

## 1. Policy Statement

St Nicholas Early Education and Care Services provide safe and inclusive places for children and have a responsibility to protect all children.

St Nicholas has an obligation to ensure clear lines of action are implemented to effectively manager any child disclosures, allegations of abuse or neglect, witnessed or alleged reportable conduct concerns or any other incident which puts the health, safety and well-being of a child at risk.

## 2. Purpose

The purpose of this Policy and Procedure is to ensure:

- This document provides information for St Nicholas staff, parents/guardians, authorised persons and other stakeholders about how St Nicholas will ensure correct procedures are followed to ensure all St Nicholas Services are child safe places.
- The Education and Care Services National regulations require approved providers to ensure all staff have awareness of child protection law. All St Nicholas staff receive child protection training during onboarding and are provided the opportunity to participate in required mandatory national child safety training. Nominated Supervisors, Responsible Persons and other key staff hold an accredited child protection qualification
- The Children and Young Persons (Care and Protection) Act 1998 (NSW) requires St Nicholas staff to notify via a Mandatory Report, any concerns that arise in the course of their work in relation to child safety, alleged or witnessed abuse or convictions and reportable conduct concerns.
- All St Nicholas staff are aware of the actions which need to be undertaken to report any witnessed or alleged reportable conduct incidents, or any incidents in which a child discloses neglect or abuse of any kind.
- The Child Safe Standards guide day-to-day practice in all St Nicholas early education and OOSH services

## 3. Procedure Direction

Step	Detail
Working with Children Checks	<ul style="list-style-type: none"> <li>• The WWCC number and expiry date of each St Nicholas staff member working directly with children will be noted:               <ul style="list-style-type: none"> <li>A) in EE Centres according to the room the staff member is working in</li> <li>B) in OOSH as a list of all staff</li> </ul> </li> <li>• if a paper 'working directly with children form' is used, then the individual staff members WWCC details will not be recorded on this form for the security and confidentiality of this sensitive information.</li> </ul>

	<ul style="list-style-type: none"> <li>• In this case a list of all staff WWCC details will be attached at the end of shift to the form, by the Nominated Supervisor, and filed securely.</li> <li>• Where an electronic register can be kept, in OWNA, these records will also ensure that the confidential details of WWCC are not visible to any other staff member, with the exception of the Nominated Supervisor.</li> </ul>
<p>Training – St Nicholas and CDMN Internal</p>	<ul style="list-style-type: none"> <li>• All staff must complete mandatory Induction/onboarding modules relating to CMDN Safeguarding Framework and Child Safe practices within CDMN and St Nicholas</li> <li>• All staff must complete an Induction within each individual early education or OOSH service they may work at</li> <li>• All staff will be kept up to date with Child Safe issues, changes in legislation, reporting requirements or Policy and Procedure changes</li> <li>• St Nicholas will ensure staff undertake child protection ‘refresher’ training every 12 to 24 months, and whenever significant changes are made to the child protection law or reporting requirements</li> </ul> <p>All staff who require a mandatory qualification as either the Nominated Supervisor or a Responsible Person or another key member of St Nicholas must:</p> <ul style="list-style-type: none"> <li>• have successfully completed approved child protection training</li> <li>• have evidence of the successful completion of approved child protection training;</li> <li>• be aware of current child protection law</li> <li>• understand how to apply child protection law within their service</li> <li>• be aware of their obligations under that Law, such as the responsibilities of a mandatory reporter.</li> </ul>
<p>Mandatory Training – National Child Safety training</p>	<ul style="list-style-type: none"> <li>• Specific St Nicholas staff will be required to complete the mandatory National Child Safety training modules. Persons required to undertake this mandatory training are: <ul style="list-style-type: none"> <li>○ Persons with Management Control (PMC)</li> <li>○ Nominated Supervisors (NS)</li> <li>○ Responsible Persons (RP)</li> <li>○ All Educators</li> <li>○ All other staff whose role supports the operation of the service, even if they do not have direct contact with children. This includes St Nicholas Leadership staff, Operations Managers and Support staff who regularly visit services.</li> <li>○ Students and volunteers</li> </ul> </li> <li>• A record of completed training will be kept in the persons P&amp;C file and on the National Early Childhood Worker Register</li> </ul>

	<ul style="list-style-type: none"> <li>• Persons included above, who have not completed the requirements within the designated timeframe will not be able to continue as PMC, NS or RP, nor be rostered to a shift.</li> <li>• New employees to St Nicholas will have a maximum of 14 days to complete the National Child Safety training modules.</li> </ul>
National Early Childhood Worker Register	<ul style="list-style-type: none"> <li>• All St Nicholas persons working in either EE or OOSH, will be registered on the National Workforce Register. This includes: <ul style="list-style-type: none"> <li>○ Educators</li> <li>○ Early childhood teachers, including provisionally registered, graduate teachers and unregistered teachers</li> <li>○ Students or trainees completing a placement and enrolled and studying an approved education and care qualification</li> <li>○ Non-educator staff, such as cooks, cleaners, St Nicholas or CDMN maintenance staff, administrative staff and bus drivers</li> <li>○ Nominated supervisors</li> <li>○ Coordinators and Directors</li> <li>○ Assistance.</li> </ul> </li> <li>• All casual workers will be linked to each service they work in</li> <li>• Employees are responsible for updating St Nicholas when any of their information contained in the register changes</li> <li>• Employees will be removed from the register once they leave the organisation</li> </ul> <p>Information which must be recorded in the Register:</p> <ul style="list-style-type: none"> <li>• Worker's primary role in the service</li> <li>• Start date of the person's employment and a cessation date when a person leaves St Nicholas</li> <li>• Whether the person is directly employed by St Nicholas or indirectly employed, for example via an Agency</li> <li>• Whether the person is on a probationary period, and update once that period is complete</li> <li>• Persons Working with Children Check number and expiry date and date the WWCC was checked by St Nicholas</li> <li>• Whether the person is a student or volunteer</li> <li>• Employees legal name as it appears on official identification</li> <li>• Date of birth</li> <li>• Any former names or aliases, including legal names prior to marriage and any other names which might appear on qualifications</li> <li>• Home address and postal address (if different to home address)</li> <li>• Personal email address</li> <li>• Personal phone contact – at least one, either mobile or land line</li> <li>• Person's qualifications and training required for their role. If no qualifications are required, this must also be recorded.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the person is 'Actively working towards' a qualification, enrolment evidence must be sighted, enrolment date must be recorded and progress monitored</li> <li>• Training evidence: RTO details must be verified and recorded and any expiry dates, such as for First Aid, must be recorded</li> </ul>
Parenting and Court Orders	<ul style="list-style-type: none"> <li>• Any Family Court Orders or Parenting Orders must be kept at the early education or OOSH service the child/ren attends</li> <li>• The Nominated Supervisor must make all staff aware of the specific conditions of the order which relate to access or restrictions in regard to the child and their attendance at the Service</li> <li>• Staff must verify persons who collect children subject to Court Orders to ensure that only Authorised Persons are collecting the child/ren</li> <li>• If an unauthorised person attends the service to collect a child, the child's parent must be immediately contacted to either: <ul style="list-style-type: none"> <li>a. Obtain authorisation for the person to collect the child if appropriate</li> <li>b. Inform the parent that an unauthorised person has or has attempted to collect the child</li> </ul> </li> <li>• If an unauthorised person removes a child/ren from a St Nicholas Service, staff must immediately: <ul style="list-style-type: none"> <li>a. Contact Police by calling 000.</li> <li>b. Inform the Operations Manager or other St Nicholas Manager</li> <li>c. Complete an incident form in mnResponse and provide information for notification to the Regulatory Authority within 24 hours</li> </ul> </li> </ul>
Reporting to the relevant authorities	<p>Depending on the circumstances of the incident, disclosure, or allegation of child abuse, reports can be made to multiple authorities.</p> <p>Who to report to:</p> <ol style="list-style-type: none"> <li>1. <b>Approved Provider</b> - you must report to the Approved Provider – via your immediate manager</li> <li>2. <b>NSW Police</b> – report all instances (alleged or witnessed) of child abuse including assault or sexual abuse, including grooming</li> <li>3. <b>Child Protection Helpline</b> – any child you feel is at risk of significant harm (RoSH)</li> <li>4. <b>NSW Early Learning Commission</b> – notification of any incident, injury, trauma or illness via the NQA ITS portal</li> <li>5. <b>NSW Office of the Children's Guardian</b> – any reportable allegation or conviction involving a staff member, volunteer or contractor</li> </ol>
Chapter 16A	Chapter 16A of the <i>Children and Young Persons (Care and Protection) Act 1998</i> allows certain government and non-government agencies – referred to

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	<p>as ‘prescribed bodies’ – to proactively exchange information that relates to the safety, welfare or wellbeing of a child or young person.</p> <p>St Nicholas early education services are a ‘prescribed body’ as the provider of education and care services. Other prescribed bodies are: NSW Early Learning Commission; Dept of Communities and Justice; NSW Police; public health organisation and hospitals; all schools and TAFEs.</p> <p>A prescribed body can provide or request information from another prescribed body that relates to the safety, welfare or wellbeing of a child or young person.</p> <p>Information exchanged between prescribed bodies must be used for child protection purposes, for example to:</p> <ul style="list-style-type: none"> <li>• support decision-making, an assessment or plan</li> <li>• understand, assess and manage risks to children</li> <li>• initiate or inform an investigation</li> <li>• assist with coordinated service planning and delivery</li> </ul> <p>Information shared between prescribed bodies under Chapter 16A must not be shared with an organisation that is not a prescribed body.</p>
Mandatory reporting	<p>Staff will have access to and should reference the NSW ELC Reporting Guide when responding to any incidents, disclosures and suspicions of child abuse. The Guide is available at each St Nicholas service and online.</p> <ul style="list-style-type: none"> <li>• If a child or young person is in immediate danger phone Triple Zero (000) immediately.</li> <li>• Reporters can report matters to the Helpline by:       <ol style="list-style-type: none"> <li>a. Phone: 132 111</li> <li>b. eReport through Child Story Reporter website</li> </ol> </li> </ul> <p>Before making a report to the Helpline it is important to have as much essential information as possible. The detail and quality of the information provided is critical to the quality of the decision making that follows. When making an eReport, it is important to provide comprehensive evidence which includes a detailed description of direct observations that indicate a child may be at ROSH.</p> <p>If possible, reporters should have following information ready when making a report:</p> <ul style="list-style-type: none"> <li>• Information about the child, including: their name, address, date of birth or details about their family/significant others</li> <li>• Details of the ROSH (such as the date, type of risk, detailed observations, details of person/s causing or contributing to the significant harm)</li> <li>• Impact of the incident on the child</li> <li>• Network of supports around the child</li> </ul>

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	<ul style="list-style-type: none"> <li>• The reporter’s details, including call back information</li> <li>• if a child is, or may be, Aboriginal so that the specific protections under the legislation for Aboriginal children can be applied to the child.</li> <li>• who is in the family. This does not only mean the members of the household, but also any extended family or kin that you are aware of.</li> </ul> <p>Sometimes you may not have all of this information. At a minimum, DCJ needs to have enough information to help identify and locate the child or class of children who are reported to be at ROSH.</p> <p><b>How to use the Mandatory Reporter Guide</b></p> <ol style="list-style-type: none"> <li>1. Go to Child Story reporter: <a href="http://www.reporter.childstory.nsw.gov.au">www.reporter.childstory.nsw.gov.au</a> and start MRG</li> <li>2. Select the most concerning area of harm and work through the entire reporting guide</li> <li>3. On completion of the MRG a Decision Report will be generated</li> <li>4. File this electronically or print it out</li> <li>5. If advised to do so, phone the Helpline (133 627)</li> <li>6. Document all action taken</li> <li>7. Confidentiality must be maintained at all times. Concerns should only be discussed with appropriate members of staff such as Nominated Supervisor, Operations Manager, Senior Management</li> <li>8. Inform your immediate Manager to ensure notification to the Regulatory Authority can occur within 24 hours.</li> </ol>
If a child makes a disclosure	<ul style="list-style-type: none"> <li>• Remain clam</li> <li>• Listen attentively and write down the child’s exact words, if possible</li> <li>• Reassure the child or young person that: it is not their fault, it was right to tell someone, it is not okay for adults to harm children and explain what will happen now – that it is your job to tell people who can help the child or young person</li> <li>• Do not prompt the child for further details as this may jeopardise any following legal proceedings</li> <li>• Do not ask leading questions</li> <li>• Provide comfort and care to the child as needed</li> <li>• Follow steps for reporting as detailed in the section above</li> <li>• Complete an mnResponse form.</li> <li>• Complete the St Nicholas Register of child protection concerns.</li> </ul>
Allegations of reportable conduct made against a staff member	<ul style="list-style-type: none"> <li>• Information about the allegation or reportable conduct by any staff member will be recorded in writing</li> <li>• An appropriate Responsible Person or Manager will clarify what is being alleged</li> </ul>

	<ul style="list-style-type: none"> <li>• The Approved Provider will be informed</li> <li>• Contact the CDMN Office of Safeguarding and follow the guidance provided from that Support Team</li> </ul>
Inappropriate Conduct	<ul style="list-style-type: none"> <li>• Any observations, suspicions or allegations or disclosures of inappropriate conduct must be notified to the NSW Early Learning Commission</li> <li>• Inappropriate conduct must be reported within 24 hours of the incident or within 24 hours of becoming aware of the incident</li> <li>• Contact the CDMN Office of Safeguarding in addition to the NSW ELC, and follow the guidance provided by that team.</li> </ul>
Notification to the Regulatory Authority	<p>The Nominated Supervisor must alert the Operations Manager or other Senior Manager of:</p> <ul style="list-style-type: none"> <li>• Any incident where they reasonably believe that physical and/or sexual abuse of a child has occurred or is occurring</li> <li>• Any allegation that physical and/or sexual abuse of a child has occurred or is occurring</li> <li>• Operations Manager or Senior Manager must notify through the NQAITS portal for either of the above</li> </ul>
Child Protection Risk Assessments	<ul style="list-style-type: none"> <li>• Regular specific child protection risk assessments will be undertaken at each St Nicholas service</li> <li>• Risk Assessments will identify potential risks to children’s safety and well-being, in particular risk associated with: <ul style="list-style-type: none"> <li>○ Excursions and routine outings</li> <li>○ Transitions between schools and OOSH premises</li> <li>○ Online environments</li> <li>○ Communication practices, for example program sharing via OWNA</li> </ul> </li> </ul>
Notifications to families	<ul style="list-style-type: none"> <li>• Any incident or allegation in regard to the physical or sexual abuse of a child while the child is attending a St Nicholas service will be notified to the child’s family</li> <li>• Any sexual offence or sexual misconduct incident or allegation committed by any person who engages in work for the service must be notified to the child’s family</li> <li>• Evidence will be kept of any communications to families in the event of the above circumstances</li> </ul>

## 4. Roles and Responsibilities

Role	Responsibility
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Approved Provider	<ul style="list-style-type: none"> <li>• Ensure that the obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met.</li> <li>• Take reasonable steps to ensure that St Nicholas staff members, educators and visitors follow the policy and procedures</li> <li>• Ensure that all staff engaged to work with children have all required mandatory documents in place prior to commencement including verified WWCC and Police Checks and that these remain current while the person is employed</li> <li>• When an allegation of reportable conduct is made known, the Office of the Children’s Guardian must be notified within 7 business days</li> <li>• An investigation into the allegations must be undertaken and a final report provided within 30 days. Reports must include: <ul style="list-style-type: none"> <li>• Date initial allegation received</li> <li>• Type of reportable conduct</li> <li>• Name of employee</li> <li>• Name and contact details of the organisation and approved provider</li> <li>• Whether NSW Police were notified</li> <li>• Whether a ROSH report was made</li> <li>• Nature of initial risk assessment and management eg. Whether the employee was stood down</li> <li>• Other additional information if known</li> </ul> </li> </ul>
Nominated Supervisor Responsible Person	<ul style="list-style-type: none"> <li>• Ensure records of all mandatory requirements for staff are available at the service and are current</li> <li>• Ensure policies and procedures are in place to keep children safe and reduce risk of harm to children</li> <li>• Ensure documentation pertaining to any Family Court Orders relating to children attending St Nicholas services are available and that all staff are aware of any specific restrictions or access requirements are understood</li> <li>• Ensure all staff have read and understood the Child Safe Policy and Child Safe procedure</li> <li>• Any reportable conduct incident or allegation must be made known to the Approved Provider immediately</li> <li>• A written report must be provided with as much information as possible including: <ol style="list-style-type: none"> <li>a. Full name, date of birth, address and phone number of the child/ren you are concerned about</li> <li>b. Full name, age, address and contact details of parent or carers</li> <li>c. A description of the child and their current whereabouts</li> <li>d. Why you suspect the child is at risk of significant harm (what you have seen, heard or been told)</li> <li>e. Whether an interpreter might be required</li> <li>f. Your name and contact details</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff and stakeholders</li> <li>• Take reasonable steps to inform and support educators and staff of their responsibilities in implementing the policy and procedures at all times</li> <li>• Guide and mentor educators and staff to be able to follow the policy and procedures</li> </ul>
Staff / Educators	<ul style="list-style-type: none"> <li>• Successfully complete onboarding modules in relation to <b>Safeguarding and Child Safe behaviours via mnPeople</b></li> <li>• Ensure their WWCC is current at all times when employed by the organisation</li> <li>• Notify the approved provider of any changes to Working with Children Check (prohibition notice or negative notice) within 72 hours of the event occurring, or within 24 hours of becoming aware of the event. A negative notice under the <i>Child Protection (Working with Children) Act 2012</i> includes: <ul style="list-style-type: none"> <li>a. Becoming a disqualified person</li> <li>b. Being subject to an interim bar</li> <li>c. Notice of refusal of an application for a Working with Children Check clearance</li> <li>d. Notice of cancellation of a Working with Children Check clearance</li> </ul> </li> <li>• Make note of any concerns regarding a child in attendance or when any reportable conduct incidents are witnessed which involve other adults or staff members</li> <li>• Understand the reporting process when a child makes a disclosure, or alleged or witnessed abuse or neglect of a child is suspected or seen</li> <li>• Must immediately inform the Nominated Supervisor of any incidence of reportable conduct and provide as much information as possible</li> <li>• Adhere to St Nicholas policies and procedures</li> </ul>
Parent / Guardian	<ul style="list-style-type: none"> <li>• Provide the service with copies of any Family Court or Parenting Orders pertaining to access to children or restrictions on access to children.</li> <li>• Ensure enrolment details including Authorised Persons information is kept up-to-date at the service</li> <li>• Advise the service when any information in regard to access changes</li> <li>• Be aware of, support and follow the service's policies and procedures</li> </ul>

## 5. Related Documents

### Policies and Procedures

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- St Nicholas Incident, injury, trauma and illness Policy and St Nicholas Incident, injury, trauma and illness Procedure
- St Nicholas Supervision Policy and St Nicholas Supervision Procedure
- St Nicholas Sleep and Rest Policy and St Nicholas Sleep and Rest Procedure
- St Nicholas Delivery and Collection of Children Policy and St Nicholas Delivery and Collection of Children Procedure
- St Nicholas Excursions Policy and St Nicholas Excursions Procedure
- St Nicholas Safe Arrival of Children Policy and St Nicholas Safe Arrival of Children Procedure
- St Nicholas Provide Child Safe Environments Policy and St Nicholas Provide Child Safe Environments Procedure
- Code of Conduct for Staff
- St Nicholas Safe Use of Digital Technology and Online Environments Policy and St Nicholas Safe Use of Digital Technology and Online Environments Procedure
- St Nicholas Dealing with Complaints Policy and St Nicholas Dealing with Complaints Procedure
- St Nicholas Records Management Policy and St Nicholas Records Management Procedure
- CDMN Safeguarding Framework

### Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)  
Regulations: 84, 87, 168(2)(h), 175(2)(c), 175(2)(d), 175(2)(e), 176(2)(bb), 176(2)(bc), 176(2)(c)
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)  
Sections: 5AA, 162A, 166, 166A, 174, 174AA, 174AB
- Children’s Guardian Act 2019
- Child Protection (Working with Children) Act 2012. Section 9, 9A
- Children and Young Persons (Care and Protection) Act 1998
- Child Protection (Working with Children) Regulation 2013. Regulation 9
- NSW Child Safe Scheme
- Crimes Act 1900 (NSW Police)

### Other References

1. Guide to the National Quality Standard. [www.acecqa.gov.au](http://www.acecqa.gov.au)
2. NSW Office of the Children’s Guardian. [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)
3. Mandatory Reporting. Communities and Justice. [www.dcj.nsw.gov.au](http://www.dcj.nsw.gov.au)
4. Child Safe Standards
5. NQF Child Safe Culture Guide. ACECQA 2025

### Other Documents

St Nicholas Register of Child Protection Concerns

*Responding to incidents, disclosures and suspicions of child abuse.* NSW ELC Reporting Guide. NSW Government

### National Quality Standard

Quality Area 2 - Element 2.2

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Quality Area 4 - Element 4.2.2

Quality Area 7 - Element 7.1.2

## 6. Definitions

Term	Definition
Risk of Significant Harm (ROSH)	<p>The term risk of significant harm (ROSH) as defined in the Children and Young Persons (Care and Protection) Act 1998, is that the threshold of ROSH is met if current concerns exist for the safety, welfare and wellbeing of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances.</p> <ol style="list-style-type: none"> <li>1. The child’s basic care needs are being neglected or at risk of being neglected, and the parents or caregivers are unable or unwilling to meet those needs (physical, psychological, medical or educational)</li> <li>2. The child is living in a home where there have been incidents of domestic violence and, consequently, they are at risk of more serious physical or psychological harm</li> <li>3. The child has been, or is at risk of being, abused or ill-treated (physically, psychological or sexually)</li> <li>4. A baby has been the subject of a pre-natal report and the birth mother did not engage successfully with support services to minimise or lower the level of risk to the baby</li> </ol>
Inappropriate conduct	<p>Meaning of “inappropriate conduct” in relation to child [NSW]</p> <p>(1) In this Law, inappropriate conduct in relation to a child means conduct a reasonable person would consider to be inappropriate in an education and care service.</p> <p>(2) In deciding whether a reasonable person would consider conduct inappropriate in an education and care service, the following must be considered—</p> <ol style="list-style-type: none"> <li>(a) whether the conduct is expected practice in the provision of education and care services;</li> <li>(b) the child’s age and stage of development;</li> <li>(c) whether a child is likely to suffer emotional, psychological or physical harm as a result of the conduct;</li> <li>(d) the purpose of the conduct, including whether the conduct, in the circumstances in which the conduct occurs, could be considered sexual or violent.</li> </ol> <p>(3) In deciding whether conduct is inappropriate conduct in relation to a child, the following is irrelevant—</p> <ol style="list-style-type: none"> <li>(a) whether the child consents to the conduct;</li> </ol>

	<p>(b) whether the person engaging in the conduct believes the child consents to the conduct.</p> <p>(4) A child may be subjected to conduct that is inappropriate conduct—</p> <p>(a) in person, both directly and otherwise; or</p> <p>Example—</p> <p>conduct witnessed by a child</p> <p>(b) by communication, including—</p> <p>(i) verbal communication; and</p> <p>(ii) electronic communication received in real or close to real time; or</p> <p>(c) by electronic capture, including photography and recording; or</p> <p>(d) through a pattern of behaviour.</p>
Mandatory Report	<p>Mandatory reporting is the legislative requirement for all St Nicholas staff to report suspected child abuse and neglect to government authorities.</p> <p>Mandatory Reporters are any St Nicholas staff who deliver education services, wholly or partly, to children as part of their paid or professional work.</p> <p>In NSW, mandatory reporting is regulated by the Children and Young Persons (Care and Protection) Act 1998</p>
Reportable Conduct	<p>Allegations or convictions of child abuse or misconduct toward children, including sexual or physical offenses, neglect, or any behaviour causing significant emotional or psychological harm.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• By adults outside the Early Education or OOSH service (parents, guardians, school staff etc)</li> <li>• By St Nicholas staff</li> <li>• By another child</li> </ul>
Students and Volunteers	<p>For the purposes of national child safety training, a <b>student</b> is a person who is:</p> <ul style="list-style-type: none"> <li>• completing a supervised placement in an ECEC service, and</li> <li>• enrolled in, and completing, an approved ECEC qualification. <p>This does not include high school students undertaking work experience who are not working towards an approved ECEC qualification.</p> <p>For the purposes of national child safety training, a <b>volunteer</b> is a person who has a role in the delivery of the ECEC service, on a regular or semi-regular basis, without payment.</p> </li></ul>

	<p>When determining whether a volunteer arrangement is regular or semi-regular, providers should:</p> <ul style="list-style-type: none"> <li>• use their professional judgement</li> <li>• take a risk management approach, with the paramount consideration being the safety and wellbeing of children</li> <li>• consider whether Working with Children Check or Working with Vulnerable People requirements apply to that arrangement in their jurisdiction</li> </ul>
Educator	A St Nicholas team member whose primary role is working directly with children
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children
Serious Incident	As per Regulation 12 in the National Regulations
ACECQA	Australian Children’s Education & Care Quality Authority) is the independent national authority guiding the implementation of the National Quality Framework (NQF) for early childhood education and care across Australia. It works with state governments to ensure national consistent quality standards, compliance, and qualification assessments
Approved Provider	The legal entity with ultimate responsibility for the service under the National Law
Nominated Supervisor	A person with management or control of an education and care service, responsible for its day-to-day management.
Responsible Person	A Responsible Person is present at an education and care service to ensure compliance, safety, and wellbeing when the Approved Provider or Nominated Supervisor is not.
Service	Education and care service providing, or intended to provide, education and care on a regular basis to children under 13 years of age

## 7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 - 2 years to ensure it continues to be current and effective.

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