

Guideline

Document Number # QH-GDL-945:2015

Health Professionals Child Protection Capability Requirements

1. Purpose

This Guideline provides consistency and best practice to ensure that all health professionals are aware of their roles and responsibilities in recognising, reporting and responding to child abuse and neglect.

2. Scope

This Guideline applies to all health professionals. More specifically, it applies to those health professionals who as part of their normal duties are likely to engage with or deliver services to children and young people and/or adults who have parental/carer roles and responsibilities in relation to children and young people.

3. Related documents

Procedures, guidelines and protocols:

- Guideline for Conducting Child Sexual Assault Examinations
- Guideline for Care and Treatment Order for a Child
- Guideline for Consent in Child Protection and Management of Complex Care Cases and End of Life Decision Making
- Guideline for Information Sharing in Child Protection
- Guideline for Reporting a Reasonable/Reportable Suspicion of Child Abuse and Neglect
- Guideline for Responding to an Unborn Child High Risk Alert

Forms and templates:

- Child abuse and neglect capability self-assessment tool
- Child abuse and neglect self-assessment of capability form (staff forms – PARIS)
- Self-directed child abuse and neglect education module

4. Guideline for child protection capability requirements

4.1 Skills and knowledge maintenance

- 4.1.1 It is recognised that many health professionals may not be experienced in recognising indicators of actual or potential child abuse or neglect. All health professionals are required to complete the *Child abuse and neglect capability self-assessment tool* annually to assess their own capability to identify actual or potential child abuse or neglect.
- 4.1.2 The outcome of the *Child abuse and neglect capability self-assessment tool* indicates to a health professional if they should undertake further education and training to fulfil their reporting responsibilities.
- 4.1.3 The *Child abuse and neglect education module* is part of the self-directed education program designed by the Department of Health to provide health professionals with the appropriate skills and knowledge to fulfil their child protection responsibilities.
- The self-directed program provides employees with:
- an understanding of their legal responsibilities
 - the skills and knowledge to recognise abuse and neglect indicators
 - an understanding of the reporting process if the staff member suspects child abuse and neglect.
- 4.1.4 The *Child abuse and neglect capability self-assessment tool* and the self-directed *Child abuse and neglect education module* can be accessed through the Department of Health intranet site at <http://qheps.health.qld.gov.au/csu/edumodule.htm> or through your Hospital and Health Service (HHS) specific educational platform.

4.2 Education and training programs

4.2.1 Newly employed health professionals

- 4.2.1.1 All newly employed health professionals are provided with introductory information on child protection and the reporting of suspected child abuse and neglect. This information is provided through viewing the orientation resources available at <http://qheps.health.qld.gov.au/csu/orientation.htm>
- 4.2.1.2 This is managed through the inclusion of a broad overview of child protection as a mandatory component in HHS clinical induction programs.

4.2.2 Ongoing capability assessment

- 4.2.2.1 Health professionals should complete the *Child abuse and neglect capability self-assessment tool* annually. Managers are encouraged to consider the assessment process as a component of the health professional's performance appraisal and development plan.
- 4.2.2.2 Each health professional is:
- personally accountable for their self-assessment against the capability statements as outlined in the *Child abuse and neglect capability self-assessment tool*; and

- responsible for maintaining their level of capability in relation to these obligations. This is to occur by revisiting the training resources when they identify any need for refreshing their skill levels.

4.2.2.3 On completion of the *Child abuse and neglect capability self-assessment tool* employees are required to complete the PARIS form 'Child abuse and neglect self-assessment of capability' with their line manager. The completed form is forwarded to the HHS human resource unit (or equivalent). Alternatively follow local HHS process.

5. Review

This Guideline is due for review on: 01 June 2020

Date of Last Review: 01 June 2018

Supersedes: Nil

6. Business Area Contact

Strategy Children and Families Unit, Strategic Policy and Legislation Branch, Strategy, Policy and Planning Division, Department of Health

7. Definitions of terms used in the guideline and supporting documents

Term	Definition / Explanation / Details	Source
Child	For the purposes of this document, a child is 'an individual under 18 years of age'.	s.8 <i>Child Protection Act 1999</i>
Child abuse and neglect capability self-assessment tool	This is a tool developed to provide a consistent approach to the evaluation and assessment of workplace performance in the area of child safety	<i>Department of Health</i>
Child Abuse and Neglect Education Module	This is a learning module for Queensland Health staff about recognising reporting and responding to child abuse and neglect	<i>Department of Health</i>

8. Approval and implementation

Guideline Custodian:

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Version control

Version	Date	Prepared by	Comments
V1.0	07/04/2014	Joanna Gurd	
V2.0	01/11/2014	Sharon McDonald	Queensland Child Protection Reform
V3.0	11/12/2014	Sharon McDonald	Consultation feedback incorporated
V4.0	28/04/2016	Kyle Fogarty	Periodic review
V4.1	01/05/2016	Joanna Gurd	Final
V4.2	28/05/2018	Joanna Gurd	Final and periodic review