

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

| | |
|-----------------------------|---|
| Centre Name | . |
| Centre Address | . |
| Centre Director Name | . |

Student, External Contractor or Volunteer Details

| | |
|---|---|
| Your Full Name | . |
| Your Email Address | . |
| Your Contact Telephone Number | . |
| Business/Employer Name (external contractor only) | . |
| Any other relevant details that have changed? | . |

National Child Safety Training Requirements

From 27 August 2026, all students (except for high school students completing work experience) and volunteers are required to complete Foundation National Child Safety Training. Students and volunteers must provide C&K and the centre a copy of their Foundation National Child Safety Training certificate issued from the Geckco platform before commencing work with children.

WHS will add/update students and volunteers details on the C&K National Educator Register and Blue Card Register.

| National Child Safety Training | | |
|--|---------------------------|---|
| Foundation National Child Safety Training <i>Mandatory (except for high school students completing work experience placement) from 27 Aug 2026</i> | Date of completion | . |

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](#).

| | |
|--|---|
| Meeting Date(s) | . |
| Facilitator Name (Centre Director/Nominated Supervisor or RPIC) | . |

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| Child Health, Safety and Safeguarding | Associated C&K policies and procedures |
|--|--|
| <p>Safeguarding Students, External Contractor or Volunteer will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Always treat children with care, respect and dignity. <input type="checkbox"/> Remain within the line of sight of a C&K educator at all times. <input type="checkbox"/> Take all reasonable precautions to protect children from harm and hazard. <input type="checkbox"/> Read appendix 2 of this procedure for child protection and abuse types and definitions. <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&K Central 3552 5300 feedback@candk.asn.au. <input type="checkbox"/> Immediately escalate to the Centre Director/Nominated Supervisor or RPIC AND make a report to Child Safety (Regional Intake Service Department of Child Safety Seniors and Disability Services) 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. <input type="checkbox"/> Immediately stop working and inform C&K if your 'working with children check' (Blue Card) is suspended, expired, cancelled or become a Restricted Person under the Queensland Blue Card System. <input type="checkbox"/> Immediately stop working and inform C&K if become a Restricted Person under the Queensland Blue Card System. <p>Children's health and safety Student, External Contractor or Volunteer will:</p> <ul style="list-style-type: none"> <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). <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. <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. <p>In addition Students will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At meal times, model healthy eating and positive attitudes to food and follow hygiene and food safety practices. <input type="checkbox"/> Under the close of supervision of an educator, implement sleep and rest routines responsive to each child's needs and in line with health guidelines i.e. Rednose Australia and Sleep Learning for Early Education Professionals. Follow centre's sleep and rest routine risk assessment. <input type="checkbox"/> Assist educators to actively supervise children. Follow centre's supervision strategies. <p>Student, External Contractor or Volunteer is never permitted to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement any form of inappropriate discipline towards a child. <input type="checkbox"/> Be alone with a child for any length of time. <input type="checkbox"/> Sexually, physically or emotionally harm children or employees. <input type="checkbox"/> Exhibit grooming behaviours towards a child(ren), families or employee. <input type="checkbox"/> Bring any hazardous items into the centre. <input type="checkbox"/> Bring any clothing, toys or craft resources power by button batteries. | <p>Code of Conduct</p> <p>Child Safety and Protection Policy</p> <p>Sun Safety Procedure</p> <p>Nutrition and Food Safety Procedure</p> <p>Child Safe Sleep and Rest Procedure</p> <p>Supervision Procedure</p> <p>Outdoor Learning Environment Safety Procedure</p> |

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| Electronic devices AND taking images and recordings of children | Associated C&K policies and procedures |
|--|---|
| <p>C&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>Student, External Contractor or Volunteer will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> When children are present at the centre, store personal electronic devices securely in a 'non-licensed area' not accessed and used by children. Wearable technology including a smartwatch or fitness/health tracker can be worn only if the device does not have the capability to capture, store or transmit images. <input type="checkbox"/> When not working with children, access and use personal electronic devices in non-licensed areas when children are present at the centre. <input type="checkbox"/> Obtain prior written C&K and parent/guardian authorisation before observing a child or recording images of children. Provide a consent form for C&K and parents/guardians. <input type="checkbox"/> Only use a C&K-issued electronic device to record images of children. <input type="checkbox"/> 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. <input type="checkbox"/> In a developmentally appropriate way. Seek a child's informed consent before capturing their image. Refer to ACECQA Information Sheet - Empowering children under 5 by asking them to give their consent for practical guidance. <input type="checkbox"/> Record and use images of children: <ul style="list-style-type: none"> • In a way that respects their rights, safety and security. • That positively showcases and documents their learning, including their strengths, interests and agency, and engagement with the learning environment and their peers. • That informs and supports pedagogical reflection and decision-making. <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 images to the student's email account. <p>Student, External Contractor or Volunteer is never permitted to</p> <ul style="list-style-type: none"> <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. <input type="checkbox"/> Use, control or have on their possession a personal electronic device* that can record, share, store or transmit children's images when working directly with children, unless prior written authorisation has been obtained for an essential purpose, as listed in Safe Management of Personal Electronic Devices at Centres Procedure <input type="checkbox"/> Use or have on their possession a personal electronic storage device. <input type="checkbox"/> Use or access a personal online product/platform, such as email, social media, when working with children. <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 Safe Management of Personal Electronic Devices at Centres Procedure. <input type="checkbox"/> Force or coerce a child to be in a photograph or video if they don't want to. <input type="checkbox"/> Record images of children: <ul style="list-style-type: none"> ○ in bathrooms, toilets, nappy change room/areas, cot/infant sleep rooms, cubbies and any location where a teacher or educator cannot see the image being taken; ○ not appropriately dressed, for example, in their underwear, in a state of undress, completely undressed or with their genitalia or underwear exposed; ○ in a position that could be perceived as sexualised in nature; and ○ when injured or in an emotionally distressed state or dysregulation escalation. <p>* Personal electronic devices include wearable devices. Fitness trackers or other wearable device that cannot capture, share, store or transmit images can be worn when working with children.</p> | <p>Safe Use and Management of Children's Images for the Educational Program Procedure</p> <p>Safe Use and Management of Personal Devices at Centres Procedure</p> |

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| Confidentiality and Intellectual Property | Associated C&K policies and procedures |
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| <p>As a C&K external contractor or volunteer you may obtain and/or have access to personal or sensitive information relating to C&K, enrolled children, families and/or C&K employees e.g. health information, contact information, child protection, personal issues, concerns or complaints and/or educational progress.</p> <p>As a C&K student you may obtain and/or have access to personal or sensitive information relating to C&K, enrolled children, families and/or C&K employees e.g. health information, contact information, child protection, personal issues, concerns or complaints and/or educational progress.</p> <p>Student, External Contractor or Volunteer will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be respectful of the privacy of children, families, employees and centre visitors. <input type="checkbox"/> Be mindful of when and where discussions that include personal and/or sensitive information. Ensure information is not overheard by unauthorised persons. <input type="checkbox"/> De-identify children's personal information. <input type="checkbox"/> Immediately inform the Centre Director/Nominated Supervisor or RPIC OR C&K's Privacy Officer (privacy@candk.asn.au) of any suspicions or becoming aware of a confidentiality or data breach. <input type="checkbox"/> Acknowledge that all intellectual property created during your time with C&K is owned by C&K. <input type="checkbox"/> Agree that any idea, invention, design or copyrightable work developed (in whole or part) while engaged with C&K belongs to C&K, unless otherwise agreed in writing. Promptly disclose such creations, assign all rights to C&K, and cooperate in securing patents, without additional compensation <p>Students, External Contractor or Volunteers are never permitted to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Share personal or sensitive information outside C&K without prior written authorisation from C&K and, if applicable, the parent/guardian. <input type="checkbox"/> Collect, store, use, disclose, or destroy personal or sensitive information except as required for their duties and with C&K's explicit authorisation. | <p>Privacy Policy</p> |

| Workplace Health and Safety | Associated C&K policies and procedures |
|--|--|
| <p>C&K is committed to providing a safe and healthy workplace for children and C&K employees, students, volunteers, external contractors and visitors. External Contractors must comply with their obligations under the Work Health and Safety Act 2011 and C&K Workplace Health and Safety Policy and Procedures.</p> <p>Student, External Contractor or Volunteer will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediately report hazards, near misses, accidents or incidents to the Centre Director/Nominated Supervisor or RPIC. <input type="checkbox"/> Take reasonable care for their own health and safety and that of others. <input type="checkbox"/> Follow displayed procedural posters, emergency maps and plans. <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. <input type="checkbox"/> Comply with all reasonable or lawful direction of C&K employees, <p>Student, External Contractor or Volunteer are never permitted to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be adversely affected by alcohol or other substance. <input type="checkbox"/> Smoke or vape within the grounds of or within 5m from a centre boundary. <input type="checkbox"/> Bring any vaping equipment or vaping substances to the centre. <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. | <p>Workplace Health and Safety Policy Statement</p> <p>Child Centre Incident Reporting Procedure</p> |

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| Conduct and Obligations | Associated C&K policies and procedures |
|--|--|
| <p>Student, External Contractor or Volunteer will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Always demonstrate professional and ethical behaviour, in accordance with the C&K Code of Conduct and C&K values. <input type="checkbox"/> Show care, respect, dignity, and empathy to children, families, and C&K employees. <input type="checkbox"/> Perform agreed tasks to the best of your ability. <input type="checkbox"/> Use positive behaviour guidance and seek educator direction when needed. <input type="checkbox"/> Raise concerns first with the Centre Director/Nominated Supervisor or RPIC as outlined in the <i>Grievance Procedure</i>. <input type="checkbox"/> Show initiative, follow C&K educator directions, and seek guidance when needed. <input type="checkbox"/> Be punctual and notify the centre promptly if absent or late. <input type="checkbox"/> Sign in/out of the centre via Konnect as a 'Visitor'. <p>Student, External Contractor or Volunteer are never permitted to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Harass, discriminate, or vilify anyone based on their gender, race, ethnicity, sexuality, religion, age, disability, beliefs, opinions or background. <input type="checkbox"/> Exclude children from the daily program. <input type="checkbox"/> Complete children's personal care routines (i.e. meal routines, nappy change and toileting routines, sleep and rest routines). NOTE: Students may perform these tasks under the direct and close supervision (i.e. physically present/standing next to) of a permanent C&K educator. <input type="checkbox"/> Be in sole charge of a child at any time. <input type="checkbox"/> Administer first-aid or medication to a child. <input type="checkbox"/> Engage in inappropriate conversations about C&K, a C&K child, a C&K employee or C&K family. <p>External Contractor Therapists/Health Professionals only will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work in a <u>transdisciplinary manner</u>. Collaborate and share ideas with and respect the knowledge of parents/guardians and C&K teachers/educators to work towards the best outcomes for a child. <input type="checkbox"/> Implement therapy activities that comply with C&K policies and procedures, reflect the C&K Curriculum Approach. <input type="checkbox"/> Incorporate therapy activities into the daily program. <input type="checkbox"/> View the following videos relating to completing therapy in a play-based environment: https://www.youtube.com/watch?v=OpxGC6G0HMY https://www.youtube.com/watch?v=sL_WOCu3Ptq https://www.youtube.com/watch?v=jA6lof9A298 | <p><u>Code of Conduct</u></p> <p><u>Supporting Relationships and Partnerships Procedure</u></p> <p><u>Supporting Children's Behaviour Procedure</u></p> <p><u>Complaint Management Procedure</u></p> |

| Centre/Site Induction |
|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Centre Tour <ul style="list-style-type: none"> • 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. <input type="checkbox"/> Centre Emergency Evacuation and Lockdown Procedures: <ul style="list-style-type: none"> • Responsibilities • Location and use of fire equipment • Evacuation routes • Assembly point • Emergency contact numbers • Complete <u>Fire Safety Instruction Record Form</u> <input type="checkbox"/> Identify known allergies and anaphylaxis relevant to children at the service. For students and volunteers ensure they are familiarised with medical management plans displayed. <input type="checkbox"/> Outline relevant site hazards and risk assessment plan. Show location of risk assessment plan folder. <input type="checkbox"/> Introductions – children, families and centre team and brief overview of routines (if required) <input type="checkbox"/> Personal belongings and electronic device storage location. <input type="checkbox"/> Other relevant service details: • . |

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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 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. 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 hold the National Child Safety training certificate and understand I will be required to complete refresher training every 2 years. (Students completing practicum placement only).
- 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.

| | | | |
|---|---|-------------|---|
| Student, External Contractor or Volunteer First Name and Surname | . | | |
| Student, External Contractor or Volunteer Signature | . | Date | . |

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

| | |
|---|---|
| Parent/Guardian First Name and Surname | . |
| Parent/Guardian Signature | . |
| Date | . |

Centre Director/Nominated Supervisor Confirmation and Acknowledgement

I confirm:

- All items of this induction checklist have been completed and documents obtained.
 - Copy of Current Blue Card/Exemption Card (if applicable)
 - Copy Student Placement Agreement (if not already held by C&K as per Step 1 of this procedure)
 - Copy of Public Liability Insurance for Educational Institution (if not already held by C&K as per step 1)
 - Copy of Geecko Foundation National Child Safety Training certificate (mandatory requirement from 27 August 2026 – except for high school students completing work experience).
- I have provided a copy of this procedure and the completed induction checklist to the student.
- A personnel file for the student has been created.
- A copy of this induction checklist and all required supporting documents have been scanned and emailed to whs@candk.asn.au
- I have securely filed this completed induction checklist and documentation in the student's centre personnel file.

| | |
|--|---|
| Centre Director/Nominated Supervisor First Name and Surname | . |
| Centre Director/ Nominated Supervisor Signature | . |
| Date | . |

Appendix One – Blue Card Requirements

- The person must not be a restricted person
- Parent volunteers (where their child is present) do not require blue card.
- Volunteers working or volunteering at any service for 7 or more times in a year require a Blue Card.
- Students will require a valid Blue Card.
- Students under the age of 18 completing placement for a qualification/degree do require a Blue Card.
- A volunteer or 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.

Blue Card Services

Appendix Two – Definitions

Physical Abuse is the intentional use of physical force against a child that results in or has the likelihood of resulting in harm for the child's health, survival, development or dignity. Physical abuse does not always leave a visible mark or injury.

Physical abuse includes (but not limited to):

- punching, hitting, pushing.
- kicking, dragging, shoving
- shaking, strangling, biting
- spitting
- burning, poisoning
- use of implements
- threatening physically harm

Emotional Abuse refers to verbal or symbolic acts towards a child and/or a pattern of failure over time to provide the child with adequate non-physical nurturing and emotional availability.

Emotional abuse includes (but not limited to):

- persistent rejection
- withholding affection
- isolation from social experiences
- hostility, bullying, yelling, criticism, terrorising
- exposure to domestic and family violence

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 touch and non-touch, and may include (but 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
- talking/interacting with a child in a sexually explicit way
- making obscene phone calls or remarks to a child
- sending obscene mobile text messages or emails to a child
- persistently intruding on a child's privacy
- penetrating of a child's vagina or anus by penis, finger, or any other object
- oral sex
- incest
- showing pornographic films, magazines, or photographs to a child
- having a child pose or perform in a sexual manner.
- forcing a child to watch a sexual act
- coercing a child to perform a sexual act on themselves, another child, or with an adult
- Commercial Sexual Exploitation of Children (CSEC) - child is sexually abused or exploited in exchange for money (or anything valuable to the child, such as food or protection) including child sex trafficking, sexual exploitation of children for prostitution, making or sharing child sexual abuse material for profit and livestreaming child sexual abuse.

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Neglect occurs when a child's basic needs are not met, impacting their health or development. This includes (not limited to) inadequate food, shelter, hygiene, medical care, clothing or supervision. The Australian Institute of Family Studies identifies six types of neglect: physical neglect, supervisory neglect, abandonment, educational neglect, medical neglect and emotional neglect.

Grooming involves a person manipulating a child, their parents or guardians and/or significant persons such as teachers and educators to gain trust, build rapport and establish control to create opportunities to sexually abuse the child. Grooming often occurs gradually and may take in person or online.

Grooming behaviours may include (but are not limited to):

- Building the child's trust by offering presents, special attention, treats or opportunities to spend time together. This may involve playing games or engaging in non-sexual physical contact to build familiarity and comfort.
- Showing favouritism by treating a child as more special or mature than others or giving one child excessive attention to the exclusion of others.
- Gaining the trust of adults by presenting as caring, reliable, and trustworthy to reduce suspicion and increase access to the child.
- Creating secrecy through comments such as "This is just between us" or other actions that discourage the child from sharing information.
- Testing boundaries by engaging in seemingly innocent physical contact that escalates over time into inappropriate or sexualised behaviour (e.g. rough play, wrestling, or touching private body parts).
- Shaping the child's perceptions by confusing their understanding of what is appropriate, leading the child to feel responsible or to blame for the situation.
- Making inappropriate or sexualised comments about their relationship with the child or the child's body.
- Spending one-on-one time with a child in isolated or private areas rather than in visible, supervised spaces or offering parents to babysit.
- Using physical affection even when the child shows discomfort, reluctance or resistance e.g. telling the child to kiss them.
- Overstepping social and professional boundaries e.g. showing up to child's birthday party uninvited with a gift, offers to do things for you, like repairs or gardening.
- Being alone with a child when there is no professional reason for doing so.

Inappropriate Discipline is any form of corporal punishment, or any disciplinary practice that is unreasonable or inappropriate. It is an offence under Section 166 of the *Education and Care Services National Law* for a nominated supervisor, teacher or educator to subject a child to corporal punishment or to discipline that is unreasonable or inappropriate.

Examples of inappropriate discipline include (but not limited to):

- 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 restraint of a child (this may include restraint in a chair or cot)
- 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

Inappropriate interactions include (but not limited to):

- 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..."

[Supporting Relationships and Partnerships Procedure](#) and [Supporting Children's Behaviour Procedure](#) lists examples of inappropriate interactions with children and behaviour guidance strategies.

Inappropriate conduct is any behaviour or action by a C&K representative that is directed toward a child and causes, or has the potential to cause, harm. It also includes behaviour that undermines a child's safety, dignity, rights, or overall wellbeing.

Examples include, but are not limited to:

- any form of child abuse physical, emotional, sexual (including grooming) and neglect.
- corporal punishment or any form inappropriate discipline.
- ignoring a child needs, deliberately causing a child emotional distress.
- yelling, shaming, belittling or using threatening or intimidating language toward a child.

Supporting Relationships and Partnerships Procedure and Supporting Children's Behaviour Procedure lists examples of inappropriate interactions with children and behaviour guidance strategies.

Restraint is any action that limits a child's movement or freedom. Reasonable restraint may occur when it is absolutely necessary to prevent immediate harm to the child or others, for example, stopping a child from running into traffic, physically harming themselves, or attacking another person. In such situations, restraint should be:

- Proportionate to the risk of harm,
- Used only as a last resort
- For the shortest time necessary, and
- Performed in a safe and respectful manner that protects the child's dignity.

Unreasonable restraint occurs when physical control is used inappropriately, excessively, or as punishment. This includes holding a child when there is no immediate safety risk, using force that causes pain or injury, or restraining a child to control behaviour or enforce compliance.

Restraint should only ever be used to protect from imminent harm, never to discipline, intimidate, or manage behaviour, and any instance of restraint should be carefully documented and reviewed to ensure it was reasonable and necessary.

Electronic device

Any device capable of recording, storing, sharing or transmitting images, including but not limited to smartphones, wearable technology including smartwatches and smart glasses, tablets, cameras and computers.

Personal Electronic Device

Any electronic device owned or controlled by a person capable of capturing, storing or transmitting an image, that is not the property of C&K (as the Approved Provider) or Affiliated Centre Approved Provider. Examples include, but are not limited to, smartphones, tablets, cameras, computers, and wearable technology including smartwatches and smart glasses.

Transmitting

Includes sharing a photo by text message, email, USB/hard drive, uploading to any social media or information sharing platform or any other form of distributing an image or recording, including live streaming.

Appendix Three – Approved essential purposes for volunteers to use a personal electronic device when working with children

| Approved Essential Purpose | Authorisation Required | Authorisation Required |
|---|---|--|
| Receive urgent, essential communication regarding a critically ill or dying family member | To be determined in consultation with the volunteer 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 volunteer'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 volunteer's engagement with centre | |