

## NQS4 Staffing Arrangements

### Procedure and Checklist

## Student, External Contractors and Volunteers Working With Children 12-month Refresher Induction Record

### Introduction

C&K is committed to the health, safety and wellbeing of children, employees, and all visitors, including student, external contractors and volunteers working with children. To maintain this commitment, any student, external contractor or volunteer working with children must complete a refresher induction every 12 months while they continue to work or volunteer in a C&K centre.

At C&K, child protection and safeguarding is a shared commitment – across leadership, governance, employees, families and centre visitors such as external contractors with children. As a signatory to the [Queensland Government's Statement of Shared Commitment](#), C&K recognises that every interaction counts in creating an environment where children feel safe, secure and self-confident.

This form is completed by the student, external contractor or volunteer alongside the centre Director/Nominated Supervisor or Responsible Person in Charge (RPIC).

### C&K Centre or Workplace Details

<b>Centre Name</b>	
<b>Centre Address</b>	
<b>Centre Director Name</b>	

### Student, External Contractor or Volunteer Details

<b>Your Full Name</b>	
<b>Your Email Address</b>	
<b>Your Contact Telephone Number</b>	
<b>Business/Employer Name - external contractor only</b>	

### Responsibilities

The centre Director/Nominated Supervisor or RPIC is required to facilitate a meeting with the Student, External Contractor or Volunteer to refresh their key responsibilities listed below. To find out more, Students, External Contractors and Volunteers are strongly encouraged to access the associated policies and procedures available on the C&K Website – [Information for C&K Students, Volunteers and Contractors working with children](#).

<b>Meeting Date(s)</b>	
<b>Facilitator Name (Centre Director/Nominated Supervisor or RPIC)</b>	

Child Health, Safety and Safeguarding	Associated C&K policies and procedures
<b>Safeguarding</b> <b>External Contractor or Volunteer will:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Always treat children with care, respect and dignity.</li> <li><input type="checkbox"/> Remain within the line of sight of a C&amp;K educator at all times.</li> <li><input type="checkbox"/> Take all reasonable precautions to protect children from harm and hazard.</li> <li><input type="checkbox"/> Read appendix 2 of this procedure for child protection and abuse types and definitions.</li> <li><input type="checkbox"/> Immediately report centre child safety concerns to the Centre Director/Nominated Supervisor or RPIC. If the concern, disclosure, or complaint is not addressed, escalate it to C&amp;K Central - 3552 5300   <a href="mailto:feedback@candk.asn.au">feedback@candk.asn.au</a>.</li> <li><input type="checkbox"/> Immediately escalate to the Centre Director/Nominated Supervisor or RPIC AND make a report to Child Safety (<a href="#">Regional Intake Service</a>   <a href="#">Department of Child Safety Seniors and Disability Services</a>) if you have reasonable suspicion a child 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.</li> <li><input type="checkbox"/> Immediately stop working and inform C&amp;K if your 'working with children check' (Blue Card) is suspended, expired, or cancelled.</li> </ul>	<a href="#">Code of Conduct</a> <a href="#">Child Protection Policy</a> <a href="#">Sun Safety Procedure</a> <a href="#">Nutrition and Food Safety Procedure</a> <a href="#">Child Safe Sleep and Rest Procedure</a> <a href="#">Supervision Procedure</a> <a href="#">Outdoor Learning Environment Safety Procedure</a>

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<p><input type="checkbox"/> Immediately stop working and inform C&amp;K if you become a <u>Restricted Person</u> under the Queensland Blue Card System.</p> <p><b>Children's health and safety</b> <b>Student, External Contractor or Volunteer will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Role model and support sun-safe practices. When outside, Slip on protection clothing, Slop on sunscreen, Slap on a hat, Seek shade and Slide on sunglasses (optional).</li> <li><input type="checkbox"/> Keep chemicals and other hazardous items out of reach of children. Store chemicals in locked cupboards. Do not keep key in lock.</li> <li><input type="checkbox"/> Implement centre risk minimising strategies to minimise children's exposure to known allergies. Do not bring any known food allergen into the centre.</li> </ul> <p><b>Student, External Contractor or Volunteer is never permitted to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Implement any form of inappropriate discipline towards a child.</li> <li><input type="checkbox"/> Be alone with a child for any length of time.</li> <li><input type="checkbox"/> Sexually, physically or emotionally harm children or employees.</li> <li><input type="checkbox"/> Exhibit grooming behaviours towards a child(ren), families or employee.</li> <li><input type="checkbox"/> Bring any hazardous items into the centre.</li> <li><input type="checkbox"/> Bring any clothing, toys or craft resources power by button batteries.</li> </ul>	
<p><b>Electronic devices AND taking images and recordings of children</b></p>	<p><b>Associated C&amp;K policies and procedures</b></p>
<p>C&amp;K follow the <i>National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code)</i>.</p> <p><b>Student, External Contractor or Volunteer will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When children are present at the centre, store personal electronic devices (able to record and store images) securely in a 'non-licensed area' not accessed and used by children.</li> <li><input type="checkbox"/> When not working with children, restrict access and use of their personal electronic devices to non-licensed areas when children are present at the centre.</li> <li><input type="checkbox"/> Obtain prior written C&amp;K and parent/guardian authorisation before observing a child or recording images of children. Provide a consent form to C&amp;K and parents/guardians.</li> <li><input type="checkbox"/> Only use a C&amp;K-issued electronic device to record images of children.</li> <li><input type="checkbox"/> Frame images and recordings to de-identify child wherever possible.</li> <li><input type="checkbox"/> In a developmentally appropriate way seek a child's informed consent before capturing their image. Refer to <u>ACECQA Information Sheet - Empowering children under 5 by asking them to give their consent</u> for practical guidance.</li> <li><input type="checkbox"/> Record and use images of children:             <ul style="list-style-type: none"> <li>• In a way that respects their rights, safety and security.</li> <li>• That positively showcases and documents their learning, including their strengths, interests and agency, and engagement with the learning environment and their peers.</li> <li>• That informs and supports pedagogical reflection and decision-making.</li> </ul> </li> <li><input type="checkbox"/> Seek Centre Director/Nominated Supervisor or RPIC review and approval of which images are permitted for use. Once images have been approved, the Centre Director/Nominated Supervisor or RPIC will email the approved images to the external contractor's email account.</li> </ul> <p><b>Student, External Contractor or Volunteer is never permitted to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use a personal electronic device, personal online product/platform or personal electronic storage device to capture, share, store or transmit children's images.</li> <li><input type="checkbox"/> When working with children, use or have in their possession a personal electronic device* that can record, share, store or transmit children's images, unless prior written authorisation has been obtained for an essential purpose, as listed in appendix 3 of this procedure.</li> <li><input type="checkbox"/> When working with children, use or have in their possession a personal electronic storage device.</li> <li><input type="checkbox"/> When working with children, use or access a personal online product/platform, such as email, social media.</li> </ul>	<p><a href="#"><u>Safe Use and Management of Children's Images for the Educational Program Procedure</u></a></p> <p><a href="#"><u>Safe Use and Management of Personal Devices at Centres Procedure</u></a></p>

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<ul style="list-style-type: none"> <li><input type="checkbox"/> Store a personal electronic device in any location accessed and used by children when children are present at centre; unless prior authorisation has been obtained for an essential purpose, as listed in appendix 3 of this procedure.</li> <li><input type="checkbox"/> Force or coerce a child to be in a photograph or video if they don't want to.</li> <li><input type="checkbox"/> Record images of children: <ul style="list-style-type: none"> <li>• in bathrooms, toilets, nappy change room/areas, cot/infant sleep rooms, cubbies, or any location where a teacher or educator cannot see the image being taken;</li> <li>• not appropriately dressed, for example, in their underwear, in a state of undress, completely undressed or with their genitalia or underwear exposed;</li> <li>• in a position that could be perceived as sexualised in nature; and</li> <li>• when injured, in an emotionally distressed state, or dysregulation escalation.</li> </ul> </li> </ul> <p>*Wearable smart watches and fitness trackers that <b>cannot</b> record images can be worn when working with children.</p>	
Confidentiality and Intellectual Property	Associated C&K policies and procedures
<p>As a C&amp;K external contractor or volunteer you may obtain and/or have access to personal or sensitive information relating to C&amp;K, enrolled children, families and/or C&amp;K employees e.g. health information, contact information, child protection, personal issues, concerns or complaints and/or educational progress.</p> <p><b>Student, External Contractor or Volunteer will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be respectful of the privacy of children, families, employees and centre visitors.</li> <li><input type="checkbox"/> Be mindful of when and where discussions that include personal and/or sensitive information are held. Ensure information is not overheard by unauthorised persons.</li> <li><input type="checkbox"/> De-identify children's personal information.</li> <li><input type="checkbox"/> Immediately inform the Centre Director/Nominated Supervisor or RPIC OR C&amp;K's Privacy Officer (<a href="mailto:privacy@candk.asn.au">privacy@candk.asn.au</a>) of any suspected or actual confidentiality or data breach.</li> <li><input type="checkbox"/> Acknowledge that all intellectual property created during your time with C&amp;K is owned by C&amp;K (unless otherwise agreed in writing with C&amp;K).</li> <li><input type="checkbox"/> Agree that any idea, invention, design or copyrightable work developed (in whole or part) while engaged with C&amp;K belongs to C&amp;K, unless otherwise agreed in writing. Promptly disclose such creations, assign all rights to C&amp;K, and cooperate in securing patents, without additional compensation (unless otherwise agreed in writing with C&amp;K).</li> </ul> <p><b>Student, External Contractor or Volunteer is <b>never permitted to:</b></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Share personal or sensitive information outside C&amp;K without prior written authorisation from C&amp;K and, if applicable, the parent/guardian.</li> <li><input type="checkbox"/> Collect, store, use, disclose, or destroy personal or sensitive information except as required for their duties and with C&amp;K's explicit authorisation.</li> </ul>	<p><a href="#">Privacy Policy</a></p>
Workplace Health and Safety	Associated C&K policies and procedures
<p>C&amp;K is committed to providing a safe and healthy workplace for children and C&amp;K employees, students, volunteers, external contractors and visitors. External Contractors must comply with their obligations under the <i>Work Health and Safety Act 2011</i> and C&amp;K Workplace Health and Safety Policy and Procedures.</p>	

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<p><b>Student, External Contractor or Volunteer will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Immediately report hazards, near misses, accidents or incidents to the Centre Director/Nominated Supervisor or RPIC.</li> <li><input type="checkbox"/> Take reasonable care for their own health and safety and that of others.</li> <li><input type="checkbox"/> Only perform tasks for which they have been trained, instructed, and have the necessary skills and ability. If unsure about any task, they will not undertake it and will immediately seek guidance.</li> <li><input type="checkbox"/> Follow displayed procedural posters, emergency maps and plans.</li> <li><input type="checkbox"/> Comply with all reasonable or lawful direction of C&amp;K employees,</li> </ul> <p><b>Student, External Contractor or Volunteer is <b>never permitted to:</b></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be adversely affected by alcohol or other substance.</li> <li><input type="checkbox"/> Smoke or vape within the grounds of or within 5m from a centre boundary.</li> <li><input type="checkbox"/> Bring any smoking, vaping equipment or vaping substances to the centre.</li> <li><input type="checkbox"/> Bring any hazardous items to the centre e.g. button batteries. Equipment, clothing or craft materials powered by button batteries are strictly prohibited.</li> </ul>	<p><a href="#"><u>Workplace Health and Safety Policy Statement</u></a></p> <p><a href="#"><u>Child Centre Incident Reporting Procedure</u></a></p>
<p><b>Conduct and Obligations</b></p>	<p><b>Associated C&amp;K policies and procedures</b></p>
<p><b>Student, External Contractor or Volunteer will:</b></p> <ul style="list-style-type: none"> <li>• Always demonstrate professional and ethical behaviour, in accordance with the C&amp;K Code of Conduct and C&amp;K values.</li> <li>• Show care, respect, dignity, and empathy to children, families, and C&amp;K employees.</li> <li>• Perform agreed tasks to the best of your ability.</li> <li>• Use positive behaviour guidance and seek educator direction when needed.</li> <li>• Raise concerns first with the Centre Director/Nominated Supervisor or RPIC as outlined in the Complaints Management Procedure.</li> <li>• Show initiative, follow C&amp;K educator directions, and seek guidance when needed.</li> <li>• Be punctual and notify the centre promptly if absent or late.</li> <li>• Sign in/out of the centre via Konnect as a 'Visitor'.</li> </ul> <p><b>Therapists/Health Professionals only</b></p> <p><b>External Contractor will:</b></p> <ul style="list-style-type: none"> <li>• Work in a <u>transdisciplinary manner</u>. Collaborate and share ideas with and respect the knowledge of parents/guardians and C&amp;K teachers/educators to work towards the best outcomes for a child.</li> <li>• Implement therapy activities that comply with C&amp;K policies and procedures, reflect the C&amp;K Curriculum Approach.</li> <li>• Incorporate therapy activities into the daily program.</li> <li>• View the following videos relating to completing therapy in a play-based environment: <ul style="list-style-type: none"> <li>○ <a href="https://www.youtube.com/watch?v=OpxGC6G0HMY">https://www.youtube.com/watch?v=OpxGC6G0HMY</a></li> <li>○ <a href="https://www.youtube.com/watch?v=sL_WOCu3Ptg">https://www.youtube.com/watch?v=sL_WOCu3Ptg</a></li> <li>○ <a href="https://www.youtube.com/watch?v=jA6lof9A298">https://www.youtube.com/watch?v=jA6lof9A298</a></li> </ul> </li> </ul> <p><b>Student, External Contractor or Volunteer is <b>never permitted to:</b></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exclude children from the daily program or their peers to complete therapy activities.</li> <li><input type="checkbox"/> Complete children's personal care routines i.e. meal routines, nappy change and toileting routines, sleep and rest routines.</li> <li><input type="checkbox"/> Harass, discriminate, or vilify anyone based on their gender, race, ethnicity, sexuality, religion, age, disability, beliefs, opinions or background.</li> <li><input type="checkbox"/> Be in sole charge of a child at any time.</li> <li><input type="checkbox"/> Administer first-aid or medication to a child.</li> <li><input type="checkbox"/> Engage in inappropriate conversations about C&amp;K, a C&amp;K child, a C&amp;K employee or C&amp;K family.</li> </ul>	<p><a href="#"><u>Code of Conduct</u></a></p> <p><a href="#"><u>Supporting Relationships and Partnerships Procedure</u></a></p> <p><a href="#"><u>Supporting Children's Behaviour Procedure</u></a></p> <p><a href="#"><u>Complaint Management Procedure</u></a></p>



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#### Centre/Site Induction

- ☐ Centre Tour
  - Sign in/out as a 'Visitor' via iPad/Konnect
  - First Aid Officers
  - Location of toilets, handwashing facilities, first aid kits, secure storage for personal electronic device.
- ☐ Centre Emergency Evacuation and Lockdown Procedures:
  - Responsibilities
  - Location and use of fire equipment
  - Evacuation routes
  - Assembly point
  - Emergency contact numbers
  - Complete Fire Safety Instruction Record Form
- ☐ Outline relevant site hazards and risk assessment plan. Show location of risk assessment plan folder.
- ☐ Introductions – children, families and centre team (if required)
- ☐ Brief overview of routines

#### Student, External Contractor or Volunteer Confirmation and Acknowledgement

I confirm:

- ☐ I have read, understood and will abide by the key responsibilities outlined this induction checklist.
- ☐ I will access C&K policies and procedures relevant to my role as a Student, External Contractor or Volunteer on the C&K Website – Information for C&K Students, Volunteers and Contractors working with children.
- ☐ I am not a Restricted Person under Queensland's Blue Card System and 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 the subject of a workplace or regulatory authority investigation relating to child harm or inappropriate interactions with a child.
- ☐ I have never been convicted of a criminal offence relating to child harm or inappropriate interactions with a child.
- ☐ The information recorded in this induction checklist is true and correct.
- ☐ I will immediately inform the Centre Director/Nominated Supervisor in writing if any information I have provided to C&K changes.

<b>Student, External Contractor or Volunteer First Name and Surname</b>			
<b>Student, External Contractor or Volunteer Signature</b>		<b>Date</b>	

#### Centre Director/Nominated Supervisor Confirmation and Acknowledgement

I confirm:

- ☐ All items of this refresher induction checklist have been completed.
- ☐ I have provided a copy of the relevant procedure and the completed refresher induction checklist to the Student, External Contractor or Volunteer.
- ☐ I have filed this completed refresher induction checklist in the Student, External Contractor's or Volunteer's centre personnel file.
- ☐ A copy of this Refresher induction checklist and all required supporting documents have been scanned and emailed to whs@candk.asn.au

<b>Centre Director/Nominated Supervisor First Name and Surname</b>			
<b>Centre Director/Nominated Supervisor Signature</b>		<b>Date</b>	

#### Appendix One – 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 Two – 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

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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'.

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#### Appendix Three – Approved essential purposes for Student, External Contractors or Volunteers to use a personal electronic device when working with children

Approved Essential Purpose	Authorisation Required	Authorisation Required
Receive urgent communication regarding a critically ill or dying family member.	To be determined in consultation with the external contactor's and at the discretion of Centre Director/Nominated Supervisor	Written authorisation of the Centre Director/Nominated Supervisor via <i>Use of Personal Electronic Device for Essential Purposes Authorisation Form</i>
Electronic device used to manage a diagnosed medical condition e.g. blood glucose meter/glucometer or heart monitor.	Throughout the external contactor's engagement with centre	
Electronic device to assist hearing loss/impairment and/or speech/language impairment/disorder e.g. Augmentative and Alternative Communication Device and/or hearing device.	Throughout the external contactor's engagement with centre	