



Contents

part A Background information

Section 1: Child Abuse and Child Protection	4
1.1 What is harm to children?	4
1.2 Categories of harm.....	4
1.3 Stopping child abuse	6
1.4 Child Protection in Queensland – a snapshot.....	6
1.5 Receiving and reporting disclosures of harm.....	9
Section 2: Understanding Liability Activity	13
Section 3: Risk Management	15
3.1 Risk management for child protection	15
3.2 The risk management process	15

part B Support materials

Section 1: Policy and Commitment	21
1.1 Your Child Protection Policy.....	21
1.2 Statement of Commitment.....	21
1.3 How do you develop a policy?	21
1.4 Sample policy template	22
1.5 Your Code of Conduct	23
1.6 Sample Code of Conduct template	24
1.7 Ethical conduct.....	24
1.8 Making it happen	25
Section 2: Building People’s Capabilities	26
2.1 Staff and volunteers.....	26
2.2 Children and young people.....	28
2.3 Parents and carers	29
2.4 Outsiders.....	30
2.5 Sample training scenarios	30
2.6 Queensland Police Service Juvenile Aid Bureau contacts.....	35
2.7 Department of Child Safety Service Centre contacts.....	36
Section 3: Consistent Procedures and Practices	37
3.1 Recruitment and Selection	37
3.2 Activities	40
3.3 Special events	44
3.4 Promotions and advertising	44
3.5 Computers, email, internet and mobile phone use	45
3.6 Sample forms and registers.....	46

Disclaimer

The Commission provides this training package to encourage vigilance, understanding and effective strategies for the enhancement of children’s safety and wellbeing. Each service environment is different and presents its own challenges. The documents and concepts in the training package are designed to help stimulate ideas and procedures for child safety that are appropriate to your business or organisation. They are not intended as legal advice, nor do they represent the entire spectrum of possible or existing child safety measures.