

# 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 Manager/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</b> (external contractor only)	
<b>Any other relevant details from the induction checklist that have changed?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes Details:

### 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>	

### National Child Safety Training Requirements

From 27 August 2026, it will be a mandatory requirement for students (except for high school students completing work experience) and volunteers 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 of completion issued from the Geckko platform before commencing work with children. Refresher training must be completed every 2 years.

External contractors working with children are strongly encouraged to complete the training.

National Child Safety Training		
<b>Foundation National Child Safety Training</b> Mandatory requirement for tertiary students completing practicum placement and volunteers.	<b>Date of completion</b>	

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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. 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. 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</b> <b>Students, External Contractor or Volunteer 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 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   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><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>In addition, Students will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At meal times, model healthy eating and positive attitudes to food and follow hygiene and food safety practices.</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><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>

- 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.

**Student, External Contractor or Volunteer are never permitted to:**

- Subject a child to any form of inappropriate conduct or 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	Associated C&K policies and procedures
<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>. Refer to definitions on page 1 of this document.</p> <p><b>Student, External Contractor or Volunteer will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Only use a C&amp;K-issued electronic device to record images of children.</li> <li><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.</li> <li><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.</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 for C&amp;K and parents/guardians</li> <li><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.</li> <li><input type="checkbox"/> In a developmentally appropriate way. Seek a child's informed consent before capturing their image. Refer to <a href="#">ACECQA Information Sheet - Empowering children under 5 by asking them to give their consent</a> 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 images to the professional email account.</li> </ul> <p><b>Student, External Contractor or Volunteer are 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, 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 appendix 3 of this procedure. <a href="#">Safe Management of Personal Electronic Devices at Centres Procedure</a></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="#">Safe Use and Management of Children's Images for the Educational Program Procedure</a></p> <p><a href="#">Safe Use and Management of Personal Devices at Centres Procedure</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 <u>Safe Management of Personal Electronic Devices at Centres Procedure</u>.</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 and 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 or in an emotionally distressed state or dysregulation escalation.</li> </ul> </li> </ul> <p>* Personal electronic devices include wearable devices. Fitness trackers or other wearable device that <b>cannot capture, share, store or transmit images</b> can be worn when working with children.</p>	
<p><b>Confidentiality and Intellectual Property</b></p>	<p><b>Associated C&amp;K policies and procedures</b></p>
<p>As a C&amp;K student, volunteers or external contractor 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. 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 suspicions or becoming aware of a 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.</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</li> </ul> <p><b>Student, External Contractor or Volunteer are never permitted to:</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><u>Privacy Policy</u></p>
<p><b>Workplace Health and Safety</b></p>	<p><b>Associated C&amp;K policies and procedures</b></p>
<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>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><u>Workplace Health and Safety Policy Statement</u></p> <p><u>Child Centre Incident Reporting Procedure</u></p>

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<p><b>Student, External Contractor or Volunteer 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>	
Conduct and Obligations	Associated C&K policies and procedures
<p><b>Student, External Contractor or Volunteer will:</b></p> <ul style="list-style-type: none"> <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> <li><input type="checkbox"/> (Students only) 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> </ul> <p><b>External Contractor Therapists/Health Professionals only will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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><input type="checkbox"/> Implement therapy activities that comply with C&amp;K policies and procedures, reflect the C&amp;K Curriculum Approach.</li> <li><input type="checkbox"/> Incorporate therapy activities into the daily program.</li> <li><input type="checkbox"/> View the following videos relating to completing therapy in a play-based environment: <a href="https://www.youtube.com/watch?v=OpxGC6G0HMY">https://www.youtube.com/watch?v=OpxGC6G0HMY</a></li> </ul> <p><b>Student, External Contractor or Volunteer 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> <li><input type="checkbox"/> Complete children's personal care routines (i.e. meal routines, nappy change and toileting routines). NOTE: Students may perform these tasks under the direct and close supervision (i.e. physically present/standing next to) of a permanent C&amp;K educator</li> </ul>	<p><u>Code of Conduct</u></p> <p><u>Interactions with Children 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"> <li><input type="checkbox"/> Centre Tour refresh if required including Sign in/out as a 'Visitor' via iPad/Konnect, First Aid Officers, and location of toilets, handwashing facilities, first aid kits, secure storage for personal electronic device.</li> <li><input type="checkbox"/> Centre Emergency Evacuation and Lockdown Procedures responsibilities; Location and use of fire equipment; Evacuation routes and assembly point; Emergency contact numbers; Complete <u>Fire Safety Instruction Record Form</u></li> <li><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.</li> <li><input type="checkbox"/> Outline relevant site hazards and risk assessment plan. Show location of risk assessment plan folder.</li> <li><input type="checkbox"/> Personal belongings and electronic device storage location.</li> <li><input type="checkbox"/> Other relevant service details:     •</li> </ul>	

### 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 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 hold the National Child Safety training certificate and understand I will be required to complete refresher training every 2 years. (Volunteers and students completing practicum placement).
- 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, External Contractor or Volunteer First Name and Surname</b>			
<b>Student, External Contractor or Volunteer 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 will securely file 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.*

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### 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

- **External Contractor working with children:** A person engaged by C&K or a parent/guardian, who conducts child related work more than seven times a calendar year. Examples:
  - An allied health professional such as a Speech Therapist who completes therapy with children and has conducted child related work more than seven times a calendar year.
  - A person engaged to work with and alongside teachers/educators during hours of operation as part of the Kindy Uplift program and conducts child related work more than seven times a calendar year.
  - A professional photographer engaged by centre to take annual photos of children during hours of operation work and conducts child related work more than seven times a calendar year.
  - A person engaged by a C&K centre to provide entertainment to children work and conducts child related work more than seven times a calendar year.
  - An aged care employee attending a C&K centre with 'grand friends' as part of an Intergenerational Program and conducts child related work more than seven times a calendar year.
- **Persons not an external contractor working with children:** Any person who conducts child related work LESS than seven times within a calendar. This person is a visitor. Refer to [Visitor Procedure](#). Examples:
  - A person engaged by C&K to undertake building, playground or maintenance works. Refer to [Contractor Management Procedure](#).
  - An allied health professional such as an Occupational Therapist visiting a centre to observe a child. This person would be visitor.
- **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.
- **Student:** 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.
- **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.

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- **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
- **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** 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 including 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	