

## Position Description

<b>Title</b>	Child Protection & Safeguarding Lead
<b>Position Location</b>	Central
<b>Reports to</b>	Manager Quality & Regulation
<b>Direct Reports</b>	Nil
<b>Classification</b>	Hay Grade 16
<p>The Creche and Kindergarten Association Limited (C&amp;K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&amp;K's vision is to be Queensland's pre-eminent provider of early education and care.</p> <p>Our values:</p> <ul style="list-style-type: none"> <li>• <i>we put children first</i></li> <li>• <i>we respect all people and each other</i></li> <li>• <i>we work with integrity and strive for excellence in everything we do</i></li> </ul> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.</p>	
<b>Purpose</b>	<p>The key purpose of this role is to provide strategic and operational oversight of C&amp;Ks child-safe culture, and to foreground the organisation's commitment to child safeguarding and child protection. The role will work as part of a multidisciplinary team across our organisation to implement programs and practices that:</p> <ul style="list-style-type: none"> <li>• protect children from harm, and,</li> <li>• integrate children's safety and wellbeing into decision-making and embed a child safe culture throughout our organization..</li> </ul> <p>This role will contribute to the organisation's strategic direction relating to safeguarding children providing advice on policy and procedure to support the safety and wellbeing of children and staff. The activities within this role include, but are not limited to interpretation of legislation, policies and procedures, contributing to investigations, oversight of case management, building capability, reporting and monitoring compliance.</p>
<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>• Lead the development, implementation and review the organisations safeguarding framework, system/s and policies to ensure they align with best legal, practice and regulatory requirements.</li> <li>• Develop and implement an organisational strategy for end-to-end safeguarding processes</li> <li>• Contribute to child safety and safeguarding reviews to inform C&amp;Ks safeguarding and protection positions, identify best practice, exposure of gaps and to inform mitigants and future actions.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Conduct risk assessments to identify areas of potential vulnerability, develop strategies to mitigate risk and corrective actions and ensure improvement activities are coordinated across the organisation.</li> <li>• Build workforce capability and knowledge on the National Principles of Child Safe organisations, and provide information, training and professional learning to ensure embedding of safeguarding and child protection policy, procedures and practice. In this, you will engage comprehensive change management and communication skills and expertise, contributing to local and organisational systems change.</li> <li>• Build capability in key roles (i.e. Early Childhood Pedagogy Advisor) in protection and safeguarding strategies and measures.</li> <li>• Work with key stakeholders to build systems that ensures children have a voice in the decisions that affect them.</li> <li>• Provide advice and guidance to Senior leaders and Executive Management on safeguarding and child protection matters.</li> <li>• Work collaboratively across business units to inform and embed protection and safeguarding measures within business activity.</li> <li>• Consult, partner and work with key external stakeholders to build and inform C&amp;Ks safeguarding and protection approach and systems.</li> <li>• Ensures that C&amp;K communicates effectively with families, the sector and the community about C&amp;K safeguarding and child protection measures.</li> <li>• Support child safeguarding and protection critical incidents processes, ensuring that the child is centred in the process.</li> <li>• Build the knowledge and capability of staff to ensure timely reporting of child protection incidents.</li> <li>• Conduct root cause analysis of complex incidents and give remedial recommendations.</li> </ul>
<p><b>Key Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• A relevant degree qualification in early childhood education, social work, psychology, welfare or equivalent.</li> <li>• Knowledge of the Education and Care Services National Regulations and the National Quality Framework</li> <li>▪ Extensive knowledge of Child Protection related legislation, regulations, and best practices.</li> <li>▪ Knowledge of the Child Safe Organisation principles and child protection system in Qld.</li> <li>▪ Experience in completing investigations or similar investigatory experience and knowledge.</li> <li>▪ Strong analytical skills with the ability to quickly ascertain concerns for children’s safety and wellbeing to provide timely support and advice to contribute to decisions to ensure safety and wellbeing.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Strong stakeholder management skills with proficiency in coaching, influencing, facilitation, presentation, communication, problem solving and negotiation.</li> <li>▪ Solid experience in case management and the provision of advice and guidance on child protection and child safeguarding matters.</li> </ul>
<p><b>Additional information</b></p> <p>The successful applicant will be required to:</p> <p>Hold a positive notice (Blue Card) working with children check.</p> <p>The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&amp;K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	

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