

#### 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.

At C&K, child protection and safeguarding is a shared commitment – across leadership, governance, employees, families and centre visitors such as students. 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.

#### 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)
- National Child Safety Foundation Training evidence of completion for students completing practicum placements (does not include high-school students completing work experience)

#### 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
  - Collect a certificate of completion for the National Child Safety Foundation training.
- Request from the Student a copy of their Student Placement agreement
- If the Student is enrolled at one of the education institutions listed below, C&K holds confirmation of its public liability insurance:
  - Australian Catholic University (ACU)
  - University of Southern Queensland (UniSQ)
  - The University of Queensland (UQ)
  - Queensland University of Technology (QUT)
  - Charles Sturt University (CSU)
  - La Trobe University
  - Creche and Kindergarten College / C&K College of Early Childhood (C&K College)
  - Swinburne University of Technology (Swinburne)
  - Central Queensland University / CQUniversity (CQU)
  - Kirana Colleges (Kirana College)
  - University of New England (UNE)
  - Victoria University

- If the Student is **not** enrolled at one of the education institutions listed above, request from the Student a copy of Proof of the education institution's Public Liability Insurance
- 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:

##### Early Childhood Education Manager/Regional Manager 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.
- Any additional placements are to be discussed with and approved by the ECEM/RM.
- Consideration is given to prioritise placements for C&K employees and students studying through C&K College.
- Forward the Student Placement agreement and proof of the education institution's Public Liability Insurance to Legal prior to sign off by Regional Manager
- Advise Centre Director/Nominated Supervisor or Responsible Person in Charge (RPIC) 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:

- Schedule an induction meeting with the student
- Go through/complete the Induction Checklist with the student.
- The Centre/Site induction may be conducted on the Student's first visit (prior to contact with children) provided all required other documentation has been submitted and approved by WHS.
- Obtain a copy of the documents required.
- Email completed induction checklist and registration documents to [whs@candk.asn.au](mailto:whs@candk.asn.au) at least 2 weeks before the anticipated student commencement date.
- Where the Centre/Site Induction is conducted on the Student's first visit (prior to working with children), ensure:
  - the completed induction checklist is submitted to WHS as soon as practicable following the visit, and
  - a copy is stored on the Student's personnel file.
- 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](mailto: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 RPIC 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.

#### Step 5: If the Student continues for a period of longer than 12 months

##### Centre Director/Responsible Person in Charge or Manager will:

- Ensure the Student completes an Induction Refresher every 12 months and this is documented using the [Student, External Contractor or Volunteer working with Children 12-month Refresher Induction Record](#).
- Scan the completed form to [whs@candk.asn.au](mailto:whs@candk.asn.au)
- Securely file the completed 12-month Refresher Induction Record in the Student's centre personnel file.

#### Responsibilities

##### Centre Director/Nominated Supervisor or Responsible Person in Charge 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.
- 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](mailto: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 ECEM, WHS team and the student's educational institution.
- Promptly email the WHS team ([whs@candk.asn.au](mailto:whs@candk.asn.au)) when the Student completes their placement/practicum.

##### 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.

**\*\*\*\*\* Refer to induction checklist for student responsibilities \*\*\*\*\***

### Student Induction Checklist

Centre Details	
Centre Name	
Centre Address	
Centre Manger/Director	

#### Student Details *This section is required in accordance with Education and Care National Regulation S149 (1)*

Student Full Name			
Residential address	Street Address:		
	Suburb:	Postcode:	
Qualification currently studying			
Email Address			
Contact Telephone Number			
Education Provider Name			
Education Provider Supervisor Name			
Education Provider Supervisor Email			
Education Provider Supervisor Telephone			
Placement Dates <i>(this must be completed)</i>	Start Date		End Date

Student Emergency Contacts	One	Two
Emergency Contact Name		
Emergency Contact Telephone Number		
Relationship to the Emergency Contact <i>e.g. partner, mother, father etc.</i>		
Is this person aware (and has agreed to) you are providing C&K with their personal information?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

#### Blue Card/Exemption Card Information

High school students that are under 18 years that are completing work experience, do not require a Blue Card. Refer to Appendix One for Blue Card Requirements

Are you a restricted person?	<input type="checkbox"/> No <input type="checkbox"/> Yes Restricted Persons cannot be a student at a C&K centre		
Do you have a current blue card or blue card exemption?	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, provide the following information:		
	Blue Card Type	<input type="checkbox"/> Blue Card <input type="checkbox"/> Exemption Card	
	Card Number		
	Expiry Date		
	Date of Birth		

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

### Key Student Responsibilities

Prior to working with children, the centre Director/Nominated Supervisor or RPIC is required to facilitate a meeting with the student to outline their key responsibilities listed below. To find out more, students 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>	

**Please check the relevant boxes below to indicate your understanding and agreement (see the links provided for further information).**

Child Health, Safety and Safeguarding	Associated C&K policies and procedures
<p>Child protection and safeguarding is a shared responsibility at C&amp;K, across leadership, governance, C&amp;K Representatives, and families.</p> <p>As a signatory to the <a href="#">Queensland Statement of Shared Commitment</a>, C&amp;K recognises that every interaction counts in creating learning and care environments where children feel safe, secure and self-confident.</p> <p>C&amp;K embrace this safeguarding culture and enforce our zero tolerance for any abusive or inappropriate actions. We do this by creating inclusive, culturally safe, and nurturing environments where children are empowered to thrive through quality relationships and voice their perspectives with confidence, knowing that they will be heard and taken seriously.</p> <p>C&amp;K's commitment to child protection and safeguarding aligns with the <a href="#">National Principles for Child Safe Organisations</a>, <a href="#">Queensland Child Safe Standards</a> and the <a href="#">Universal Principle for Cultural Safety</a>.</p> <p><b>Safeguarding - Students will:</b></p> <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 escalate to the Centre Director/Nominated Supervisor or RPIC AND make a report to Child Safety (<a href="#">Regional Intake Service   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, cancelled or become a <a href="#">Restricted Person</a> under the Queensland Blue Card System.</li> <li><input type="checkbox"/> Understand their responsibilities under the Reportable Conduct Scheme, including their duty to report immediately any concerns relating to child safety and wellbeing.</li> <li><input type="checkbox"/> Immediately escalate child safety concerns (including allegations of child harm occurring at a centre) to the Centre Director/Nominated Supervisor or RPIC. If the concern, disclosure, or complaint is not addressed, escalate report to C&amp;K Central - 3552 5300 <a href="mailto:feedback@candk.asn.au">feedback@candk.asn.au</a>. C&amp;K is required by legislation to report and investigate worker misconduct conduct to regulatory bodies such as the Queensland Department of Education (under the Education and Care Services National Law and Regulations) AND the Queensland Family and Child Commission (under the Reportable Conduct Scheme/Child Safe Organisation Act 2024 from 1 July 2026)</li> </ul>	<p><a href="#">Code of Conduct</a></p> <p><a href="#">Child Safety and Protection Policy</a></p> <p><a href="#">Reporting an Allegation of Child Harm Occurring at Centre Procedure</a></p> <p><a href="#">Child Centre Incident Reporting Procedure</a></p> <p><a href="#">Sun Safety Procedure</a></p> <p><a href="#">Nutrition and Food Safety Procedure</a></p> <p><a href="#">Child Safe Sleep and Rest Procedure</a></p> <p><a href="#">Supervision Procedure</a></p> <p><a href="#">Outdoor Learning Environment Safety Procedure</a></p> <p><a href="#">Interactions with Child Procedure</a></p>

#### Children's health and safety

##### Students will:

- 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).
- At meal times, model healthy eating and positive attitudes to food and follow hygiene and food safety practices.
- Keep chemicals and other hazardous items out of reach of children. Store chemicals in locked cupboards. Do not keep key in lock.
- Implement centre risk minimising strategies to minimise children's exposure to known allergies. Do not bring any known food allergen into the centre.
- 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.
- Assist educators to actively supervise children. Follow centre's supervision strategies.

##### Students are never permitted to:

- Implement any form of inappropriate discipline towards a child.
- Be alone with a child for any length of time.
- Sexually, physically or emotionally harm children or employees.
- Exhibit grooming behaviours towards a child(ren), families or employee.
- Bring any hazardous items into the centre.
- Bring any clothing, toys or craft resources power by button batteries.

#### Electronic devices AND taking images and recordings of children

C&K follow the *National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code)*. Refer to definitions on page 1 of this document.

##### Students will:

- 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.
- When not working with children, access and use personal electronic devices in non-licensed areas when children are present at the centre.
- 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.
- Only use a C&K-issued electronic device to record images of children.
- 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.
- 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.
- Record and use images of children:
  - 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.
- 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.

##### Students are never permitted to:

#### Associated C&K policies and procedures

[Safe Use and Management of Children's Images for the Educational Program Procedure](#)

[Safe Use and Management of Personal Devices at Centres Procedure](#)

- Use a personal electronic device, personal online product/platform or personal electronic storage device to capture, share, store or transmit children's images.
- When working with children, use, control or have on 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.
- When working with children, use or have on their possession a personal electronic storage device.
- When working with children, use or access a personal online product/platform, such as email, social media.
- 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.
- Force or coerce a child to be in a photograph or video if they don't want to.
- Record images of children:
  - o 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;
  - o not appropriately dressed, for example, in their underwear, in a state of undress, completely undressed or with their genitalia or underwear exposed;
  - o in a position that could be perceived as sexualised in nature; and
  - o when injured or in an emotionally distressed state or dysregulation escalation.

\* 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.

#### Confidentiality and Intellectual Property

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.

##### Students will:

- Be respectful of the privacy of children, families, employees and centre visitors.
- Be mindful of when and where discussions that include personal and/or sensitive information. Ensure information is not overheard by unauthorised persons.
- De-identify children's personal information.
- Immediately inform the Centre Director/Nominated Supervisor or RPIC OR C&K's Privacy Officer ([privacy@candk.asn.au](mailto:privacy@candk.asn.au)) of any suspicions or becoming aware of a confidentiality or data breach.
- Acknowledge that all intellectual property created during your time with C&K is owned by C&K.
- 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

##### Students are **never permitted to:**

- Share personal or sensitive information outside C&K without prior written authorisation from C&K and, if applicable, the parent/guardian.
- Collect, store, use, disclose, or destroy personal or sensitive information except as required for their duties and with C&K's explicit authorisation.

#### Associated C&K policies and procedures

[Privacy Policy](#)

Conduct and Obligations	Associated C&K policies and procedures
<p><b>Students will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete children's personal care routines (i.e. meal routines, nappy change and toileting routines, sleep and rest routines) under the direct and close supervision (i.e. physically present/standing next to) of a permanent C&amp;K educator.</li> <li><input type="checkbox"/> Always demonstrate professional and ethical behaviour, in accordance with the C&amp;K Code of Conduct and C&amp;K values.</li> <li><input type="checkbox"/> Show care, respect, dignity, and empathy to children, families, and C&amp;K employees.</li> <li><input type="checkbox"/> Perform agreed tasks to the best of your ability.</li> <li><input type="checkbox"/> Use positive behaviour guidance and seek educator direction when needed.</li> <li><input type="checkbox"/> Raise concerns first with the Centre Director/Nominated Supervisor or RPIC as outlined in the <i>Grievance Procedure</i>.</li> <li><input type="checkbox"/> Show initiative, follow C&amp;K educator directions, and seek guidance when needed.</li> <li><input type="checkbox"/> Be punctual and notify the centre promptly if absent or late.</li> <li><input type="checkbox"/> Sign in/out of the centre via Konnect as a 'Visitor'.</li> </ul> <p><b>Students are never permitted to:</b></p> <ul style="list-style-type: none"> <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"/> Exclude children from the daily program.</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>Interactions with Children 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>

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. Students must comply with their obligations under the Work Health and Safety Act 2011 and C&amp;K Workplace Health and Safety Policy and Procedures.</p> <p><b>Students 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>Students are never permitted to:</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 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>

### Student 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.

**I acknowledge and warrant that I have read, understood, and accept the following:**

- The safety, rights, and best interests of children are the paramount consideration in all circumstances, in accordance with applicable statutory duties.
- As a student at a C&K centre, I am required to uphold and prioritise the safety, rights, and best interests of children in all my activities and interactions.
- I understand that any actions or decisions I make while at the centre must reflect this paramount consideration and comply with all relevant policies, laws, and professional standards designed to protect children.

By signing this document, I confirm my commitment to these principles and acknowledge that I am aware of my legal and ethical responsibilities regarding the protection and wellbeing of children.

<b>Student First Name and Surname</b>			
<b>Student Signature</b>		<b>Date</b>	

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

<b>Parent/Guardian First Name and Surname</b>			
<b>Parent/Guardian Signature</b>		<b>Date</b>	

### 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](mailto:whs@candk.asn.au)
- I have securely filed this completed induction checklist and documentation in the student's centre personnel file.

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

Handwritten or electronic signatures are acceptable. Typed names are not recognised as valid for signatures.

### Centre/Site Induction

This may be conducted on the first visit to the site, provided it is completed before the external contractor undertakes any work involving children.

Centre/Site Induction	
<input type="checkbox"/> Centre Tour <ul style="list-style-type: none"> <li>• Sign in/out as a 'Visitor' via iPad/Konnect</li> <li>• First Aid Officers</li> <li>• Location of toilets, handwashing facilities, first aid kits, secure storage for personal electronic device.</li> </ul>	
<input type="checkbox"/> Centre Emergency Evacuation and Lockdown Procedures: <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Location and use of fire equipment</li> <li>• Evacuation routes</li> <li>• Assembly point</li> <li>• Emergency contact numbers</li> <li>• Complete <u>Fire Safety Instruction Record Form</u></li> </ul>	
<input type="checkbox"/> Familiarise students with medical management plans as 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 (if required)	
<input type="checkbox"/> Brief overview of routines	
<input type="checkbox"/> Identify known allergies and anaphylaxis relevant to children at the service.	
<input type="checkbox"/> Personal belongings and electronic device storage location.	
<input type="checkbox"/> Other relevant service details: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Centre Director / Nominated Supervisor First Name and Surname</b>	
<b>Centre Director / Nominated Supervisor Signature</b>	
<b>Student's First Name and Surname</b>	
<b>Student's Signature</b>	
<b>Date completed</b>	

**NOTE:** If the onsite induction has not been completed when other documentation is submitted, ensure this page is scanned and sent to [whs@candk.asn.au](mailto:whs@candk.asn.au), and filed in the external contractor's personnel file.

#### 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.
- Persons working at or volunteering at any regulated organisation (e.g. child care, children's sporting organisation) for 7 or more times in a year require a Blue Card.
- A valid Blue Card/ exemption card or (AHPRA is required external contractors)
- Students under the age of 18 completing placement for a qualification/degree do require a Blue Card. NOTE: Students under the 18 who are employed/engaged by the service (e.g. trainee) will require a Blue Card.
- Without a valid Blue Card (or AHPRA) the person cannot commence at a C&K Centre until it is receive/held, 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

##### Volunteer

A person who conducts child related volunteering more than six times at any regulated organisation (e.g. child care, children's sporting organisation) within a calendar year to donate their time or services without payment. Examples:

- A child's nanny being an excursion helper; or
- A grandparent attending their grandchild's centre regularly to contribute e.g. regular cooking activity' or
- A 'grand friend' (age care resident) attending regularly (more than 6 times a calendar year) as part of an ongoing Intergenerational Program between centre and age care facility' or
- A community member who attends the centre to support an activity with the children.

##### Not a volunteer

A person who conducts child related work/volunteering LESS than seven times within a calendar year to donate their time or services at any regulated organisation without payment. This person is a visitor. Refer to [Visitor Procedure](#).  
Examples:

- A parent/guardian or other authorised person spending time at the centre assisting their child to transition/settle into the program.
- A parent/guardian contributing to and participating in the program or completing tasks at their child's centre.

##### Images

Still photos and video recordings. Images of children are classified as personal information and are recorded, used and stored in strict compliance with the [Privacy Policy](#) and this procedure.

##### 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.

##### C&K-Issued Electronic Device

Any electronic device capable of capturing, storing or transmitting and image or storing or storing, sharing or transmitting images, that is the property of C&K (as the Approved Provider) or Affiliated Centre Approved Provider. Examples include, but are not limited to, to smartphones, tablets, cameras and computers.

##### Electronic Storage Device

USBs, portable hard drives and memory cards able to store and transport files and images.

##### Personal Online Platform

Any online or cloud-based platform not approved by C&K, that can store, share or transmit images, that a C&K centre employee, student, volunteer, or contractor who works with children has a registered account. Including but not limited to, personal email account, any type of social media account or web-based graphic design platform.

##### Working directly with children

Being physically present with a child or children at the time, and employed, engaged or appointed to provide education and care to the child or children at that time.

#### 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.

#### Reportable Conduct

Under the Queensland Reportable Conduct Scheme (Child Safe Organisation Act 2024), all organisations that work with or provide services for children, including early childhood education and care centres, are required to report the following worker conduct to the Queensland Family and Child Commission, as outlined in the *Child Centre Incident Reporting Procedure*.

- A child sexual offence
- Sexual misconduct committed in relation to, or in the presence of a child
- Ill-treatment of a child
- Significant neglect of a child
- Physical violence committed in relation to, or in the presence of a child
- Behaviour that causes significant emotional or psychological harm to a child.

For further information and examples refer to [Information Sheet – What conduct is reportable?](#)

**Physical Abuse:** 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

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.

#### 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.

#### 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.

#### Inappropriate Discipline

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):

- physically dragging, hitting, pushing, slapping, pinching or biting a child
- force-feeding a child
- yelling at, belittling or humiliating 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
- moving children to another room as punishment
- consistently moving children to the office or other space away from the play areas
- verbally or physically threatening a child

#### Inappropriate interactions

Includes (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..."

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

#### Inappropriate conduct

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.

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

#### Restraint

Any action that limits a child's movement or freedom. 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.

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.

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

Approved Essential Purpose	Authorisation Required	Authorisation Required
Receive urgent, essential communication regarding a <b>critically ill or dying family member</b>	To be determined in consultation with the person 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 <b>diagnosed medical condition</b> e.g. blood glucose meter/glucometer or heart monitor.	Throughout the person's engagement with centre	
Electronic device to assist <b>hearing loss/impairment and/or speech/language impairment/disorder</b> e.g. Augmentative and Alternative Communication Device and/or hearing device.	Throughout the person's engagement with centre	