

## Child Minding Guidelines

### Requirements by state

State	Government Registered Requirement	Employee Requirement	Relevant Information can be found at
ACT	No – Adjunct Care	<ul style="list-style-type: none"> <li>Working with Vulnerable People Card</li> <li>CPR/ First Aid</li> </ul>	<a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>
NSW	No	<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>CPR/ First Aid</li> </ul>	<a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a> <a href="http://www.dec.nsw.gov.au/ecec">www.dec.nsw.gov.au/ecec</a> <a href="http://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap1/reg.5">http://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap1/reg.5</a>
SA	No -Out of scope care	<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>CPR/ First Aid</li> </ul>	<a href="http://www.eecsrbsa.gov.au">www.eecsrbsa.gov.au</a> <a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>
QLD	No – Adjunct Care	<ul style="list-style-type: none"> <li>Working with Vulnerable People Card</li> <li>CPR/ First Aid</li> </ul>	<a href="http://www.dete.qld.gov.au/earlychildhood">www.dete.qld.gov.au/earlychildhood</a> <a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>
TAS	No – Adjunct Care	<ul style="list-style-type: none"> <li>Working with Vulnerable People Card</li> <li>CPR/ First Aid</li> </ul>	<a href="http://www.education.tas.gov.au">www.education.tas.gov.au</a> <a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>
WA	No	<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>CPR/ First Aid</li> </ul>	<a href="http://www.dlgc.wa.gov.au">www.dlgc.wa.gov.au</a> <a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>
NT	No	<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>CPR/ First Aid</li> </ul>	<a href="http://www.education.nt.gov.au/">www.education.nt.gov.au/</a> <a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>
VIC	Yes – either Type 1 or 2 Limited Hours Licence	<ul style="list-style-type: none"> <li>Cert 3 or Diploma</li> <li>Working with Children Check</li> <li>CPR/ First Aid</li> <li>Police Check</li> </ul>	<a href="http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcsregister.aspx">http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcsregister.aspx</a> (required forms: CS1, CS5, CS10)

## Guidelines for what should be taken into consideration when using video surveillance of children in an education and care service

\*Please note there is no legal requirement for video surveillance in child minding service.

Education and care services may consider using video surveillance in education and care services. However, there are some issues services should consider prior to using video surveillance. Services should consider the following principles:

- services should notify parents, guardians and persons with parental responsibility in writing and gain their written consent
- services should notify staff in writing and gain their consent
- proof of parental consent should be placed on the child's enrolment form
- the centre should have a policy/ form for the service about video surveillance which contains information listed on this page.

If recordings are made on video monitors, the notification to parents should include the following:

- that the recordings are taken and kept
- when recordings are being taken i.e. hours of the day
- the purpose of surveillance
- where the cameras are kept in the centre
- where the recordings are kept and if they are not kept at the service, how the recordings are transported to another location
- how long the recordings will be kept and how they will be destroyed
- who has access to viewing the recording and for what purpose
- a copy of the centre's policy regarding video surveillance.

Services should also consider sections 6 and 7 of the Surveillance **Alexandra** Act 1999 prior to using video surveillance in education and care services.

## Child Minding Policy

The purpose of this policy is to provide advice and guidance to Fernwood Clubs seeking to establish Child Minding Centres within their Gym.

### 1.1 Child protection

**Fernwood** is committed to the safety and well-being of all children and young people who access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

### 1.2 Codes of behaviour

We will promote the Fernwood code of behaviour that sets out the conduct we expect of adults when they deal and interact with members and children partaking in our service.

### 1.3 Choose suitable employees and volunteers

We will take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children.

We will ensure that Working with Children Checks are conducted for all employees and volunteers who work with children. If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the relevant legal requirements.

### 1.4 Support, train, supervise and enhance performance

We will ensure that all our employees and volunteers who work with children have ongoing supervision and support. Our goal is to support the staff/volunteers so we can maintain a child-safe environment in our facility.

### 1.5 Report and respond appropriately to suspected abuse and neglect

We will ensure that all our employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected.

Further, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child, or is in breach of this policy, he or she may make an internal complaint to us.

### 1.6 Taking images of children

There is a risk that Images of children may be used inappropriately or illegally. **Fernwood** requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure the parent/guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our sport.

When using a photo of a child, we will not publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent/guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our facility. We will seek permission from the parents/guardians of the children before using the images. E.g. Photos may be used for staff to identify the children for medical reasons like putting their photo on medication for quick or emergency administration.

## **1.7 Video Surveillance**

If there is video surveillance in the Child Minding room, Fernwood will notify parents, guardians and persons with parental responsibility and gain their written consent via the Video Surveillance Authorisation Form. This form will be filed along with the child's enrolment form.

Video surveillance recordings will be taken during the hours of [insert hours into Form] and will be kept [insert location into form] for the purpose of safety in the club for both members/ children and employees of Fernwood.

The video surveillance cameras are kept [insert location into form] and recordings are kept for [insert period of time into form], they are destroyed by way of [insert details into form] and only [insert person/s into form] will have access to viewing only in cases of emergency or if legally subpoenaed.



## FERNWOOD VIDEO SURVEILLANCE FORM

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For the purpose of Child/ Member and employee safety only, Fernwood [insert club] have running video surveillance within the Child Minding facility.

Video surveillance recordings will be taken during the hours of [insert hours] and will be kept [insert location] for the purpose of safety in the club for both members/ children and employees of Fernwood.

The video surveillance cameras are kept [insert location] and recordings are kept for [insert period of time], they are destroyed by way of [insert details] and only [insert person/s] will have access to viewing only in cases of emergency or if legally subpoenaed.

In order to complete enrolment for \_\_\_\_\_ [child's name] Fernwood requires the written consent from his/her parent, guardian/ or persons with parental responsibility to have video surveillance running at all times in the Child Minding facility throughout \_\_\_\_\_ [child's name] care at Fernwood.

Parent/Guardian Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Childs Full Name: \_\_\_\_\_

Signature of consent to video surveillance in Child Minding Facility: \_\_\_\_\_

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\*Video surveillance shall be the sole and absolute property of the Company.

\*Fernwood have the right to refuse enrolment of child if parental consent is not granted.