

The unexpected death of a child at a Centre is a traumatic event and the impact on Educators, children and families can cause emotional turmoil, which can overwhelm usual coping skills. A policy providing comprehensive procedures is therefore crucial to ensure a coordinated response and ensure the mandatory reporting requirements to the regulatory authorities are followed.

As a result of the suddenness of such an event, well-trained and experienced staff can experience strong emotions and traumatic stress responses. The role of our Centre is to help restore a sense of safety for children, educators, and families as soon as possible following a traumatic event.

## Purpose

Our Centre will ensure that Management and Educators follow the procedures and principles within this policy and that immediate and appropriate action is taken to notify relevant authorities in the event of the death of a child whilst at the Centre. There are a number of legal requirements to adhere to in the tragic event of the death of a child at a Centre as outlined below.

## Serious Incidents

Regulation 12 defines a serious incident involving the death of a child as:

- (a) The death of a child –
  - I. While that child is being educated and cared for by an education and care service, or
  - II. Following an incident occurring while that child was being educated and cared for by an education and care service;

## Notification of a Serious Incident

Under the National Law and Regulations (Section 174(2) (a) and Regulation 176 (2) (a)), the approved provider must notify the regulatory authorities within 24 hours of any serious incidents. This must be completed by logging into the [National Quality Agenda IT System \(NQA IT System\)](#).

## Keeping Children's Records

In the event of the death of a child whilst being cared for at the Centre, records must be kept for 7 years from the date of the child's death. [Regulation 183 (c)]

## Initial Action Implementation of Policy

Management and Educators will ensure that immediate and appropriate action is taken in the event of the death of a child whilst at the Centre by following and implementing the following procedures:

1. Assess the situation as per centre and First Aid procedures for any immediate danger to other children and/or staff.
2. Provide immediate First Aid and/or CPR in accordance with current First Aid training.
3. Call an Ambulance immediately.
4. Management/Responsible person will call the parents/guardian of the child and arrange to meet at the hospital.
5. The Centre must not advise parents of the death of their child: Medical staff will advise families of the situation.
6. Notify Regulatory Authorities including the Police Department.
7. Notify the Approved Provider (if not at the centre).
8. The Responsible person will complete in detail the *Centre's Incident, injury, trauma and illness form* (in addition to notifying ACECQA via the NQA IT System).
9. The Approved provider will log the incident on the NQA IT System, attaching incident form and evidence. <https://www.acecqa.gov.au/resources/national-quality-agenda-it-system>
10. Management/Approved provider will contact the insurance company.



*Management will:*

- Ensure that parents, families, children and educators will receive adequate and appropriate post-incident support.
- Demonstrate sensitivity, open mindedness and a balanced approach.
- Recognise and support cultural needs.
- Ensure all evidence is preserved.
- Maintain accurate and detailed record keeping.
- Contact their legal representative for support and direction.
- Establish protocols for staff and Educators to discuss the traumatic event.
- Advise staff of social media protocol for the event.
- Provide professional and sensitive communication with families of the Centre.
- Engage the services of health care professionals (counselling and support for staff).
- Cooperate on an ongoing basis with inter-agencies involved in the investigation.

**Caring for the Wellbeing of Educators, Children and Families**

Our Centre will engage health professionals who may include child and family counsellors and psychologists to support our Educators to be sensitive and mindful of the impact such an event has had on all stakeholders. With professional guidance and support, we will encourage children to express their emotions and feelings and implement strategies to assist and guide children’s process of grieving and re-engage children in learning.

Educators will support children’s understanding of grief and loss by:

- Answering questions simply and honestly
- Allowing children to express their emotions and feelings
- Provide appropriate comfort
- Implement a range of learning experiences to express their thoughts- drawing, movement, play
- Create a safe space for time alone when needed

Our Centre will seek advice and support from health professionals to provide appropriate materials to send home to families to assist in understanding the effects of trauma on children and possible changes in behaviour following the unexpected death of a child in our Centre.

**Support Services**

beyou	1300 224 636	<a href="http://www.beyou.edu.au">www.beyou.edu.au</a>
Beyond Blue	1300 224 636	<a href="http://www.beyondblue.org.au">www.beyondblue.org.au</a>
Headspace	1800 650 890	<a href="http://www.headspace.org.au">www.headspace.org.au</a>
Lifeline	13 11 14	<a href="http://www.lifeline.org.au">www.lifeline.org.au</a>
Kid’s Help Line	1800 551 800	<a href="https://kidshelpline.com.au">https://kidshelpline.com.au</a>
Compassionate Friends of Victoria	1300 064 068	<a href="http://www.compassionatefriendsvictoria.org.au/">www.compassionatefriendsvictoria.org.au/</a>

**Source:** Australian Service for Grief and Bereavement: <http://www.grief.org.au> Australian Child & Adolescent Trauma, Loss & Grief Network: [http://earlytraumagrieff.anu.edu.au/files/ACATLGN\\_grief\\_and\\_loss.pdf](http://earlytraumagrieff.anu.edu.au/files/ACATLGN_grief_and_loss.pdf), Education and Care Services National Amendment Regulations. (2017). Education and Care National Regulations. (2011). Karen Kearns. (2017). The Business of Childcare (4th Ed.). Guide to the National Quality Standard. (2017). Occupational Health and Safety Act 2004. What Do We Tell the Children When Someone Dies? [http://www.adac.org.au/siteF/resources/l\\_children\\_gt.pdf](http://www.adac.org.au/siteF/resources/l_children_gt.pdf) *Work Health and Safety Act 2011.*

**Date Implemented:** 16/04/2012  
**Review Completed:** 22/03/2021  
**Schedule for Review:** 22/03/2022  
**Authorised by COM:** Nov 2020



**National Quality Standard – NQS****Quality Area 2: Children’s Health and Safety**

2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
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**Education and Care Centre National Regulations**

12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
176	Time to notify certain information to Regulatory Authority

