

QWaLC Member Organisation

CHILD SAFE TOOLKIT



QWaLC

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Practical guidance, checklists and ready-to-use templates for creating safe, inclusive and child-centred environmental activities.

Prepared for Queensland Water and Land Carers Inc (QWaLC)

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Review by: July 2027 or earlier if legislation or guidance changes

IMPORTANT

This toolkit is general guidance for community organisations. Each group must consider its own activities, legal status, workforce, funding conditions and risks. It does not replace legal advice or current guidance from the Queensland Family and Child Commission, Blue Card Services, Queensland Police or Child Safety.

How to use this toolkit

This toolkit is designed for volunteer-led and small community organisations that involve children and young people in activities such as tree planting, citizen science, wildlife education, environmental workshops, field days, school partnerships, camps, excursions and community events.

The Queensland Child Safe Standards apply to organisations in listed sectors that provide services specifically for children or facilities specifically for children supervised by the organisation. Clubs and associations, and cultural or recreational services primarily for children, are included. If one part of an organisation provides a child-specific service, the whole organisation may be a child safe entity.

START HERE

Appoint a Child Safety Contact, confirm whether your group is in scope, adopt the core documents, assess each activity, check Blue Card obligations, brief workers, listen to children and record all concerns and actions.

Toolkit contents

Section	What it contains
Part A	Understanding your responsibilities
Part B	A simple child safe system for environment groups
Part C	Safe environmental activities and fieldwork
Part D	Responding to concerns, disclosures and complaints
Part E	Ready-to-use templates and forms
Part F	Acknowledgement and declaration

Core documents your group should have

- Child Safe Policy
- Child Safe Code of Conduct
- Child-friendly commitment or charter
- Complaints and reporting procedure
- Child safety risk assessment process
- Recruitment, screening and Blue Card records
- Training and induction records
- Consent, medical and emergency information
- Incident, concern and disclosure records
- Online communication and image-use rules

Privacy and records

Only collect information that is necessary. Keep child and family information secure, limit access, avoid storing sensitive forms on personal devices, and follow your privacy, records and funding obligations.

Part A — Understanding your responsibilities

1. Queensland's child safe framework

Queensland's Child Safe Organisations Act 2024 commenced from 1 October 2025. The 10 Child Safe Standards were introduced by sector, with the final sectors commencing on 1 April 2026. The Reportable Conduct Scheme commenced on 1 July 2026 for specified reporting entities.

The 10 Child Safe Standards

No.	Standard	What this means for a community environment group
1	Leadership and culture	Leaders make child safety visible, resourced and everyone's responsibility.
2	Voice of children	Children are informed, listened to and involved in decisions affecting them.
3	Family and community	Families and communities are informed and involved.
4	Equity and diversity	Different needs, identities, abilities and backgrounds are respected and supported.
5	People	Workers are suitable, screened, supported and supervised.
6	Complaints management	Concerns are welcomed, accessible and handled promptly and fairly.
7	Knowledge and skills	Workers receive induction, training and practical guidance.
8	Physical and online environments	Risks are identified and controlled in person and online.
9	Continuous improvement	The child safe system is reviewed and improved.
10	Policy and procedures	Clear documents guide consistent, child-centred practice.

Universal Principle — cultural safety

Organisations must promote and uphold the right of Aboriginal and Torres Strait Islander children to cultural safety. In practice, children should feel welcome, safe, valued, included and respected. Engage local Traditional Owners appropriately, avoid tokenism, respect cultural authority, ask families what support is needed, and ensure racism is challenged and reported.

2. Does the framework apply to our group?

Question	Response
Does the group run programs, activities or services aimed specifically at children?	Yes / No
Does the group provide a space or facility specifically for children who are supervised by the group?	Yes / No
Does the group run a children's club, junior program, school holiday activity or youth program?	Yes / No

Question	Response
Does the group supervise children without their parent, carer, teacher or school retaining responsibility?	Yes / No
Does the group run overnight camps or excursions as a primary function?	Yes / No
Does the group provide services within another listed sector, such as disability, education or local government?	Yes / No

WHEN UNCERTAIN

Use the QFCC “Who do the Standards apply to?” guidance and seek advice. Even where a group is not legally in scope, these practices remain a sound minimum for any activity involving children.

Reportable Conduct Scheme

The Reportable Conduct Scheme does not automatically apply to every environment or community group. It applies to specified organisations that care for, supervise or exercise authority over children and are listed in the Act. Some overnight camp or excursion entities may be included. Groups should check their status directly with QFCC and not assume that compliance with the Child Safe Standards alone answers this question.

3. Blue Cards and screening

Blue Card requirements depend on the type, frequency and context of child-related work and whether an exemption applies. A group should identify each child-related role, check it against current Blue Card Services guidance, and document the decision.

Minimum organisational controls

- Do not allow a person to start regulated child-related work unless legally permitted.
- Link eligible cardholders and applicants to the organisation where required.
- Maintain a confidential Blue Card register with status, expiry and linking information.
- Set reminders well before expiry dates.
- Immediately act on suspension, cancellation, negative notice or changed eligibility.
- Use reference checks, interviews, induction and supervision in addition to Blue Cards. A Blue Card is one safeguard, not a complete safety system.
- Develop and review any child and youth risk management strategy required under the Working with Children legislation.

Role assessment record

Role/activity	Child contact	Blue Card decision and reason	Checked by/date
Junior Landcare coordinator			
Field-day volunteer			
School workshop presenter			
Wildlife education volunteer			
Photographer/social media volunteer			
Driver/transport volunteer			

GOOD PRACTICE

Apply consistent suitability checks to all workers who may have contact with children, even when a legal Blue Card exemption applies. Record why an exemption is relied upon and review it when the role changes.

4. Roles and accountability

Role	Key responsibilities
Management committee/board	Approve policy and Code of Conduct; appoint a Child Safety Contact; oversee risk, resources, complaints and annual review.
Child Safety Contact	Provide advice; receive concerns; coordinate records, reporting, training and review; maintain current contact pathways.
Activity leader	Complete the activity risk assessment; confirm staffing, consent and emergency arrangements; brief everyone; monitor the activity.
Workers and volunteers	Follow the Code; maintain boundaries; act on concerns; participate in training; never investigate allegations themselves.
Children and young people	Have the right to be heard, informed, respected and supported; they are not responsible for managing adult behaviour.
Parents/carers	Receive clear information; provide consent and relevant health information; know how to raise a concern.

Part B — A simple child safe system

5. Twelve-step implementation plan

1. Pass a committee resolution committing to child safety and the Queensland Child Safe Standards.
2. Appoint a Child Safety Contact and a backup contact.
3. Confirm which laws, Standards, Blue Card and Reportable Conduct obligations apply.
4. Adopt a Child Safe Policy, Code of Conduct and complaints/reporting procedure.
5. Map all activities where children may attend, participate, volunteer or be photographed.
6. Assess risks in physical, field, transport, overnight and online environments.
7. Define child-related roles and complete suitability, Blue Card and reference checks.
8. Induct and train committee members, staff and volunteers.
9. Provide children and families with easy-to-understand safety and complaint information.
10. Use consent, attendance, medical, emergency and image-permission forms.
11. Respond immediately and appropriately to concerns; preserve confidentiality and records.
12. Review after incidents and at least annually, including feedback from children and families.

Implementation tracker

Action	Status	Responsible person	Due date
Governance commitment	Not started / In progress / Complete		
Scope/legal check	Not started / In progress / Complete		
Policy and Code	Not started / In progress / Complete		
Child Safety Contact	Not started / In progress / Complete		

Action	Status	Responsible person	Due date
Activity risk register	Not started / In progress / Complete		
Recruitment and Blue Cards	Not started / In progress / Complete		
Induction/training	Not started / In progress / Complete		
Child/family information	Not started / In progress / Complete		
Complaints pathway	Not started / In progress / Complete		
Forms and records	Not started / In progress / Complete		
Annual review	Not started / In progress / Complete		

6. Child-friendly participation

- Explain what will happen, who is responsible and what children can choose.
- Ask children what helps them feel safe before and during activities.
- Provide more than one way to raise concerns: speaking, writing, a trusted adult or a simple form.
- Use age-appropriate language, visual prompts and accessible formats.
- Do not require a child to disclose personal information publicly.
- Tell children what will happen with information they share and that some concerns must be passed on to keep people safe.
- Close the feedback loop by explaining what changed because children spoke up.

CHILD-FRIENDLY MESSAGE

You have the right to feel safe, be respected and have a say. You can tell the activity leader, the Child Safety Contact, your parent/carer, teacher or another trusted adult if something worries you. We will listen and take you seriously.

7. Recruitment, induction and supervision

Safer recruitment checklist

Check	Completed	Notes/date
Role description identifies child contact and boundaries	☐	
Application or expression of interest completed	☐	
Identity confirmed	☐	
Interview includes child safety questions	☐	
Two referees checked where appropriate	☐	
Blue Card requirement assessed	☐	
Blue Card status verified and linked where required	☐	
Code of Conduct signed	☐	
Child safety induction completed	☐	

Check	Completed	Notes/date
Probation/initial supervision arranged	☐	
Training and review date recorded	☐	

Useful interview questions

- What does child safety mean in an outdoor or environmental activity?
- How would you respond if a child told you an adult made them uncomfortable?
- How would you manage a child who wants to message you privately after an activity?
- What would you do if another volunteer breached a boundary?
- How would you include a child with disability or additional support needs?

Supervision principles

- Use at least two responsible adults wherever practicable.
- Avoid isolated one-to-one contact. Ensure interactions are observable and interruptible.
- Set staffing ratios based on age, ability, terrain, water, tools, weather and activity complexity—not a single generic number.
- Allocate clear zones and children to named supervisors.
- Account for every child at arrival, transitions, transport and departure.
- Separate supervision from technical tasks where hazards are significant.

8. Behaviour and professional boundaries

Expected behaviour	Unacceptable behaviour
Use respectful, inclusive and age-appropriate language.	Humiliation, threats, bullying, discrimination, racism or sexualised comments.
Keep contact open, observable and related to the activity.	Unnecessary isolated contact, secret meetings or favouritism.
Use only organisation-approved communication channels.	Private messaging, disappearing messages or adding children to personal social media.
Seek consent before any necessary physical assistance.	Unnecessary, intrusive, rough or sexualised physical contact.
Photograph children only with permission and according to the activity plan.	Taking, keeping or sharing unauthorised images or identifying details.
Report concerns promptly.	Ignoring, minimising, investigating privately or promising secrecy.
Use vehicles and transport arrangements approved by the group.	Unauthorised lifts, detours or being alone with a child without approved safeguards.

Part C — Safe environmental activities and fieldwork

9. Child safety risk assessment

Child safety must be integrated with normal work health and safety planning. Consider not only injury hazards, but also supervision gaps, conduct, privacy, cultural safety, bullying, online contact and barriers to speaking up.

Environment/hazard	Child safety risk	Possible controls
Remote or bush location	Child separated, isolated contact, delayed help	Buddy system; boundaries; headcounts; communications; emergency plan

Environment/hazard	Child safety risk	Possible controls
Waterways, dams, beaches or boats	Drowning, poor visibility, changing conditions	Qualified oversight; exclusion zones; PFDs where required; weather/tide checks; close ratios
Tools, machinery, chemicals or animal handling	Injury, unsafe demonstrations, pressure to participate	Age-appropriate tasks; PPE; competency; direct supervision; opt-out alternative
Wildlife rescue or rehabilitation	Bites, scratches, zoonoses, distressing scenes	No unsupervised handling; hygiene; role limits; emotional preparation and debrief
Transport	Child alone with adult, unauthorised pickup, road risk	Written consent; approved drivers; passenger list; pickup verification; no unplanned lifts
Toilets and change areas	Isolation, privacy breaches	Location briefing; age-appropriate buddy arrangements; adults avoid entering unless necessary and managed
Photography and social media	Identification, location exposure, misuse of images	Written consent; no full names/location tags; approved devices/storage; honour withdrawal
Online workshops and group chats	Private contact, recording, unsuitable content	Approved platform; two adults; waiting room; no private chat; parent information; recording permission
Overnight activities	High vulnerability, sleeping/privacy issues	Check Reportable Conduct scope; detailed plan; separate arrangements; overnight supervision; complaint access
Extreme weather/fire/smoke	Evacuation, heat illness, distress	Trigger points; cancellation plan; hydration/shade; emergency contacts; child-specific needs

Risk rating guide

Likelihood	Consequence	Action
Low	Minor and readily managed	Use routine controls and monitor.
Medium	Possible harm or significant discomfort	Add controls and approve by activity leader.
High	Serious harm reasonably possible	Do not proceed until risk is reduced and senior approval given.
Extreme	Catastrophic or imminent risk	Cancel/stop activity and seek specialist advice.

10. Activity-day minimum checklist

Before children arrive	During the activity	At departure
Risk assessment approved; weather and site checked; emergency access confirmed.	Welcome children and identify safe adults and complaint options.	Conduct final headcount and verify authorised pickup.
Consent, medical needs, contacts and image permissions available securely.	Explain boundaries, hazards, toilets, first aid and meeting point.	Record any injury, concern, near miss, complaint or changed arrangement.
Workers screened/briefed; roles and zones assigned.	Maintain active supervision and regular headcounts.	Return sensitive records to secure storage.
First aid, communications, water, PPE and accessible adjustments ready.	Check wellbeing, inclusion, cultural safety and fatigue.	Debrief workers and identify improvements.
School/partner responsibilities documented.	Stop activity if controls fail or conditions change.	Notify parents/carers and authorities where required.

Working with schools and partner organisations

A school's attendance does not remove the group's responsibility for its own workers and conduct. Before the activity, document who retains duty of care and supervision, who manages attendance, first aid, behaviour, transport, images,

disclosures and emergency decisions. Confirm each organisation's reporting pathway and exchange only necessary information.

Photography, video and stories

- Obtain informed permission from the parent/carer and, where appropriate, assent from the child.
- Explain the purpose, platform, likely audience and how long material may be used.
- Avoid names, school, precise location, routines and identifying metadata unless clearly authorised and necessary.
- Never photograph children in distress, unsafe situations, toileting/changing contexts or a way that undermines dignity.
- Use organisation-controlled devices and storage wherever practicable.
- Provide a simple way to withdraw permission for future use, noting that previously published material may not be fully retrievable.

Online communication

- Use group accounts, not personal accounts.
- Include a parent/carer or second authorised adult in direct communications.
- Set communication hours and keep messages activity-related.
- Disable private chat where possible during online sessions.
- Do not use disappearing-message services for child-related work.
- Retain records in line with the group's records process.
- Escalate grooming, sexualised contact, threats or image-based abuse immediately.

Part D — Responding to concerns, disclosures and complaints

11. Immediate response pathway

13. If a child is in immediate danger or a life-threatening situation, call Triple Zero (000).
14. Make the environment safe. Separate the child from the alleged source of harm without confronting or conducting an investigation.
15. Listen calmly. Believe the child, do not blame them, and do not ask leading or repeated questions.
16. Explain that you cannot promise secrecy and will share information only with people who need to help keep them safe.
17. Write an accurate record as soon as possible, using the child's own words where you can.
18. Notify the Child Safety Contact or senior person immediately, unless they are involved in the concern.
19. Make external reports to Queensland Police, Child Safety, QFCC or another authority as required. Internal reporting never replaces external legal obligations.
20. Protect confidentiality, preserve evidence and support the child, family and affected workers.
21. Do not notify a parent/carer where this could increase risk or compromise police or child protection action—seek authority advice.
22. Review controls after the immediate response without compromising an investigation.

WHAT TO SAY

“Thank you for telling me. You have done the right thing. This is not your fault. I need to tell someone whose job is to help keep you safe. I will only tell people who need to know.”

What not to do

- Do not promise confidentiality.
- Do not press for details or ask “why” questions.
- Do not confront the alleged person.

- Do not conduct your own investigation or ask witnesses to compare stories.
- Do not delay because you are uncertain. Seek advice.
- Do not make the child repeat the account unnecessarily.
- Do not store records in general meeting minutes or widely shared cloud folders.

Reporting pathways

Situation	Contact/action
Immediate danger or life-threatening situation	Queensland Police — 000.
Suspected criminal conduct or child sexual offence	Queensland Police. Use 000 for emergencies; otherwise contact PoliceLink or local police.
Child in Queensland may need protection	Child Safety Regional Intake Service during business hours; Child Safety After Hours Service Centre: 1800 177 135.
Concern about compliance with Child Safe Standards or a reportable conduct notification	Queensland Family and Child Commission, where applicable.
Uncertainty about whether/how to report	Use current Queensland Government guidance and the Queensland Child Protection Guide; seek professional advice.
Internal conduct or policy breach	Child Safety Contact/committee nominee, while also completing any required external report.

Mandatory reporting and failure-to-report laws

Queensland law places mandatory reporting duties on specified professionals and roles. Separate criminal-law obligations may also apply to adults who reasonably believe a child sexual offence has been or is being committed. Because duties depend on circumstances and can change, workers should never assume they have no obligation. Escalate promptly and check current official guidance.

12. Child-friendly complaints

A complaint system should be safe, easy to find, culturally safe, accessible to children with disability, and available without fear of punishment. A complaint may be about conduct, safety, bullying, discrimination, privacy, online contact, images, supervision or how an earlier concern was managed.

Minimum process

23. Receive and acknowledge the concern.
24. Check immediate safety and support needs.
25. Record the concern and any wishes expressed by the child.
26. Identify required external reporting before internal action.
27. Manage conflicts of interest and appoint an appropriate decision-maker.
28. Advise the complainant, in suitable language, what will happen next.
29. Take proportionate interim risk controls.
30. Investigate only where lawful and appropriate, using procedural fairness.
31. Communicate the outcome and review options as far as privacy permits.
32. Record actions, monitor wellbeing and improve systems.

NO WRONG DOOR

Any worker who receives a child safety concern must help it reach the right person. A child or family should not be required to understand the organisation chart or make the complaint again from the beginning.

Part E — Ready-to-use templates and forms

Template 1 — Child Safe Commitment

[GROUP NAME] is committed to creating environments where children and young people are safe, welcomed, respected and able to participate in caring for land, water, wildlife and community. We have zero tolerance for child abuse, harm, racism, discrimination, grooming and breaches of professional boundaries.

- We listen to children and take their views seriously.
- We involve families and communities and provide clear information about safety and complaints.
- We value equity, inclusion and the cultural safety of Aboriginal and Torres Strait Islander children.
- We select, screen, train and support suitable workers and volunteers.
- We identify and manage risks in field, physical and online environments.
- We respond promptly to concerns and report to external authorities when required.
- We review our practices and learn from children, families, incidents and complaints.

Approved by _____

Approval date _____

Review date _____

Child Safety Contact _____

Template 2 — Child Safety Contact Notice

Group name _____

Primary Child Safety Contact _____

Phone _____

Email _____

Backup contact _____

Phone/email _____

Children, young people, parents, carers, workers and community members can contact these people to ask a question, raise a concern or make a complaint. In an emergency call 000.

Template 3 — Activity Child Safety Risk Assessment

Activity/event _____

Date and location _____

Activity leader _____

Children expected (number/ages) _____

Partner organisations _____

Parent/carer or school supervision arrangements _____

Hazard or situation	Who may be affected and how	Existing controls	Risk rating	Further action / person / due date

Hazard or situation	Who may be affected and how	Existing controls	Risk rating	Further action / person / due date

Mandatory checks

Check	Yes/No/NA	Notes
Children informed about safety and complaints		
Consent and emergency contacts obtained		
Medical, disability, cultural and access needs considered		
Blue Card and suitability requirements checked		
Two-adult/observable practice arranged		
Toilets, change areas and privacy considered		
Transport and authorised pickup confirmed		
Photography and online communication controls confirmed		
Weather, fire, water, wildlife, tools and terrain assessed		
Emergency communication and evacuation plan confirmed		

Approved by _____

Date _____

Review/debrief completed by and date _____

Template 4 – Parent/Carer Consent and Child Information

Child/young person's name _____

Preferred name _____

Date of birth/age _____

Parent/carers name _____

Phone _____

Email _____

Emergency contact and relationship _____

Emergency contact phone _____

Activity consent

Activity/event _____

Date/location _____

I give permission for the child named above to participate in the activity described, subject to the information provided by the group. I have disclosed relevant health, medication, allergy, disability, behavioural, cultural, communication and support information needed for safe participation.

Relevant information and reasonable adjustments

Medication or emergency plan attached (Yes/No) _____

Emergency treatment authorisation

If I cannot be contacted, I authorise the activity leader to obtain urgent medical or ambulance assistance considered reasonably necessary. I understand that costs remain my responsibility unless otherwise required by law or insurance.

Image permission — select one

- ☐ No photographs, video or audio.
- ☐ Internal group records only.
- ☐ Group newsletter/website/social media, without full name or precise location.
- ☐ Other agreed use: _____

Child assent: The activity and image choices have been explained to the child in a way they can understand, and their wishes will be respected where practicable.

Parent/carers signature _____

Date _____

Child/young person signature or mark (where appropriate)

Date _____

Template 5 — Attendance, Supervision and Handover Record

Activity/date/location _____

Activity leader _____

Child name	Arrival time	Supervisor/zone	Departure time	Released to / authority checked	Initials

Child name	Arrival time	Supervisor/zone	Departure time	Released to / authority checked	Initials

CONFIDENTIALITY

Use a participant number or limited information where a public sign-in sheet is unavoidable. Do not expose phone numbers, medical details or addresses to other attendees.

Template 6 – Worker/Volunteer Induction Record

Name _____

Role _____

Activity/group _____

Induction item	Completed/date	Initials
Child Safe Policy		
Code of Conduct and boundaries		
Child voice and child-friendly complaints		
Cultural safety, inclusion and disability access		
Recognising and responding to concerns/disclosures		
Internal and external reporting pathways		
Blue Card and suitability obligations		
Activity-specific risks and supervision		
Transport, photography and online communication		
Privacy, records and confidentiality		

Inducted by _____

Worker/volunteer signature _____

Review/training due _____

Template 7 – Child Safety Concern / Disclosure / Incident Record

URGENT

If there is immediate danger or a life-threatening situation call 000 before completing this form.

Date/time concern received or incident occurred _____

Location/activity _____

Child/young person (or identifier) _____

Person completing record _____

How concern came to attention _____

Immediate safety action taken _____

Record the facts and the child's own words. Do not include assumptions or conduct an investigation.

What was seen, heard or disclosed	Exact words where possible	Who was present / potential witnesses

Injury or immediate support needs _____

Parent/carer contact decision and reason _____

Internal person notified and time _____

Police/Child Safety/QFCC/other authority contacted _____

Reference or advice received _____

Interim risk controls _____

Follow-up and support actions _____

Secure record location _____

Signature _____

Date/time completed _____

Reviewed by/date _____

Template 8 – Child-Friendly Feedback or Complaint Form

You can write, draw or ask a trusted adult to help. You will not be in trouble for speaking up.

My name (you can leave this blank) _____

How can we contact you or your trusted adult? _____

What happened or what are you worried about?

Write or draw here

What would help you feel safe or make things better?

Write or draw here

- ☐ I need help now.
- ☐ I am worried about another child.
- ☐ I want you to speak with my parent/carer or trusted adult.
- ☐ I would like someone to tell me what happens next.

Give this form to the activity leader, Child Safety Contact or another trusted adult. In an emergency call 000.

Template 9 – Blue Card and Suitability Register

Store securely. Limit access. Do not display this register publicly.

Name	Role	Blue Card required?	Card/application status	Expiry	Linked/verified date	Reference checks	Training/review

Template 10 – Training Register

Name	Role	Induction date	Training/topic	Provider	Completion/evidence	Refresher due

Template 11 – Annual Child Safe Review

Review question	Evidence/findings	Action, owner and due date
Are leaders actively overseeing child safety?		
Were children asked what helps them feel safe?		
Were families/community informed and involved?		
Were cultural safety, disability and diversity needs addressed?		
Are all child-related roles suitable, screened and supervised?		
Were complaints and concerns handled promptly and lawfully?		
Is training current and understood in practice?		
Were physical, field and online risks assessed?		
What did incidents, near misses and feedback teach us?		
Are policy, Code, forms and contact details current?		
Does the Reportable Conduct Scheme apply or has the position changed?		
What improvements will be reported back to children and families?		

Review led by _____

Children/families consulted _____

Committee approval date _____

Next review due _____

Part F — Acknowledgement and declaration

Child Safe Documentation Acknowledgement

This form should be completed by committee members, employees, contractors and volunteers whose role involves children or child safety responsibilities. Keep the signed form securely with induction and training records.

Group/organisation _____

Person's full name _____

Role/position _____

Email or phone _____

I acknowledge that I have received, read and understood the following documents:

- ☐ Child Safe Policy
- ☐ Child Safe Code of Conduct
- ☐ Child safety complaints and reporting procedure
- ☐ Activity-specific risk assessment and emergency arrangements
- ☐ Photography, online communication and privacy requirements
- ☐ Blue Card and suitability requirements relevant to my role
- ☐ Other: _____

I understand and agree that:

- I share responsibility for the safety and wellbeing of children and young people.
- I will comply with the Child Safe Policy, Code of Conduct, lawful directions and activity controls.
- I will maintain professional boundaries and use only approved communication channels.
- I will listen to children, take concerns seriously and report them promptly.
- I will not investigate allegations myself or promise secrecy.
- I will immediately disclose any change that may affect my Blue Card status, suitability or ability to perform the role safely.
- Breaches may result in removal from child-related duties, disciplinary action, ending my volunteer or employment arrangement, and/or referral to external authorities.
- This acknowledgement does not limit any legal reporting duty or the organisation's right to take immediate protective action.

Signature _____

Date _____

Witness/inducting person _____

Signature/date _____

Optional knowledge check

Question	Person's response
Who is the group's Child Safety Contact?	
What will you do if a child discloses harm?	
What communication channels may you use with children?	
Where are concern records stored securely?	
What are the key controls for your next activity?	

References and update sources

Queensland Family and Child Commission — Child Safe Organisations: <https://www.qfcc.qld.gov.au/childsafes>

QFCC — What are the Child Safe Standards: <https://www.qfcc.qld.gov.au/childsafes/standards/what-are-child-safe-standards>

QFCC — Who do the Standards apply to: <https://www.qfcc.qld.gov.au/childsafes/standards/who-do-standards-apply>

QFCC — Resources for Child Safe Standards: <https://www.qfcc.qld.gov.au/childsafes/standards/resources>

QFCC — Reportable Conduct Scheme: <https://www.qfcc.qld.gov.au/childsafes/reportable-conduct-scheme>

Blue Card Services: <https://www.bluecard.qld.gov.au/>

Queensland Government — Report child abuse: <https://www.families.qld.gov.au/our-work/child-safety/protecting-children/report-child-abuse>

Queensland Child Protection Guide: <https://secure.communities.qld.gov.au/cpguide/>

National Office for Child Safety — National Principles: <https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations>

DOCUMENT CONTROL

Version 1.0 — July 2026. Review at least annually and whenever legislation, QFCC guidance, Blue Card requirements, activities or organisational risks change.