

Introduction

C&K is committed to the health, safety and wellbeing of children, employees, and all visitors, including students. C&K welcome and value the contributions of students who complete a practicum or work experience placement at a C&K centre.

C&K is a child-safe organisation, and we are committed to providing a safe and healthy environment for all. We support the QLD Government Statement of Shared Commitment where 'Every Interaction Counts'.

For the purposes of this procedure a **student** is defined as a person enrolled and studying a course with an educational provider and is completing a practicum or work experience placement at a C&K centre. Examples:

- A person studying an approved early childhood qualification completing a practicum placement at a C&K centre;
- A year 10 high school student completing work experience at a C&K centre.

Persons NOT included in the definition and not in scope of this procedure:

- A person enrolled and studying a course with an educational setting/provider and participating in and contributing to a C&K program beyond their practicum placement without payment. This person would be a centre-based volunteer. Refer to the *Centre Based Volunteers Procedure*.

To work, study or volunteer at a C&K centre a person must:

- Not be a Restricted Person; and
- Immediately stop work in regulated child-related work or volunteering if they become a restricted person.
- Hold a Blue Card if required (see Appendix 1)

Registration and Induction Process

Early Childhood Education Manager (ECEM)/Regional Manager (RM) approval **MUST** be obtained before a student placement can proceed. The Centre Director/Nominated Supervisor or Responsible Person in Charge can discuss possible opportunities with a student but they must refer this to their ECEM/RM as they do not have the authority to approve a student placement at their centre. ECEM or RM is required to record approval via the *Student Placement Agreement*.

The following steps **must** be completed prior to a student commencing.

Step 1: Centre Director/Nominated Supervisor or Responsible Person in Charge will:

- Obtain the following information from the student:
 - FULL name (first, middle and surname)
 - Approximate start and end date of engagement at centre
 - Date of birth
 - Educational provider name
 - Evidence of course enrolment
- Contact the ECEM/Regional Manager to discuss the request for student placement to proceed.
- Provide this procedure including induction checklist to the Student.

Step 2: ECEM/RM will:

- ECEM will review and discuss the student's request to complete a practicum or work experience placement at a C&K centre and determine if the student's request can be accommodated at that centre.
- Student placement is limited to one student per kindergarten centre at a time to ensure minimal disruption to the children and the program. For larger Childcare centres, one student may be placed in kindergarten room and one in under three's room. Other placements for Childcare are to be discussed with ECEM/RM.
- Consideration is given to prioritise placements for C&K employees and students studying through C&K College.
- Forward the Student Placement agreement to Legal prior to sign off by Regional Manager
- Advise Centre Director/Nominated Supervisor or Responsible Person in Charge if the practicum or work experience placement is approved:
 - If not approved – Centre Director/Nominated Supervisor or Responsible Person in Charge will advise the student and no further steps in this procedure will be taken OR
 - If approved - Centre Director/Nominated Supervisor or Responsible Person in Charge will move to the next step.
- If the student's training organisation has indicated that payment will be made for the student's placement, the Centre Director/Nominated Supervisor or Responsible Person in Charge must negotiate with RM as to how any payment from a third-party training organisation will be processed. It is not to be assumed this payment will be paid to an individual C&K employee.

Step 3: Centre Director/Nominated Supervisor or Responsible Person in Charge will:

NQS4 Staffing Arrangements Procedure Centre-Based Students Procedure and Induction Checklist

- Schedule an induction meeting with the student
- Go through/complete the Induction Checklist with the student.
- Obtain a copy of the documents required.
- Email completed induction checklist and registration documents to whs@candk.asn.au at least 2 weeks before the anticipated student commencement date.
- Create a centre personnel file for student and update centre *Staff Schedule*.
- Welcome the student by informing children, families and the team their commencement date, days/times and role/responsibilities.
- Ensure the student **does not** commence until a confirmation email has been received from whs@candk.asn.au. A student working with children cannot commence until an induction checklist has been completed, and their Blue Card has been linked to Blue Card portal.
- Instances of non-compliance with this procedure will be escalated to the relevant RM and Chief People Officer (CPO) for formal performance management.

Student will:

- Attend induction meeting and complete all items of the Induction Checklist.
- Provide Centre Director/Nominated Supervisor or Responsible Person in Charge a copy of all required documents.

Step 4: Workplace Health and Safety team will:

- Record details on the *C&K Student Register*.
- Link student's Blue Card to Blue Card portal.
- Send an email confirmation to Centre Director/Nominated Supervisor or Responsible Person in Charge when all information and documentation (including, if applicable, confirmation the student's Blue Card has been linked to the Blue Card Services Portal) has been received and stating the student is permitted to commence at centre.
- Delink student from the Blue Card Portal and *C&K Student Register* when Centre Director/Nominated Supervisor or Responsible Person in Charge has confirmed via email they are no longer engaged at centre/site.
- Report any non-compliance with this procedure to the relevant Regional Manager and Chief People Officer

Responsibilities

ECM/RM will:

- Review all student applications and advise if placement can proceed or not.

Centre Director/Nominated Supervisor or Responsible Person in Charge will:

- Complete all steps of the registration and induction process outlined in this procedure prior to a student commencing practicum/work experience placement.
- Prior to a student commencing practicum/work experience placement, advise (verbally and in writing) teachers and educators, students must never be left in sole charge/care of a child(ren) for any length of time AND remain in sight of and under their supervision at all times when with children.
- Before commencing advise students that no video of children can be taken and any images will need to be approved by supervising teacher/educator. Discuss child-safe practices around gaining a child's assent before photographing them or their work and respecting their right to say no to photographs or sound recordings.
- Meet regularly with student to discuss progress and completion of required practicum/work experience placement tasks.
- Promptly inform the WHS team (whs@candk.asn.au), and remove student details from the *Staff Schedule*, when student has finished practicum/work experience placement. Keep student personnel file for 3 years from the last day of practicum/work experience placement.
- Promptly report and document any concerns regarding the student's conduct or performance to ECM, WHS team and the student's educational institution.

Teachers and educators will:

- NEVER leave a student alone with a child(ren) for any length of time.
- Supervise (within line of sight) students when they are with children.
- Encourage students to actively contribute their feedback and ideas to enhance and improve centre quality.

Child Safeguarding

Student will:

- Take all reasonable precautions to protect children from harm and hazard by implementing C&K policies and procedures relating to child protection, health and safety.
- Immediately report and escalate all centre child safety concerns, disclosure, and complaints to the Centre Director/Nominated Supervisor or Responsible Person in Charge. If the student is concerned the concern,

NQS4 Staffing Arrangements Procedure Centre-Based Students Procedure and Induction Checklist

disclosure, or complaint has not been adequately addressed; report they will escalate concerns to C&K Central (3552 5300 | feedback@candk.asn.au).

- Always demonstrate care, respect, dignity and empathy towards children.
- **NEVER** be alone with a child.
- **NEVER** sexually, physically or emotionally harm children or C&K employees. Refer to appendix 2 of this procedure for types and definitions.
- **NEVER** exhibit grooming behaviours towards a child(ren), families or C&K employee. Refer to appendix 2 of this procedure for examples of grooming behaviours.
- **ALWAYS** ask the child's permission before taking photos or audio recordings of them or their work and respect their right to say no.
- **NEVER** implement any form of inappropriate discipline towards a child. Refer to appendix 2 of this procedure for types and definitions.
- Immediately escalate to the Director/Responsible Person in Charge and if required report child protection disclosures or concerns to Child Safety ([Regional Intake Service](#) | [Department of Child Safety Seniors and Disability Services](#)) when there is a reasonable suspicion a child(ren) has suffered, is suffering or is at unacceptable risk of suffering, significant harm and there is not a parent/guardian willing and able to protect the child from harm.
- Immediately stop working and inform C&K if 'working with children check' (Blue Card) is suspended, expired, cancelled or become a [Restricted Person](#) under the Queensland Blue Card System.

Electronic recording devices AND taking images and recordings of children

C&K follow the [National Model Code Taking Images and Videos of Children](#).

Students will:

- **Obtain prior written C&K and parent/guardian authorisation before a child can be observed and images and sound recordings can be taken. No videos can be taken.**
- Advise their training organisation of the above requirements.
- Provide a consent form for C&K and parent/guardians to consider prior to observations, images or sound recordings of children are made.
- **NEVER** use a personal electronic device to take a photograph, video or sound recording of a child.
- When working with children, **NEVER** have on their person any personal electronic device (unless for an essential purpose as described in the [National Model Code Taking Images and Videos of Children](#) and when prior written C&K approval has been obtained).
- When working with children, store the following items in a non-child, secure location, nominated and identified by the centre e.g. administration or staff room:
 - Any personal electronic device able take a photograph, video or sound recording e.g. tablets, phones, digital cameras and smart watches.
 - Any personal electronic device able to store a photograph, video or sound recording e.g. SD cards, USB drives, hard drives and cloud storage.
- When prior written C&K and parent/guardian authorisation has been obtained take a photograph or sound recording of a child(ren) to support a student's practicum placement documentation requirements, students will:
 - Only use a C&K device.
 - **NEVER** take a photograph or sound recording of a child(ren) when sleeping, undressing or is undressed, toileting or having their nappy changed.
 - Frame photo to de-identify child wherever possible. If the child can be identified in the image, the student must blur the child's face before using it, including blurring names on hats or the child's work.
 - Seek Centre Director/Nominated Supervisor or Responsible Person in Charge review and approval of which photographs or sound recordings are permitted for use.

Confidentiality and Intellectual Property

Students will:

- Be respectful of the privacy of children, families, students, volunteers, external contractors and employees.
- **NEVER** share any personal and/or sensitive information with others (including outside C&K) without prior, explicit, C&K written authorisation.
- Be mindful of when and where discussions that include may personal and/or sensitive information are being held, to ensure information is not overheard by unauthorised persons.
- Immediately inform the Centre Director/Nominated Supervisor or Responsible Person in Charge OR C&K Privacy Officer (privacy@candk.asn.au) of any suspicion/becoming aware of a confidentiality or data breach.
- Acknowledge that at all times during and after the cessation of engagement with C&K, that C&K owns the intellectual property of any work undertaken whilst being a C&K student.
- Acknowledge any idea, invention, design or copyrightable work created, develop or help develop during the course of engagement with C&K shall be deemed to have arisen in the course of involvement with C&K and shall

NQS4 Staffing Arrangements Procedure Centre-Based Students Procedure and Induction Checklist

belong to C&K, unless otherwise agreed in writing. If any such development or creation is made promptly disclose the existence of the development or creation and assign all rights to C&K and cooperate with C&K in obtaining patents on the development or creation, without additional compensation.

Conduct and Obligations

Students will:

- Behave and act in a manner consistent with C&K values and Code of Conduct.
- Interact respectfully with children as outlined in the C&K Supporting relationships and partnerships Procedure.
- Guide children's behaviour as per the C&K Supporting Childrens Behaviour Procedure.
- Respect cultural diversity and refrain from harassing, discriminating against or vilifying anyone on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs, opinions, or background.
- Raise any concerns regarding C&K and C&K employees as outlined in the C&K Grievance Procedure.
- Perform all agreed tasks or activities to the best of your ability at all times.
- Use best endeavors to promote and protect the interests of C&K.
- Complete all actions, tasks and interactions with children under the supervision of a C&K employee.
- Display initiative and seek the guidance, direction and follow reasonable directions of C&K employees.
- Be punctual and complete ICheckin upon arrival and departure. Contact the centre Director/Responsible Person in Charge or Manager as soon as possible if absent or arriving late.
- If observation or demonstration of children's toileting/nappy change routines are required to meet placement requirements, it must be conducted under the close observation and direct supervision (i.e. physically present/standing next to) of a permanently employed C&K teacher or educator or by other means such as using a doll to demonstrate the procedure.
- Students are not permitted to participate in medication procedures.
- **NEVER** place yourself in sole charge/care of a child(ren) for any length of time. When working with children, always be in line of sight of a C&K teacher or educator.
- **NEVER** administer first-aid to a child.
- **NEVER** administer medication.
- **NEVER** engage in inappropriate conversations with others about the behaviour of children, employees and families.

Workplace Health and Safety

Students will:

- Report all hazards, near misses, accidents, and/or incidents immediately to the Centre Director/Nominated Supervisor or Responsible Person in Charge.
- Exercise due care to prevent accident or injury to yourself or others.
- Follow displayed quick reference posters.
- In the event of an emergency, follow displayed procedural maps displayed and C&K employee instructions.
- Implement documented risk minimising strategies to minimise children's exposure to known allergies e.g. do not bring any known allergen into the centre.
- **NEVER** be adversely affected by alcohol or other substance at a C&K centre or attending a C&K event.
- **NEVER** smoke (including electronic cigarettes) or vape within the grounds of or within 5m from a C&K centre boundary.
- **NEVER** bring any hazardous items to a C&K centre or event e.g. button batteries.

Induction Checklist

C&K welcome and value the contributions of students who complete a practicum or work experience placement at a C&K centre.

C&K is committed to maintaining a safe and supportive environment for children, employees and all visitors. For this reason, you must complete a comprehensive induction and we must conduct appropriate checks before you commence. **Please complete this form and return to the Centre**

1. C&K Centre or Workplace Details

Centre or Workplace Name	
Centre or Workplace Address	
Director or Manager Name	

2. Student Details

Your Full Name	
Your Residential Address <i>This section is required in accordance with Education and Care National Regulation S149 (1)</i>	
The qualification you are currently studying	
Your Email Address	
Your Contact Telephone Number	
Name of School /Education Provider	
Name of Supervisor at School /Education Provider	
Email Address of School /Education Provider Supervisor	
Contact Telephone Number of School /Education Provider Supervisor	

3. Emergency Contact Details (who we have authorisation to contact in an event of an emergency that relates to you)

Emergency Contact 1

Emergency Contact Name	
Emergency Contact Telephone Number	
Emergency Contact relationship with you (e.g. partner, mother, father etc)	
Please confirm the Emergency Contact listed above is aware that you are providing us with their personal information, and they have agreed to this?	<input type="checkbox"/> Yes

Emergency Contact 2

Emergency Contact Name	
Emergency Contact Telephone Number	
Emergency Contact relationship with you (e.g. partner, mother, father etc)	
Please confirm the Emergency Contact listed above is aware that you are providing us with their personal information, and they have agreed to this?	<input type="checkbox"/> Yes

4. Blue Card/Exemption Card Information

The following people are not required to provide details of a current blue card:

- High school students aged under 18 years who are completing work experience
- Parent/Legal Guardian volunteering at your child's centre
- The following people working in their professional capacity:
 - Registered health practitioners
 - Corrective services officers
 - Ambulance service officers
 - Queensland Police Service employees.

Please note if you are a restricted person, you cannot rely on the above exemptions.

Are you a restricted person?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if you are a restricted person, you will not be able to complete this induction)
Do you have a current blue card or blue card exemption?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Blue Card Type	<input type="checkbox"/> Blue Card <input type="checkbox"/> Exemption Card
Card Number	
Expiry Date	
Your Date of Birth	

5. Key Policies and Procedures

Prior to commencement of duties at C&K, Students must read and understand C&K policies and procedures relevant to their role. A number of procedures are displayed and available on the [C&K Website](#). All Students working with children must read, understand and follow these policies:

	Read and understood
Child Protection Policy	<input type="checkbox"/>
Code of Conduct	<input type="checkbox"/>
Dress Standards Policy	<input type="checkbox"/>
Privacy Policy	<input type="checkbox"/>
Social Media Policy	<input type="checkbox"/>
Workplace Health and Safety Policy Statement	<input type="checkbox"/>
Button Battery Procedure	<input type="checkbox"/>
Incident Reporting – Child Procedure	<input type="checkbox"/>
Supporting relationships and partnerships Procedure	<input type="checkbox"/>
Sun Safety Procedure (if you will be working with or supervising children outdoors)	<input type="checkbox"/>

NQS4 Staffing Arrangements Procedure Centre-Based Students Procedure and Induction Checklist

<u>Nutrition and Food Safety Procedure</u> (if you will be working with or supervising children during meal times)	<input type="checkbox"/>
<u>Child Safe Sleep and Rest Procedure</u>	<input type="checkbox"/>
<u>Supervision Procedure</u>	<input type="checkbox"/>
<u>Outdoor Learning Environment Safety Procedure</u>	<input type="checkbox"/>
View and complete <u>Compliance Training for Students, Volunteers and External Contractors.pdf</u>	<input type="checkbox"/>
Date Completed:	
Signed:	

6. Agreement

Confidentiality

As an authorised student with C&K you may obtain and/or have access to personal or sensitive information concerning C&K, enrolled children, families and/or employees. This may include information including sensitive health information, medical conditions, contact information, child protection, personal issues, concerns or complaints and/or educational progress. You cannot collect, store, use, disclose or destroy this information to any person or company whatsoever, except in the proper course of your duties and with the explicit authorisation of C&K.

Breaches of confidentiality are treated seriously by C&K, and action may be taken if any suspected breaches have occurred. You will be required to:

- be respectful of the privacy of children, parents/guardians, students, volunteers, external contractors and employees.
- not share any personal and/or sensitive information with others (including outside C&K) without C&K's explicit, written authorisation.
- be mindful of when and where discussions that include personal and/or sensitive information are being held, to ensure information is not overheard by unauthorised persons.
- de-identify children's personal information, if gathering and recording information for the purposes of a student practicum.
- not take or record images or make sound recordings of voices without prior written consent. No videos can be taken.

You must advise your Centre Director, Manager or C&K's Privacy Officer (privacy@candk.asn.au) immediately if you suspect or become aware of a confidentiality or data breach.

Intellectual Property

You acknowledge that at all times during and after the cessation of your involvement with C&K, that C&K owns the intellectual property of any work that you undertake pursuant to your agreement or contract with C&K. Any idea, invention, design or copyrightable work which you create, develop or help develop during the course of your engagement with C&K shall be deemed to have arisen in the course of your involvement with C&K and shall belong to C&K, unless otherwise agreed in writing. If any such development or creation is made during your involvement with C&K you shall promptly disclose the existence of the development or creation, and assign all rights to C&K. You shall cooperate with C&K in obtaining patents on the development or creation, without additional compensation

Conduct and Obligations

You must demonstrate professional and ethical behaviour, in accordance with the C&K Code of Conduct and core values at all times.

You are required to:

- Comply with the C&K Code of Conduct.
- Interact respectfully and guide children's behaviour as per Supporting relationships and partnerships and Guiding Children's Behaviour procedures.
- Respect cultural diversity and refrain from harassing, discriminating against or vilifying anyone on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs or opinions, or background.
- Raise any concerns immediately as per the Grievance Procedure.
- Perform all agreed tasks or activities to the best of your ability at all times.
- Use your best endeavours to promote and protect the interests of C&K.
- Immediately report all child protection concerns to the Centre Director or your Manager, including any allegations, disclosures or suspicions of child harm.
- Ensure your Blue Card or Exemption Card remains current and provide C&K with a copy of current Blue Card. If your Blue Card or Exemption Card expires you will not be able to continue as a Student of C&K until a valid card is provided to us.

- Complete all actions, tasks and interactions with children under the supervision of a C&K employee. You are not permitted to be in sole charge of children for any length of time.
- Only undertake children's toileting and nappy change routines when closely/actively supervised by a C&K employee.
- Be punctual and complete sign in and out register daily. If absent, contact the Centre Director or your Manager as soon as possible.
- Not use personal mobile phone whilst working with children. Store phone and other personal items in a secure location.
- Display initiative and seek the guidance and direction of C&K employees.
- Not engage in inappropriate conversations with others about the behaviour of children, employees and families.
- Practice safe behaviours at all times.

7. Workplace Health and Safety

C&K is committed to providing a safe and healthy workplace for children, employees, students, volunteers, external contractors and visitors to C&K. Students must comply with their obligations under the Work Health and Safety Act 2011 and the Work Health and Safety Policy and Procedures.

You are required to:

- Report all incidents and hazards immediately to the Centre Director or your Manager.
- Exercise due care in the performance of duties to prevent accident or injury to yourself or others.
- Refer to and consistently follow displayed quick reference posters and Centre supervision plan.
- In the event of an emergency, follow displayed procedural maps displayed and C&K employee instructions.
- Not be adversely affected by alcohol or other substances when attending C&K sites and events.
- Not smoke within the grounds of or within 5m from a C&K centre boundary.
- Not administer children's medication or first aid.
- Consistently implement risk minimising strategies relating to children's allergies. Do not bring any known allergens (food or other items) into a C&K centre.

8. Key Dates

Induction Start Date	
Induction Completion Date	
Actual or Approximate Start Date	
Actual or Approximate End Date	

Please advise WHS via email (whs@candk.asn.au) when the Student completes their placement at C&K.

9. Onsite Induction- to be complete with the Centre Director/Responsible person in Charge

Service/site Information	
<input type="checkbox"/>	Site tour <ul style="list-style-type: none"> • Visitor's Register (Sign in and Sign Out obligations) • First Aid Officers • Location of toilets, handwashing facilities, first aid kits, emergency medication
<input type="checkbox"/>	Emergency Evacuation and Lockdown Procedures including <ul style="list-style-type: none"> • Responsibilities • Location and use of fire equipment • Evacuation routes • Assembly point • Emergency contact numbers
<input type="checkbox"/>	Complete Fire Safety Instruction Record Form
<input type="checkbox"/>	Outline identified site hazards and management procedures (e.g. supervision plan, risk assessments including Safe Sleep and Rest, medical management plans, heavy play equipment, asbestos, fire pits etc.)
<input type="checkbox"/>	Introduction – children, families and employees (if required)
<input type="checkbox"/>	Brief overview of C&K history and management structure

NQS4 Staffing Arrangements Procedure Centre-Based Students Procedure and Induction Checklist

<input type="checkbox"/>	If applicable, brief overview of routines		
Signed: Student			Date Completed
Signed: Director/RPIC			Date Completed

10. Student Confirmation and Acknowledgement

I confirm:

- I have read, understood and will abide by induction checklist terms and conditions, and with C&K policies and procedures relevant to my role, including the Child Protection policy.
- I am not a Restricted Person, I:
 - have not been issued with a Negative Notice
 - do not have a suspended Blue Card or Exemption Card
 - am not a disqualified person
 - have not been charged with a disqualifying offence that has not been finalised.
- I have never been convicted of a criminal offence or been the subject of an investigation relating to child harm or inappropriate interactions with a child.
- The information recorded in this induction checklist is true and correct.
- If any information provided by me changes, I will inform the Centre Director/Manager immediately.

Name	
Signature	
Date	

If you are under 18, this induction checklist must be reviewed and signed by your parent or legal guardian before you can commence:

Parent/Guardian's Name	
Signature	
Date	

11. Centre Director/Manager Confirmation and Acknowledgement

I confirm all items of this induction checklist have been completed.

Documents received:

<input type="checkbox"/>	Copy of existing current Blue Card/Exemption Card (if applicable)
<input type="checkbox"/>	Copy of Student Placement Agreement

- A copy of this induction checklist and all required supporting documents:
 - have been scanned and emailed to whs@candk.asn.au
 - are stored securely on site

Name	
Signature	
Date	

Appendix 1 – Blue Card Requirements

- Most students will require a valid Blue Card.
- High school students under the age of 18 completing work experience do not require a Blue Card.
- Students under the age of 18 completing placement for a qualification/degree do require a Blue Card.
- A student that requires a Blue Card cannot commence at a C&K Centre until they receive/hold a current Blue Card, and it has been registered on the online Blue Card portal by C&K. **NO LINKED CARD NO START.**
- A registered health practitioner may not require a Blue Card if their study relates to their current AHPRA registration. A Blue Card **is** required if their duties are outside of the scope of their AHPRA registration.

Appendix 2 – Definitions

Emotional (Psychological) Abuse

Emotional abuse of a child may include use of inappropriate comments or behaviour towards a child which results in significant emotional harm or trauma including but not limited to verbal abuse, threats, manipulative behaviour, hostility, rejection, deliberately making a child feel unimportant or embarrassed or exposing child to domestic and family violence or stories and/or media about violence.

Grooming Behaviours

Involves a person manipulating a child, parents/guardians and/or significant persons such as teachers and educators to gain their trust, build rapport, and exert their power over them so they can then abuse a child. Grooming tends to follow patterns that may include these behaviours:

- targeting a specific child
- building trust and rapport with the child and their family
- giving the child special attention such as giving gifts for no special occasion that makes the child feel they owe respect and trust
- making physical contact with a young child that is sexual in nature and inappropriate
- spending time alone with the child rather than spending time with people of similar age
- referring to a child's body in an inappropriate manner
- isolating the child
- beginning to sexualise the relationship with the child
- maintaining overall control of the child once sexual abuse has occurred, for example using secrets, blame and threats

Neglect

Neglect happens when a child's basic needs are not met, affecting their health and development. Basic needs include food, housing, clean-living conditions, health care, adequate clothing, personal hygiene and adequate supervision.

Physical abuse

Physical abuse happens when a child has been hurt or injured, and it is not an accident. Physical abuse does not always leave visible marks or injuries. Physical abuse can include physical/corporal punishment, hitting, shaking, choking, smothering, throwing, burning, biting, poisoning and using physical restraints.

Sexual abuse

Sexual abuse occurs when an adult, other child or adolescent uses their power or authority to involve a child in sexual activity. Sexual abuse includes but is not limited to:

- Kissing or holding a child in a sexual manner
- Exposing a sexual body part to a child
- Having sexual relations with a child under 16 years of age
- Talking in a sexually explicit way that is not age or developmentally appropriate
- Fondling a child in a sexual manner
- Penetrating a child's vagina or anus by penis, finger or any other object
- Oral sex
- Rape
- Showing pornographic images to a child
- Having a child pose or perform in a sexual manner
- Forcing a child to watch a sexual act

Sexual misconduct

Includes inappropriate conversations of a sexual nature, comments that express a desire to act in a sexual manner, unwarranted and inappropriate touching, inappropriate personal correspondence (including electronic communications)

such as e-mails, Facebook and text messages) with a child or young person, inviting a child to your home or other venue, or to drive in your car without permission from the parent/guardian, watching children undress when supervision is not required.

Physical (Corporal) Punishment

Use of physical force with the intention of causing a child to experience pain or discomfort to correct or punish a child's behaviour.

Inappropriate discipline

Examples of inappropriate discipline which may constitute a serious breach of the National Law and/or National Regulations and could potentially be considered criminal matters:

- hitting, pushing, slapping, pinching or biting a child
- force-feeding a child
- yelling at or belittling a child
- humiliating a child
- physically dragging a child
- locking children away (or isolating them)
- depriving a child of food or drink
- unreasonable restraining of a child (this may include restraint in a highchair)
- excluding children from events
- consistently moving children to the office or other space away from the play areas
- moving children to another room as punishment
- verbally or physically threatening a child.

Other examples of inappropriate practice are:

- negative labelling of child or family
- criticising a child's actions or behaviours
- discouraging a child from taking part in activities
- blaming or shaming a child
- making fun of or laughing at or about a child
- using sarcastic or cruel humour with or to a child
- excessive use of negative language to a child, such as, "no" "stop that!" "don't..." "you never..."
- taking photos or audio recordings of a child without asking them first or proceeding after they say 'no'.