

2.10 Reporting Guidelines and Directions for Handling Disclosures and Suspicions of Harm Policy

The service actively works to provide all children with a safe and suitable environment. If a child discloses information to an adult, the service shall implement the following procedures to ensure that this information is managed appropriately and that all suspicions of harm are reported in accordance with relevant legislative requirements.

Harm is defined under the Child Protection Act 1999 as 'any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. For harm to be significant, the detrimental effect on the child's wellbeing must be substantial or serious, more than transitory and must be demonstrable in the child's presentation, functioning or behavior.

Harm may be categorised into the following types:

- Physical abuse, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs, or inappropriate medication.
- Emotional or psychological abuse, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement.
- Neglect, for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school; and
- Sexual abuse or exploitation, for example, touching inappropriately, sexual jokes and/or exposing children to pornography.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
 - *Regulation amendments 01 September 2025*
- *Family and Child Commission Act 2014*
- *Child Protection Act 1999 and Regulations 2000*
- *The Commonwealth Child Safe Framework (Australian Government, National Office for Child Safety)*
- *National Quality Standard 2.2 Each child is protected*
- *Policies; 2.1 - Respect for Children, 2.5 – Reporting of Child Abuse, 2.8 – Anti-bullying, 3.10 – Observational Recording, 8.10 – Employee Orientation and Induction, 9.3 – Communication with Families, 9.5 – Complaints Handling.*



Procedures

Management will ensure that Educators receive appropriate child protection training, in particular ensuring that all educators are aware of the existence and application of the current child protection law and any obligations they may have under that law.

Management will ensure that educators receive information and support on how to handle suspicions of harm or situations where information is disclosed to them by a child or by a member of the child's family or other person.

Allegations or incidents of physical or sexual abuse will need to be reported to the Regulatory Authority within 24 hours.

For educators who suspect that a child is being abused, an appropriate response should include the following:

- Access a copy of your organisation's child protection policy and be knowledgeable about how to respond appropriately.
- Be alert to any warning signs that may indicate the child is being abused.
- Observe the child and make written notes as soon as you begin to have concerns. Pay attention to body cues such as changes in the child's behaviour, ideas, feelings, and the words they use.
- Have gentle, non-judgmental discussions with the child. Expressing your concern that the child looks sad or unwell may result in disclosures. Do not pressure the child to respond and do not ask leading questions that put words into a child's mouth.
- Assure the child they can come and talk to you when they need to and listen carefully to what they have to say.
- Promptly advise the Nominated Supervisor or Coordinator of your concerns; and
- Seek expert advice or make a report by ringing The State of Queensland Department of Families, Seniors, Disability Services and Child Safety or the Queensland Police Service.

Educators shall report disclosures or suspicions of harm in a confidential manner to the service Nominated Supervisor, Coordinator and/or Approved Provider who will take the following action:

- Ensure that the disclosure/suspicion of harm is documented by the educator involved as soon as possible.
- Using the appropriate mechanisms, report to The State of Queensland Department of Families, Seniors, Disability Services and Child Safety or Queensland Police Services, and notify the Department of Education and Training - Early Childhood Education and Care; and
- If appropriate, and upon seeking professional advice, the service may arrange a meeting with the family to discuss the nature of the disclosure or allegation. Such a meeting may include the involvement of appropriate support people.

The State of Queensland Department of Families, Seniors, Disability Services and Child Safety may be contacted by any member of staff to obtain professional advice regarding reporting the disclosure or suspicions of harm.

The educator receiving the disclosure may be required to speak with the authorities as part of their investigations. Under section 22 of the *Child Protection Act 1999*, a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics.

Information on Safeguarding Children and Young People will also be communicated to Educators. Safeguarding is defined as taking all action necessary to ensure Children and Young People can feel safe and be safe as a preventative and proactive measure. This includes in their homes, their communities and whilst attending our service, regardless of their age, sexuality, gender, ability, religion, political beliefs or socioeconomic background. Safeguarding means when a child or young person feels unsafe, measures are taken to restore their safety.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	March 2021	May 2021

		January 2022	May 2022
		May 2025	May 2025
		August 2025	August 2025