



Policy 006 Child Protection Policy:

Purpose

To ensure that all instructors, coaches, staff, contractors, and volunteers maintain the knowledge, skills, and awareness necessary to provide a safe environment for children and young people participating in training activities.

This procedure establishes minimum requirements for child protection training, screening, conduct, and reporting responsibilities in accordance with Queensland legislation and recognised best practice.

Scope

This procedure applies to all personnel involved in activities where children or young people under 18 years of age participate in any training, coaching, instructional, recreational, or educational program conducted by the organisation.

General Principles

The organisation is committed to:

- Providing a safe, supportive, and inclusive environment for children.
- Promoting the rights, participation, and wellbeing of children and young people.
- Maintaining a culture of zero tolerance toward child abuse, neglect, bullying, grooming, or exploitation.
- Complying with Queensland Child Safe Standards and Blue Card requirements.
- Supporting the cultural safety of Aboriginal and Torres Strait Islander children.
- Ensuring that all personnel understand their responsibilities for safeguarding children.

Minimum Requirements for Instructors and Coaches

All instructors, coaches, employees, contractors, and volunteers who work with children must:

1. Blue Card Requirements

Personnel must:

- Hold a current Queensland Blue Card where required by legislation.

- Comply with the "No Card, No Start" requirements.
- Immediately notify management if their Blue Card status changes or is suspended.

2. Child Protection Training

Personnel shall complete approved child safety awareness training during induction and prior to working unsupervised with children.

Training should include:

- Recognising indicators of abuse and neglect.
- Understanding grooming behaviours.
- Professional boundaries and appropriate conduct.
- Communication with children and families.
- Complaint and reporting procedures.
- Online safety and appropriate use of social media.
- Cultural safety principles for Aboriginal and Torres Strait Islander children.
- The organisation's Child Safe Code of Conduct.

Refresher training should be undertaken at least every three years or sooner if legislative or organisational requirements change.

3. First Aid Training

Where required by the role, instructors shall maintain current First Aid and CPR qualifications in accordance with organisational and governing body requirements.

Professional Boundaries

Personnel shall:

- Maintain professional relationships with children at all times.
- Avoid situations where they are alone with a child wherever practicable.
- Use open and observable environments for instruction and supervision.
- Avoid inappropriate physical contact.
- Refrain from private electronic communications with children outside approved organisational systems.
- Ensure that all interactions remain respectful, transparent, and appropriate.

Reporting Responsibilities

Any person who:

- Observes concerning behaviour;
- Receives a disclosure from a child;
- Suspects abuse, neglect, or grooming behaviour; or
- Becomes aware of a breach of the Child Safe Code of Conduct,

must immediately report the matter to the designated Child Safety Officer or senior manager.

Where there is an immediate risk to a child, emergency services or relevant child protection authorities shall be contacted without delay.

All reports shall be treated confidentially and managed in accordance with organisational procedures and legislative requirements.

Child Safe Standards

The organisation shall work in accordance with Queensland's ten Child Safe Standards, including:

1. Leadership, governance, and culture.
2. Child participation and empowerment.
3. Family and community involvement.
4. Equity and respect for diversity.
5. Suitable and supported personnel.
6. Child-focused complaints processes.
7. Ongoing training and awareness.
8. Safe physical and online environments.
9. Continuous improvement.
10. Effective child safety policies and procedures.

Training Records

The organisation shall maintain records of:

- Blue Card status and expiry dates.
- Completion of child protection training.
- First Aid and CPR qualifications.
- Signed Child Safe Codes of Conduct.
- Refresher training requirements.

Training records shall be reviewed annually to ensure ongoing compliance.

Review

This procedure shall be reviewed annually or following any significant legislative changes, organisational changes, or child safety incidents.