

Guideline



Health
Northern Sydney
Local Health District

Mandatory Child Wellbeing and Child Protection Training Requirements- NSLHD

Document Number	GE2015_002	
Publication Date	27 April 2015	
Intranet location/s	Clinical: Child and Family – General All Services Domestic Violence Prevention, Child Protection and Sexual Assault Services Centre for Education and Talent Development Mental Health Drug and Alcohol Services	
Summary	This guideline provides information to all NSLHD managers, staff, students and volunteers regarding child protection training requirements relevant to each Health Service role.	
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Sector/Service	Area Child and Family Health Services	
Audience	Northern Sydney LHD staff and Managers	
Date Created	November 2014	
Review date	November 2018	
Previous Reference No.	Nil	
Related Policy/s	PD2013_007 Child Wellbeing and Child Protection Policies and Procedures for NSW Health PD2010_033: Children and Adolescents - Safety and Security in NSW Acute Health Facilities	
Key Words	<i>Child Protection</i> <i>Mandatory Training</i> <i>eLearning</i>	
Status	Active	

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1. Preamble

Every health worker has a responsibility to protect the health, safety, welfare and wellbeing of children or young people with whom they have contact.

The legal responsibilities of health services and health workers are identified in the following legislation:

- Children and Young Persons (Care and Protection) Act 1998
- Commission for Children and Young People Act 1998
- Child Protection (Working with Children) Act 2012
- Ombudsman Act 1974

The policy responsibilities of Health workers are identified in:

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- [PD2013_007 Child Wellbeing and Child Protection Policies and Procedures for NSW Health](#)
- [PD2010_033: Children and Adolescents - Safety and Security in NSW Acute Health Facilities](#)
- [PD2006_084 Domestic Violence – Identifying and Responding](#)
- [PD2006_003 Child Protection Issues for Mental Health Services – risk of harm assessment checklist](#)
- [GL2014_022 Guidelines for the Management of Substance Use During Pregnancy and Birth and Postnatal Period](#)
- [Child Protection and Child Wellbeing - NSW Interagency Guidelines](#)

The Health Education and Training Institute (HETI) classifies training requirements by their source of obligation:

- Statutory Training: Tier 1
- National Safety and Quality Health Service (NSQHA) Standards Training: Tier 2
- Ministry of Health (MoH) Directive Training: Tier 3

The mandatory child protection training obligations outlined in this guideline fall under Tier 1 and Tier 3 and are referred to accordingly.

For more detail see appendix 1: Legislative and MoH Policy Training Requirements.

2. Scope of Practice

This guideline provides information to all NSLHD managers, staff, students and volunteers regarding child protection training requirements relevant to each Health Service role.

3. Guideline

3.1 Two hour training: Child Wellbeing and Child Protection Orientation (Tier 1)

3.1.1 Target

Must be completed by all NSLHD staff during orientation

NSLHD service directors and managers must ensure that all staff complete this two hour training during orientation

3.1.2 Content

- early identification and response to safety, welfare and wellbeing concerns;
- responsibilities and procedures for reporting children and young people who are suspected to be at risk of significant harm;
- identification of systems and structures for additional information and support.

3.1.3 Modes of Delivery

a) Corporate Orientation – face to face, group learning: *Identify and Respond to Children and Young People at Risk: Orientation*

To be completed by: All staff by attendance at Corporate Orientation training.
Any staff requiring child protection update training. (Where places available)

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b) HETI – eLearning: *Child Protection It's my business: Module*

This training was developed specifically for those staff unable to access two hour face to face group learning child protection training provided during Corporate Orientation

Only to be completed by:

- Those staff who due to their work hours are unable to attend Corporate Orientation face to face group learning child protection training e.g. staff only rostered to night duty.
- Any staff requiring child protection update training

3.1.4 Frequency

This 2 hour training (either face-to-face group learning or eLearning) must be completed every 3 years as an update to ensure staff continue to be aware of their responsibilities and of any changes in child protection policy and legislation.

3.2 One Day Training: Child Wellbeing and Child Protection, Identify and Respond to Children and Young People at Risk: (Tier 3)

3.2.1 Target:

Must be completed during orientation period by:

- Health workers **working directly** with:
 - children and young people (including maternity, child and youth health and paediatric services), or
 - adults who have children in their care and whose parenting capacity may be in question (for example, mental health and drug and alcohol services)
 - Health workers in leadership roles e.g. service managers, NUMS, educators, team leaders in the above services.

See Appendix 1: Training Matrix for identified services and Health workers.

NSLHD service directors and managers must ensure that all relevant staff complete this one day training during orientation

Recommended to be completed by:

- Health Workers with leadership/ support roles e.g. Service Managers, NUMS, Educators, Team Leaders in services which **occasionally** provide service to children and young people, or occasionally provide services to adults who have children in their care e.g. day procedures, outpatients, radiology and theatres are recommended to complete this training.

Please Note:

- Two hour training is a prerequisite for one day training.
- Managers unsure of which target group their staff fit under should contact the Manager or Educator at Northern Sydney Child Protection Service for further details.

3.2.2 Content

- current NSW child protection system (including legislative and practice frameworks)
- indicators of harm to children and young people
- responsibilities as a NSW Health mandatory reporter

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- roles in identifying and responding to risk of harm
- working effectively with children, young people and/ or families that may be at risk of harm

3.2.3 Mode of Delivery

Face to-face group learning – 8 hours duration

3.2.4 Frequency

This training must be completed once.

This training may be completed as an update (3 yearly)

3.3 Critical Legislative Change

Should significant changes to the child protection system occur (eg Keep Them Safe reforms), NSLHD may require staff be released for additional follow-up information and / or training sessions.

3.4 Targeted further professional development / In-service

Professional development / in-service opportunities effectively enhance Health services' and workers' resources for responding to children young people and families, where there is concern regarding risk of harm.

Requests from Health services for professional development / in-service can be negotiated with the Northern Sydney Child Protection Service Manager or Child Protection Educator.

Professional development / in-service can, where appropriate and in consultation with the Child Protection Educator, be recognised as fulfilling 3 yearly update requirements.

3.5 Health workers transferring from other LHDs

Health workers transferring from other LHDs who have documented evidence of training attendance compliant with this training guideline will have their prior training recognised and if necessary recorded. Contact NSLHD Child Protection Educator: Child Protection Service to submit evidence.

3.6 Students and volunteers

Students and volunteers should complete two hour child protection training (either face to face or eLearning) to be made aware of the organisational and professional child protection procedures and responsibilities and their obligations within this. Additional training may be completed at the discretion of the individual and their supervisor. (Subject to available places).

3.7 Managers responsibilities

Risk of adverse emotional responses: Child Protection training explores the experience and impacts of violence, abuse and neglect on children and young people. This may for some staff, as a result of previous work or personal experience, evoke strong emotional responses. This needs to be taken into account by managers when staff access training. This can be a particular issue where staff are accessing eLearning mode as there is not a trainer available to discuss and possibly identify adverse emotional responses with staff participating in training.

- Managers are responsible for checking staff wellbeing following training and for providing information and access to appropriate support e.g. debriefing, EAP counselling.
- Managers must ensure that all staff identified in this guideline attend the training relevant to their work role. Tier 1 only or Tier 1 and Tier 3

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Managers who after consulting this document are unsure of which training (Tier 1 or Tier 3) is relevant to their staff should contact the Manager or Educator at Northern Sydney Child Protection Service for further details

- Managers must ensure that all staff complete update training every 3 years
- Managers are responsible for identifying within their service where further child protection professional development / in-service would address or enhance practice issues. Managers should negotiate the provision of targeted child protection professional development with the Child Protection Service Manager or Educator.
- Where a Health worker is completing Child Protection training via eLearning, managers must establish an appropriate learning environment for the staff member to effectively complete the program during a rostered shift.

This includes:

- providing access to a suitable computer and printer to enable the staff member to access all required learning materials
- ensuring that the staff member is not rostered to perform other duties at the time they are completing the program
- checking that the staff member has computer skills and/or literacy required to complete the program
- considering the risk of staff members experiencing adverse emotional responses to the child abuse material when allocating staff to eLearning mode.
- putting strategies in place to provide information and access to appropriate emotional support. The eLearning program provides details of supports available to learners completing the program.

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4. Appendices

4.1 Appendix 1: Legislative and Policy Training Requirements

Legislative and DoH Policy Training Requirements

Health Education and Training Institute (HETI): classifies training requirements by their source of obligation:

Statutory training: Tier 1; defined as training in subject matter which a person must complete / a person must ensure that another person completes in order to satisfy a legal obligation specified under legislation.

National Safety and Quality Health service (NSQHA) Standards training: Tier 2; defined as training in a subject matter which a person must complete / a person must ensure another person completes in order for a Health service to meet the requirements of the NSQHS standards.

Ministry of Health (MoH) Directive training: Tier 3; defined as training in a subject matter which a person must complete / a person must ensure another person completes in order to comply with the requirement of the NSW Ministry of Health (MoH) specified in a policy directive.

The child protection training obligations outlined in this guideline fall under Tier 1 and Tier 2 and are referred to accordingly:

Tier 1: 2 hour Child Wellbeing and Child Protection Training

All mandatory reporters must complete training in child protection. This is mandatory requirement of the Children and Young Persons (Care and Protection) Act 1998. NSLHD is responsible for ensuring such training is completed.

Tier 3: One day Child Wellbeing and Child Protection Training

PD2013_007 Child Wellbeing and Child Protection Policies and Procedures for NSW Health

- The Ministry of Health has determined that it is a mandatory training requirement for **all** NSW Health personnel to complete two hours of core training in Child Wellbeing and Child Protection.
- The Ministry of Health has determined that **Health workers working directly with children and young people** (including maternity, child and youth health and pediatric services), **or with adults who have children in their care and whose parenting capacity may be in question** (for example, mental health and drug and alcohol services) require more detailed information and guidance on responding to vulnerable children and young people and their families. These Health workers must attend a minimum of one day face-to-face training at orientation or as soon as possible thereafter.

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4.2 Appendix 2: Training Matrix

Training:	Must attend	May Attend
Two hour training: (Tier 1) Corporate Orientation face to face group learning. <i>Child Wellbeing and Child Protection, Recognise and Respond to Children and Young People at Risk</i>	All NSLHD staff as part of Corporate Orientation. Other than those who due to their working hours (e.g. permanent night shift) are unable to attend. These workers must complete eLearning	NSLHD staff scheduled for update training (every 3 years) This is at the discretion of the employee and their manager as 2 hr. eLearning is sufficient. Attendance is dependent on availability of positions in training.
Two hour training: (Tier 1) HETI – eLearning. <i>Child Protection Its My Business</i>	NSLHD staff who due to their working hours (e.g. permanent night shift) unable to attend face to face Corporate Orientation.	NSLHD staff scheduled for update (every 3 years)
One day training: (Tier 3) Face to face group learning <i>Child Wellbeing and Child Protection, Recognise and Respond to Children and Young people at Risk</i>	All clinical staff and operational management staff: <ul style="list-style-type: none"> - Aboriginal health - child, adolescent and family health - child protection counselling service - drug and alcohol services - early childhood services - emergency departments - maternity services - mental health services: adult child/adolesce - occupational therapists - oral health - paediatric services - paediatricians, paediatric registrars - allied health workers - youth health workers 	All staff other than administration staff working in designated Tier 3: One Day Training services who are scheduled for update training. This is at the discretion of the employee and their manager as 2 hr. training is sufficient for update. Attendance is dependent on availability of positions in training.
Critical Legislation change / MOH Policy change	As determined by Ministry of Health Policy and NSLHD	As determined by Ministry of Health Policy and NSLHD
Targeted professional development	Attendance determined by consultation between the service requesting training, the Northern Sydney Child Protection Service Manager and Northern Sydney Child Protection Educator. Where appropriate this training can fulfil 3 yearly update requirements	Attendance determined by consultation between the service requesting training, the Northern Sydney Child Protection Service Manager and Northern Sydney Child Protection Educator. Where appropriate this training can fulfil 3 yearly update requirements.

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5. References

Children and Young Persons (Care and Protection) Act 1998

PD2013_007 Child Wellbeing & Child Protection Policies and Procedures for NSW Health.

HETI Mandatory Education and Training Reforms for NSW Health: Simplifying education and training requirements across the state.

EQuIP standards 2.2.4 Staff Learning and Development and Mandatory Training
Standard 3.1.2 Governance – safe care and workforce compliance with legislation

6. Revision & Approval History

Date	Revision No.	Author and Approval
27/04/2015	1	Patricia Tierney NSLHD Policy & Procedure Governance Committee

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