

# PROFESSIONAL LEARNING CHECKLIST FOR CHILD SAFEGUARDING LAWS AND MANDATORY REPORTING

Aligned with the 2025 updates.

## 1. Policy Updates

- Review and update child protection policies to reflect the 24-hour reporting requirement
- Include procedures for digital safety, including:
  - Use of service-issued devices
  - Parent consent for digital interactions
  - CCTV and online monitoring protocols
- Ensure policies align with the Child Protection Act 1999 and National Principles for Child Safe Organisations

## 2. Staff Training & Professional Learning

- Provide access to the [ISQ Connect and Learn](#) Dashboard to complete within 2 weeks of commencing work
  1. Child Protection - for Teachers or for Non-Teaching Staff
  2. Disability Standards for Education
  3. Domestic and Family Violence
- Use QFCC resources: <https://www.qfcc.qld.gov.au/childsafesafe/resources>
  - The 10 Child Safe Standards
  - The Universal Principle
  - The Quick Reference Guide
  - The Detailed Implementation Guides
  - The Self-assessment tool
- Conduct role-play scenarios to build staff confidence
- Keep records of completed training for all staff

## 3. Reporting Procedures

- Ensure all staff know how to report concerns within 24 hours
- Display reporting flowcharts in staff areas
- Maintain a log of all reports made (confidentially)
- Assign a designated Child Safety Officer or lead educator

## 4. Embedding Child Safety in Practice

- Include child safety topics in team meetings and reflective practice
- Display child-friendly safety posters in classrooms
- Create simplified versions of safety policies for children
- Encourage children to express concerns and ask questions

## 5. Preparing for NQS Changes (Effective Jan 2026)

- Review Quality Areas 2 & 7 for child safety integration
- Update Quality Improvement Plan (QIP) to reflect child safety goals
- Conduct internal audits to assess readiness for NQS updates