



CHILD PROTECTION POLICY

Document number	GR13.00.00	Version	2.00
Date of last review	March 2024	Date of next review	24-March 2025
Sponsor	CEO		
Approving authority	Board	Approval date	March 2024
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Name	Position	Signature	

1. DEFINITIONS

- 1.1. **“Harm”**, to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.
 - 1.1.1. It is immaterial how the harm is caused.
 - 1.1.2. Harm can be caused by:
 - 1.1.2.1. physical, psychological or emotional abuse or neglect; or
 - 1.1.2.2. sexual abuse or exploitation.
 - 1.1.3. Harm can be caused by:
 - 1.1.3.1. a single act, omission or circumstance; or
 - 1.1.3.2. a series or combination of acts, omissions or circumstances.
- 1.2. **A “child in need of protection”** is a child who:
 - 1.2.1. has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
 - 1.2.2. does not have a parent able and willing to protect the child from the harm.
- 1.3. **“Sexual abuse”**, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances:
 - 1.3.1. the other person bribes, coerces, exploits, threatens or is violent toward the relevant person

1.3.2. the relevant person has less power than the other person

1.3.3. there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

2. PURPOSE

2.1 The purpose of this policy is to outline how Language Disorder Australia will respond to harm, or allegations of harm, to children and young people under 18 years old, and the appropriate conduct of employees, contractors, volunteers, and directors.

3. SCOPE

3.1. This Policy applies to students, clients, employees, contractors, volunteers and directors of Language Disorder Australia, as well as persons undertaking work experience or vocational placements and covers information about the reporting of harm and abuse.

Employees who work within Mancel College are directed to abide by and comply with the Mancel College Child Protection Policy.

4. RELATED INTERNAL DOCUMENTS AND EXTERNAL REFERENCES

- Language Disorder Australia Child Risk Management Strategy
- Language Disorder Australia Complaints Resolution Policy
- Language Disorder Australia Work Health and Safety Policy
- Language Disorder Child Safety Reporting Form
- Language Disorder Australia Incident Management Procedure
- *Criminal Code Act 1899 sections 229BB and 229BC*
- *Child Protection Act 1999 (Qld)*
- *NDIS Act 2013*
- *NDIS Incident Management and Reportable Incident Rules 2018*
- *NDIS Practice Standards and Quality Indicators (2021)*
- *NDIS Code of Conduct*
- *Working with Children (Risk Management and Screening) Act 2000 (Qld)*
- *Working with Children (Risk Management and Screening) Regulations 2020 (Qld)*

5. POLICY

5.1. Health and Safety

5.1.1. Language Disorder Australia has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011 (Qld)* and the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*.

5.2. Responding to Reports of Harm

5.2.1. When Language Disorder Australia receives any information alleging 'harm' to a child or young person (other than harm arising from physical or sexual abuse) it

will deal with the situation compassionately and fairly to minimise any likely harm to the extent it reasonably can. This is set out in the organisation's Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this Policy.

5.3. **Conduct of Workers**

5.3.1. All employees, contractors, volunteers and directors of Language Disorder Australia must ensure that their behaviour towards and relationships with children and young people reflect proper standards of care. Employees, contractors, volunteers and directors of Language Disorder Australia must not cause harm to children and young people.

5.4. **Reporting Inappropriate Behaviour**

5.4.1. If a child or young person considers the behaviour of an employee to be inappropriate, they should report the behaviour to an employee or management. Websites for Language Disorder Australia's networks of support include information and links to contact the organisations safeguarding lead on the feedback page.

5.5. **Dealing with Report of Inappropriate Behaviour**

5.5.1. An employee who receives a report of inappropriate behaviour must report it to the Chief Operational Officer (COO) or the Chief Executive Officer (CEO). Where the COO is the subject of the report of inappropriate behaviour, the staff member must inform the CEO, who shall also advise the Chair of the Board. Reports will be dealt with under the Complaints Resolution Policy.

5.6. **Reporting Sexual Abuse**

5.6.1. If an employee becomes aware, or reasonably suspects, in the course of their employment that any of the following have been sexually abused by another person:

5.6.1.1. A child or young person under 18 years

5.6.1.2. a person with a disability who is being provided with special education at a school

then the employee must give a written report about the abuse or suspected abuse to the COO or their delegate, and CEO who shall also advise the Chair of the Board.

5.6.2. The COO or CEO must immediately give a copy of the report to a police officer. If the first person who becomes aware or reasonably suspects sexual abuse is the COO, their delegate, or the CEO they must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to the Chair of the Board.

5.6.3. A report under this section must include the following particulars: -

5.6.3.1. the name of the person giving the report (the **first person**)

5.6.3.2. the child or young person's name and sex

5.6.3.3.details of the basis for the first person becoming aware, or reasonably suspecting, that the child or young person has been sexually abused by another person

5.6.3.4. details of the abuse or suspected abuse

5.6.3.5. any of the following information of which the first person is aware: -

5.6.3.5.1. the child or young person's age

5.6.3.5.2.the identity of the person who has abused, or is suspected to have abused, the child or young person

5.6.3.5.3.the identity of anyone else who may have information about the abuse or suspected abuse.

5.7. **Reporting Likely Sexual Abuse**

5.7.1. If an employee reasonably suspects in the course of their employment that any of the following is likely to be sexually abused by another person:

5.7.1.1. A child or young person under 18 years

5.7.1.2. a person with a disability who is being provided with special education at a school

then the employee must give a written report about the suspicion to COO or their delegate and CEO or who will give a copy of the report to the Chair of the Board.

5.7.2. The COO, their delegate, CEO or the Chair of the Board must immediately give a copy of the report to a police officer.

5.7.3. If the first person who reasonably suspects likely sexual abuse is COO their delegate or CEO, they must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to the Chair of the Board.

5.7.4. A report under this section must include the following particulars: -

5.7.4.1. the name of the person giving the report (the **first person**)

5.7.4.2.the child or young person's name and sex

5.7.4.3.details of the basis for the first person reasonably suspecting that the child or young person is likely to be sexually abused by another person

5.7.4.4.any of the following information of which the first person is aware: -

5.7.4.4.1. the child or young person's age

5.7.4.4.2. the identity of the person who has abused, or is suspected to be likely to abuse the child or young person

5.7.4.4.3. the identity of anyone else who may have information about suspected likelihood of abuse.

5.8. Reporting Physical and Sexual Abuse

5.8.1. It is the expectation of all Language Disorder Australia employees that they report any reasonable suspicion that the child or young person:

5.8.1.1. has suffered, is suffering or is at unacceptable risk of suffering significant harm caused by physical or sexual abuse; and

5.8.1.2. may not have a parent able and willing to protect the child or young person from the harm.

5.8.2. Then the employee must give a written report about the suspicion to the COO or their delegate and the CEO who will give a copy of the report to the Chair of the Board.

5.8.3. A report under this section must include the following particulars: -

5.8.3.1. the child's or young person's name and sex;

5.8.3.2. the child's or young person's age;

5.8.3.3. details of how to contact the child or young person;

5.8.3.4. details of the harm to which the reportable suspicion relates;

5.8.3.5. particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;

5.8.3.6. particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.

5.8.3.7. During business hours (9am to 5pm Monday to Friday) the Regional Intake Service can be contacted on 1300 682 254. Outside of these hours, you can contact the Child Safety After Hours Service Centre on 1800 177 135.

5.8.4. This is also a requirement of all employed by Language Disorder Australia.

5.9. NDIS Reportable Incident

5.9.1. Employees will undertake a reportable incident in conjunction with the Chief Operating Officer or their delegate, or the CEO, as outlined in the Language Disorder Australia Incident Management Procedure to the NDIS Commission.

5.10. Awareness

5.10.1. Language Disorder Australia will inform employees, children, young people and parents of its processes relating to the health, safety and conduct of employees, students and clients in communications to them and it will publish these policies on its websites.

5.11. Accessibility of Processes

5.11.1. Processes relating to the health, safety and conduct of employees, students and clients are accessible on the Language Disorder Australia's websites and will be available on request from reception or corporate services.

5.12. **Training**

5.12.1. Language Disorder Australia will ensure all its employees complete Child Protection online training on their induction and will refresh training annually. Training attendance will be recorded and monitored through the Language Disorder Australia's Human Resources Information system. Visitors and contractors will be made aware of processes relating to the health, safety and conduct expectations through the sign in process.

5.13. **Implementing the Processes**

5.13.1. Language Disorder Australia will ensure it is implementing processes relating to the health, safety and conduct of employees, students and clients by auditing compliance with the processes annually.

5.14. **Complaints Procedure**

5.14.1. Suggestions of non-compliance with Language Disorder Australia processes may be submitted as a complaint under the Complaints Resolution Policy.

6. REVIEW

6.1. This Policy is due to be reviewed annually.