; a child harming another child; or an adult harming another adult;
- details complaints, grievances and disciplinary procedures following the ANA Constitution;

¹ For the purpose of this policy, 'persons' include children, families, staff, volunteers and members.

- demonstrates a commitment to ongoing professional development for members
- identifies support and counselling services or agencies for all members, including strategies to deal with the media; and
- members reflect relevant ANA minimum standards and appropriate staff/child ratios.

In addition:

- ANA Agency members have a duty of care to ensure that all persons are provided with a high level of safety and protection during the hours of the service's operation.
- Individual ANA members are expected to self-manage their safety and well being by undertaking appropriate checks prior to and upon commencement in their work environment
- It is understood by members that there that the ANA Child Protection Policy and procedures are accepted as a high priority.
- In meeting the associations duty of care, and legislative requirements outlined in state and federal legislation that the Executive, sub-committees and members implement and adhere to the associations Child Protection Policy.
- Members may be required, in some states or territories, to report suspect incidences of child abuse or neglect to an authority as outlined in mandatory reporting regulations.

Rationale

Please refer to:

- Victorian Commission for Children and Young People Child Safe Standards Resources for further information <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards-resources>

Strategies and practices

Risk management plans

- Identifies, evaluates and plans strategies to minimise the risk of children coming into harm², being abused or neglected by a parent, employee, volunteer or another child.

² For the purpose of this policy, harm is defined as any physical, sexual, emotional or psychological abuse or neglect of children (UNICEF).

A code of conduct

- Communicates the values and attitudes of the association members on the issue of child protection and child safe environments.
- Establishes informed and best practice expectations.
- Identifies appropriate and inappropriate behaviours and language.
- Guides the service and its members expectations regarding attitudes, responsibilities, behaviours and partnerships.

Privacy and data protection

- Please see the ANA Privacy Policy found on the ANA website

Child protection awareness programs and plans

- All Members are encouraged to attend annual child protection and child safe awareness training in their state.

Employee recruitment and selection

- Please see the ANA Member Code of Conduct and Minimum Standards

Job descriptions or duty statements for members

- Provides a clear, professional understanding of the expectations and accountability of staff, students and volunteers.
- Describes tasks and responsibilities.
- Members create their own Child Protection Policies and duty statement or job description in consultation with the families they are working with.

Grievances and complaints management (including disciplinary proceedings)

- Grievances and complaints procedures reflect fairness and natural justice concepts.
- Please refer to the ANA Constitution

Support agencies

NSW <http://www.acyp.nsw.gov.au/> NSW Commission for Children and Young People

VIC www.ccyp.vic.gov.au/ VIC Commission for Children and Young People

QLD www.qfcc.qld.gov.au/ QLD Family and Child Commission

NT www.childrenscommissioner.nt.gov.au Children's Commissioner for NT

ACT hrc.act.gov.au/childrenyoungpeople/ Children & Young People Commissioner

WA www.ccyp.wa.gov.au/ Commissioner for Children and Young People WA

TAS www.childcomm.tas.gov.au/ Commissioner for Children

SA saplan.org.au Commissioner for Children and Young People

Policy review

- The association will review the Child Protection Policy and procedures, and related documents, including behaviours and practices every AGM.
- Members are encouraged to collaborate with the ANA to review the policy and procedures.

Procedures

- Documenting and reporting suspected child abuse or neglect, including the procedures for reporting to a regulatory authority or external agency.
- Executive Committee orientation to ANA policies, constitution and codes.
- Encouraging all members to attend annual child safe or child protection training.
- A child abuse notification or complaint is directed to the ANA Executive Committee and the Executive Committee will then discuss the complaint with the member and then notify the state regulatory reporting authority.
- The ANA Executive Committee will refer the reporting member to appropriate support agencies after the notification has been made.
- All members will receive a copy of the Child Protection Policy upon membership approval.

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