

Standard Operating Procedure – Child Safety Reporting

All Early Childhood Teachers are mandated to report suspected child abuse.

Although other educators are not mandated to report, ALL staff have a duty of care that requires an educator to be aware of reporting requirements in relation to child abuse, or suspected child abuse

The following procedure is to be applied by all ECKA staff and volunteers.

1. If a child or parent/carer discloses an incident abuse, or raises concerns about a child being abused, follow the guidelines in Attachment 4 of the ECKA Child Safe Environment Policy. At all times reassure the child or parent/carer that you are taking them seriously and will do your best to keep them/their child safe.
2. If appropriate*, and as soon as possible, let your co-educator/s know of the situation/allegation ***If the allegation is in relation to your co-educator/s, refer the matter to the ECKA CEO or Operations Manager immediately**
3. As soon as possible, taking into account the urgency or severity of the allegation, contact the ECKA CEO or Operations Manager. If the ECKA administration staff advise that neither person is available, advise the administration staff member of the nature of your call so that the CEO or Operations Manager can be contacted as a matter of urgency.
4. Discuss your concerns or the allegation with the ECKA CEO or Operations Manager, to confirm the correct course of action to be taken, and to ensure that ECKA, as Approved Provider of the service is aware of the situation
5. Make your report to Child Protection or Child First as appropriate (Refer to the “Protecting the safety and wellbeing of children and young people” manual located in the Kindergarten Office and also available on the ECKA Website)
6. Ensure that you have kept your notes and any subsequent information securely stored with the child’s records
7. Ensure you keep the ECKA CEO or Operations Manager up to date with any outcomes from your report. This includes discussing any concerns you have if it appears that the child continues to be at risk despite your report/s to the appropriate agencies.

***If the allegation is in relation to your co-educator/s, refer the matter to the ECKA CEO or Operations Manager immediately**, or if the allegations involve a child/family that other educators do not have interactions (eg, in another room/group) there may be no requirement to discuss the issue with them, bearing in mind Privacy considerations for the child/family. If you are unsure about this, discuss with the ECKA CEO or Operations Manager first.

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