

Corporate

# Child Safety and Wellbeing Policy

If you have reasonable belief that a Child (anyone under 18 years of age) has been harmed, or is at immediate risk of harm, you must follow the UQSL procedures set out in Annexure A: Responding to of Abuse and Harm to Children.

## 1. Purpose and Scope

UQ Sport Limited (UQSL), its staff and affiliated entities have zero-tolerance towards harm, abuse and/or neglect of a Child in any form. All Children have the right to feel safe and protected from all forms of abuse, harm and neglect. We are committed to providing a safe, supportive and respectful environment for all children.

This policy clearly states our commitment to protecting children from harm and to meeting our obligations under relevant Queensland and Commonwealth legislation.

This Policy is separated into the following sections.

- The Policy
- Annexure A: The UQSL standard operating procedure for responding and reporting to the abuse or harm of a child
- Annexure B: Child Safe Practices provides further context to behaviours that will constitute Prohibited Conduct within UQSL, and which may be subject to sanctions under the UQ Complaints Management Policy and Procedure ('Prohibited Conduct').
- Annexure C and Associated Appendixes: Best Practice Guidance and its appendices provide guidance regarding the standards of behaviour expected of those involved with UQ Sport.  
<https://www.legislation.qld.gov.au/view/whole/html/asmade/act-2024-049>

To provide a Child -safe environment, UQSL:

- has a clear and actionable response procedure (Annexure A) that empowers people to speak up and speak out about concerns, which is supported by UQSL's Designated Child Protection Person (DCPP);
- follows the Queensland state law and Child Protection and Wellbeing requirements
- takes all reasonable steps to comply with relevant Child safety standards under Queensland law.
- has adopted and implemented a Child safe commitment statement (as provided in Appendix 1))
- has adopted and implemented an appropriate recruitment, screening and training requirements for employees and volunteers working in Child-related positions (as provided in Appendix 2: and
- takes all reasonable steps to assist Relevant Persons to fulfil their responsibilities under this Policy.

This Policy is available on the UQSL website and applies to all UQ Sport staff and any Relevant Person or Organisation associated with UQSL and must be complied with at all times in connection with any dealings, activities, or interactions involving UQSL, including those relating to Children. Failure to comply may result in disciplinary action and/or referral to relevant law enforcement or child protection authorities.

This Policy only applies to activities that are undertaken under the direct auspices of UQSL and does not apply to purely private conduct where there is no direct or indirect connection to UQSL, its activities, venues, programs or services.

This Policy operates under the governance of UQ Sport Limited. In circumstances where a Relevant Person or Relevant Organisation is bound by both this Policy and a National Sporting Organisation's National Integrity Framework, the National Integrity Framework will apply. Nothing in this Policy incorporates the National Integrity Framework unless expressly stated.

## 2. Definitions

In this Policy, the following words have the corresponding meaning:

**Activity** means a sporting contest, match, competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, which is sanctioned or organised by UQSL.

**Adult** means a person aged 18 years or over.

**Approved Person** means a family member such as mother, father, sister, brother, grandparent, aunt, uncle or cousin, a guardian, carer, or a person who has been approved by the parent/carer and has an established relationship with the

Child and/or their family. **This can include dropping off or collecting a child from the service.**

**Bullying** means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing, whether in-person or online.

**Child/children/youth:** means a person who is under the age of 18 years.

**Child Abuse** means;

- a) **Physical Abuse** is when a person subjects a Child to physical force, which may cause injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a Child. Physically abusive behaviour includes, but is not limited to:
  - i. shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking; and
  - ii. harmful training methods or overtraining where there is the potential to result in damage to a Child's physical development.
- b) **Emotional Abuse** occurs when a Child does not receive the love, affection, or attention they need for healthy emotional, psychological, and social development or are exposed to violence/abuse against other Children or Adults. Such abuse may involve:
  - i. repeated rejection or threats to a Child (either in-person or online);
  - ii. constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion, continual coldness, and rejection (either in-person or online);
  - iii. Bullying and Harassment (either in-person or online);
  - iv. threats to physically harm or hurt a Child (either in-person or online); and
  - v. harmful training methods or overtraining where there is the potential to result in damage to a Child's physical, intellectual, or emotional wellbeing and development.
- c) **Sexual Abuse** occurs when an Adult, or a person in authority (i.e., older, or younger but more physically or intellectually developed) involves a Child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority, or position over the Child for their own benefit. It can include making sexual comments to a Child kissing, touching a Child's genitals or breasts, oral sex, or intercourse with a Child.
- d) **Neglect** is the persistent failure or deliberate failure or denial to meet a Child's basic needs. Neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention, or supervision to the extent that the Child's health and development is or is likely to be harmed. Types of Neglect include physical, medical, emotional, educational neglect and abandonment.
- e) **Exposure to Family and Domestic Violence** refers to abusive behaviour in any personal relationship that allows one person to intimidate, or to gain power and control over the other. This is often thought of to occur between married spouses or in other intimate relationships, but actually refers to any family relationship, or persons living in the same home.

**Child Protection Legislation** means all state Child protection legislation as amended from time to time.

**Child Safe Commitment** means a Relevant Organisations' commitment to Child safety in, an example of which is outlined in Appendix 1: Child Safe Commitment Statement and as per Annexure C: Best Practice Guidance practices in place at UQ Sport.

**Child Safety Standards** means The Queensland Child Safe Standards set out what every organisation must put in place to ensure the safety and wellbeing of children. Each standard is supported by a Universal Principle of Cultural Safety, which requires organisations to create environments where Aboriginal and Torres Strait Islander children feel safe, respected, and included.

The ten standards are:

1. **Leadership and culture** – Child safety is embedded in governance and organisational values.
2. **Voice of Children** – Their voices are respected and they are involved in decisions that affect them.
3. **Family and community**– Families and carers are included in safeguarding efforts.
4. **Equity and diversity** – Children experience safe and inclusive environments.
5. **People**- People working with children are suitable & **supported** – Screening, recruitment, and supervision in place.
6. **Complaints management** - Processes to respond to complaints – Complaints are managed through child-focused systems as listed in Annexure A.
7. **Knowledge and skills** – Staff, knowledge and skills **and awareness** – **Ongoing training supports** safe practice.
8. **Physical and online environments** - Safe environments – Online and physical spaces are actively monitored.
9. **Continuous improvement** – Organisations regularly review and strengthen their child safety practices.

10. **Policies and procedures - Support child safety** – Documentation sets expectations and guides actions.

**Complaints, Management Policy and Procedure** means the University of Queensland's [Complaints Management Policy and Procedure](#) that is adopted by UQ Sport for the handling and resolution of allegations regarding Prohibited Conduct.

**Complaint:** An expression of dissatisfaction about UQSL related to one or more of the following:

- its services and its dealings with individuals;
- allegations about the conduct of its staff, volunteers or other individuals engaged by UQSL; or
- another child or participating in UQSL programs.
- A complaint may either be initiated by a Child directly or initiated by an adult on their behalf and with or without their knowledge.

**Internal Stakeholders** are defined as UQSL Staff, contractors, consultants, volunteers, work placement students, work experience people, board and committee members, or any persons undertaking work for, or on behalf of UQSL.

**External Stakeholders** are defined as parents/carers, spectators, visitors, children and youth.

**Designated Child Protection Person (DCPP):** A UQSL staff member/s appointed by the Chief Executive Officer to act as a point of contact for child-related matters and is responsible for the safeguarding of children and youth.

**Discrimination** includes both direct and indirect discrimination (either on person or online) which have the following meaning:

- a) **'Direct discrimination'** occurs where, because a person has a Protected Characteristic, they are treated less favourably than a person without that characteristic would be treated in the same or similar circumstances.
- b) **'Indirect discrimination'** occurs where a practice, rule, requirement or condition that applies to everyone disadvantages people with a Protected Characteristic and the practice, rule, requirement or condition is not reasonable in the circumstances.

**Employee** means a person employed by UQ Sport.

**Grooming** means behaviours that manipulate or control a Child, their family, guardian and carers or other support networks, or organisations, with the intention to gain access to the Child, obtain the Child's compliance, maintain the Child's silence, and avoid discovery of sexual abuse. Harassment means any type of behaviour towards a Child that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the Child who is the subject of the harassment, whether in-person or online.

**Harmful Behaviour Towards a Child** means any behaviour involving a Child that is objectively age inappropriate and/or places the Child at risk of harm. This includes but is not limited to:

- a) Child Abuse;
- b) harmful training methods including physical punishment or overtraining which may cause harm to a Child;
- c) excessive or unnecessary emphasis on appearance, weight requirements or muscularity (either in person or online) that may include practices such as:
  - i. encouraging or enforcing excessive dieting or restrictive eating;
  - ii. excessive weigh-ins or focus on weight goals, body composition testing that is a sport requirement that carries punishment for the outcome (for example repeated bouts of exercises as punishment for weight gain); or
  - iii. unsafe practices that could put health at risk in order to reach weight or appearance requirements without adequate medical support (for example dehydration or restrictive eating).
- d) forcing a Child to train or compete when ill or injured;
- e) threatening or humiliating a Child (either in-person or online);
- f) using disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- g) making sexual comments to a Child or engaging in open discussions of a sexual or Adult nature with (either on person or online), or in the presence a Child;
- h) taking inappropriate photos or footage of a Child; or
- i) inappropriate and/or intimate physical contact with a Child which is sexual in nature or causes them to feel uncomfortable or feel pain or distress.

**National Integrity Framework (NIF)** means the National Integrity Framework developed by Sport Integrity Australia.

**Person in Position of Authority** means a person, regardless of age, who through their position or involvement in UQ Sport can exercise power, control, or influence over a Child.

**Policy** means this Child Safety and Wellbeing Policy including any annexures and appendices.

**Prohibited Conduct** means the conduct prescribed at clause 2.3 of this Policy.

**Protected Characteristic means:**

- (a) age;
- (b) disability;
- (c) race or ethnicity;
- (d) sex or gender identity;
- (e) sexual orientation; or
- (f) religion.

**Recruitment, Screening & Training** means the Child safety recruitment, screening and training strategies adopted and WWCC - implemented by Relevant Organisations including UQSL to help ensure the safety of Children participating in Activities, as outlined in Appendix 2: Recruitment, Screening and Training Recommendations of Annexure C: Best Practice Guidance.

**Relevant Organisation means any of the following organisations:**

- a) UQ or UQSport affiliated organisations including any UQSL affiliated clubs, providers, or individuals delivering services or activities organisation that participates in or is involved in the administration of an Activity (including an Affiliate Organisation), or
- b) any other organisation (internal or external stakeholder) that has agreed, whether by contract, membership, accreditation, employment or participation arrangement, to comply with UQ and/or UQSL policies

**Relevant Person means any of the following persons:**

- (a) Participant, including but not limited to athlete, coach, official;
- (b) Employee;
- (c) Contractor;
- (d) Volunteer; or
- (e) Any other individual who has agreed whether by contract, membership, accreditation, employment or participation arrangement, to comply with UQ and/or UQSL policies.

**Team** means a collection or squad of Athletes, registered with UQSL or a UQSL Affiliated Club (Organisation) or a group of students or community members entitled to participate in a UQSL Activity including Social Sport.

**Victimisation** means subjecting a person, or threatening to subject a person, either in-person or online, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint, report or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.

**Vilification** means a public act, conduct or behaviour, either in-person or online, that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a Protected Characteristic they hold, as covered by applicable legislation.

**Volunteer**, means any person engaged by a Relevant Organisation or an Affiliate Organisation (to the extent of their involvement in an Activity only) in any capacity who is not otherwise an Employee or Contractor, including parents or carers that volunteer, directors, office holders, coaches, officials, administrators and team and support personnel;

**WWCC means a 'Working with Children Check'** (Which in Queensland – includes undertaking the following compliance checks):

- a) **Blue Card:** A card issued by the Queensland Public Safety Business Agency (Blue Card Services) to a person eligible to work in the areas of child-related work covered by the Act.
- b) **Exemption Card:** A card issued to registered teachers or police officers eligible for providing child-related services outside their professional duties.
- c) **Positive notice:** A notice issued to a person whose Blue Card application is approved.
- d) **Negative notice:** A notice issued to a person whose Blue Card application is rejected.
- e) **Disqualified person:** A person is disqualified if they are:
  - i. convicted of a disqualifying offence, which includes:
    - a. having sex with a child (regardless of the type of relationship, e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge);
    - b. other child-related sex or pornography offences;
    - c. murder and other serious sexual or violent offences against an adult or child (regardless of the penalty and regardless of when and where it occurred);
  - ii. a reportable offender under the [Child Protection \(Offender Reporting and Offender Prohibition Order\) Act 2004](#);
  - iii. the subject of an offender prohibition order under the [Child Protection \(Offender Prohibition Order\) Act](#).

- [2008](#);
- iv. prohibited by a court from applying for or holding a Blue Card; or
  - v. the subject of a sexual offender order under the [Dangerous Prisoners \(Sexual Offenders\) Act 2003](#).
- f) **Restricted person:** A person who either:
- i. has been issued a negative notice
  - ii. has a suspended Blue Card
  - iii. is a [disqualified person](#)
  - iv. has been charged with a [disqualifying offence](#) that has not been finalised

## 3. Prohibited Conduct

### 3.1 Prohibited Conduct – Relevant Persons

A Relevant Person commits a breach of this Policy and UQSL Code of Conduct when they:

- (a) are found guilty of any breach of a relevant Queensland, state or territory or Commonwealth law relating to or involving Child Abuse or Grooming; or
- (b) engage in any of the following conduct, either in-person, online or via any other form of telecommunication, against, or in relation to, a Child in connection with UQSL or an Activity.
  - i. Harmful Behaviours Towards a Child ;
  - ii. Bullying;
  - iii. Discrimination;
  - iv. Harassment;
  - v. Victimisation;
  - vi. Vilification;
  - vii. request or infer that the Child keep any communication secret from their parents/carer, or other Relevant Person such as a coach or administrator, or Relevant Organisation (This does not include ordinary peer to peer interactions between Children.
  - viii. supply alcohol, or drugs (including tobacco) to a Child;
  - ix. supply medicine to a Child except for:
    - a) where the Relevant Person reasonably believes that medicine is necessary for lifesaving medical treatment
    - b) when permitted by law; or
    - c) with the consent of the parent/guardian, or carer of the Child and under a valid prescription and at the prescribed dosage; or
    - d) do not comply with the Child Safe Practices as set out in Annexure B: **Child/Young Person Safe Practices** that are applicable to all Relevant Persons.

In addition to complying with the requirements of this Policy, Relevant Persons should:

- comply with all obligations that they are subject to under Queensland Child Protection Legislation;
- comply with all legislative obligations in relation to reporting of suspected Child Abuse or holding a WWCC1;
- report any concerns or allegations of Prohibited Conduct involving any Relevant Person or Relevant Organisation; and
- provide true and accurate information during recruitment and screening processes following the Working with Children (Risk Management and Screening) Act 2000 and Regulation 2011

### 3.2 Prohibited Conduct – Person in a Position of Authority

In addition to Prohibited Conduct outlined in 2.1, a Person in a Position of Authority commits a breach of this Policy when they engage in any of the following conduct against, or in relation to, a Child in the circumstances

- 3.2.1 continue in a Child - related position if they have been charged or convicted of a crime that would make them ineligible to be granted a WWCC; or.



- 3.2.2 do not comply with the Child Safe Practices that are applicable to Persons in a Position of Authority as set out in Annexure B: Child Safe Practices.

### 3.3 Prohibited Conduct – Relevant Organisations

A Relevant Organisation commits a breach of this Policy when it, in respect of UQ Sport or an Activity:

- 3.3.1 engages a person who does not have a satisfactory WWCC in Qld. (For the avoidance of doubt, if a person is not eligible to apply for a WWCC (e.g. because they are a parent), it will not be a breach of this clause for a Relevant Organisation to engage that person without a WWCC).
- 3.3.1 does not confirm the validity of a Relevant Person's WWCC currency; does not undertake any screening measures when appointing a person to a child-related position; does not obtain adequate informed consent from Approved Person/s prior to any transportation or overnight accommodation of Children ; or has knowledge of and does not report a breach of clauses 3.1 or 3.2 to the DCPD in accordance with Annexure A

## 4 Complaints and Concerns

- (a) Allegations of Prohibited Conduct under this Policy may be investigated. These processes will follow UQ Incident reporting and the UQ Complaints Management Policy and Procedure, and, where relevant, the DCPD directive in Annexure A.
- (b) UQSL acknowledges that Children s participating in UQSL programs and services may disclose harm or where harm may be suspected. It is important that individuals working for UQSL must understand how to respond appropriately in these situations.
- (c) UQSL employees and volunteers should remain alert to any warning signs or indicators and pay close attention to changes in the child's behaviour, emotions or language
- (d) Internal and External stakeholders to UQSL can suspect harm when:
- a child or tells you they have been harmed
  - someone else, for example another child, a parent, or an employee, tells you that harm has occurred or is likely to occur
  - a child or tells you they know someone who has been harmed (it is possible that they may be referring to themselves)
  - you are concerned at significant changes in the behaviour of a child or the presence of new unexplained and suspicious injuries, or
  - you see the harm happening

## 5 Reporting

- a) UQSL requires that any employee, contractor or volunteer who sees or reasonably suspects or has concerns that a child or has been or is being harmed or abused to report it immediately in line with the steps under *Child Safety and Wellbeing Policy Annexure A*
- b) If the concerns relate to the conduct of a staff member, it must be reported immediately and within 24 hours to the DCPD.
- c) Any disclosure of harm is highly sensitive and should be dealt with using a trauma informed approach and in a prompt, sensitive and confidential manner, and in line with the UQSL's *Privacy Policy and trauma informed training*
- d) Reporting options include – going to the DCPDs for the organisation at any time. They are identified as below:

### Senior Manager Indoor Venues

Tel: [1300 755 293](tel:1300755293)

Email: [childprotection@uqsport.com.au](mailto:childprotection@uqsport.com.au)

In the absence of the Senior Manager Indoor Venues, the DCPD is as follows:

### Fitness Centre Manager

Tel: [1300 755 293](tel:1300755293)  
E-mail: [childprotection@uqsport.com.au](mailto:childprotection@uqsport.com.au)

**Or to/and DCP/CEO as part of escalation may contact:**

**Deputy Vice-Chancellor (Academic)**  
[dvca.office@uq.edu.au](mailto:dvca.office@uq.edu.au)

- (e) UQSL may implement immediate risk mitigation actions while pending an investigation. This may include but is not limited to - Managing risks following a report - where a Relevant Organisation becomes aware of a potential breach of this Policy and the information available would lead a reasonable person to suspect that a Child or is at risk of harm:
- i. the Relevant Organisation must follow the requirements outlined in Annexure A (Responding to a Risk of Harm), including allowing statutory authorities to take the lead and for them to respond and inform where applicable;
  - ii. internal complaint processes must not proceed until the requirements of Annexure A have been complied with; and
  - iii. appropriate risk management strategies must be implemented to ensure the ongoing safety and wellbeing of all t Children. This may include increased supervision, temporary suspension, modification of duties, or other necessary protective measures while an allegation or complaint is being assessed/investigated.

## 6 Other Matters

### 6.1 Education and Training

- 6.1.1 As part of its commitment to maintaining a safe environment, UQSL includes relevant training and reporting information within the onboarding and ongoing staff development framework of the organisation.
- 6.1.2 UQSL, as part of its HR wider recruitment strategy and processes, values and priorities professionally trained team members who's qualifications and training prior to joining the organisation contains relevant education and training in child safety in a sporting context.

### 6.2 Information sharing

- a) Subject to the Privacy Act 1988(Cth) and other relevant legislation including the UQ [Working with Children Policy](#) where - "This Policy applies to UQ and its controlled entities, including all members of the UQ Community involved in regulated activities that involve WWC under the control of UQ that may be regulated by the [Working with Children \(Risk Management and Screening\) Act 2000](#); and associated regulations
- b) UQSL may share information they receive relating to Child safety issues within UQSL and UQ to enable UQSL to safely perform its functions and follow the Qld reporting requirements.
- c) Information may be shared by UQ Affiliated Sporting Clubs in line with and as captured in the individual sports policies that have adopted the National Integrity Framework.

## Annexure A: Responding to Risk of Abuse and Harm to Children

Under relevant Qld laws, failure to report any reasonable suspicion or knowledge that a Child is or is likely to be at risk of harm could result in criminal proceedings.

This Annexure outlines the operational steps for staff reporting of child protection concerns and the processes DCPPs follow to assess, manage, and escalate reports.

It ensures timely, consistent action while meeting legislative and organisational obligations.

UQSL has trained and appointed Designated Child Protection Persons (DCPPs) to assist in managing child safety concerns.

### **You must ACT.**

As a person involved with UQ Sport you play a crucial role in protecting Children. You **must** follow the four actions set out below when responding to any Child Abuse allegations.

### **Action 1 - Responding**

**If a Child is at risk of immediate harm, you must ensure their safety by:**

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child and others involved;
- Identifying an appropriate contact person for any on-going liaison with the Police.

If there is no immediate harm, go to Action 2 below. If you are unsure please call the

DCPP on **1300 755 293 to seek advice.**

### **Action 2 – Reporting**

If you suspect, on reasonable grounds that a Child was, is, or is at risk of being abused any suspicion, concern, disclosure, or incident involving a child or to a Designated Child Protection Person (DCPP) as soon as practicable within 24 hours. Reporting channels at UQSPORT include:

- **Phone or in-person Tel: 1300 755 293 to the Senior Manager Indoor Venues or the Fitness Centre Manager**
- **Email: [childprotection@uqsport.com.au](mailto:childprotection@uqsport.com.au)**
- **Online reporting form: UQSafe**

Staff should not make external reports themselves; their responsibility is to notify DCPP promptly and provide any relevant factual information to support the DCPP.

Staff should document **their objective observations (facts, not opinions)** to support the DCPP, while respecting privacy and confidentiality of those involved, and to avoid discussions outside of the authorised channels.

### **Action 3 – Contact DCPP – Official escalation and Process**

DCPP must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/carers, and who should lead this contact (i.e., Police, Child Protection Department or Relevant Organisation representative). This could include advice:

- not to contact the parents or carers in circumstances where they are alleged to have engaged in the abuse.
- to contact the parents/carers and provide agreed information as soon as possible.

While DCPPs are not mandatory reporters under Queensland legislation, there are certain laws that may compel DCPP to report these matters, and they are the authorised organisational reporters for UQSL and are trained in Child Protection Personal Reporting in determining and making external notifications on behalf of the organization. They therefore are responsible for:

1. **Receiving and assessing reports** from staff in line with the Child Protection training for their role. They will act accordingly. Please note – in reporting - You do not need to provide evidence or have all the facts to submit a notification to child safety. If you have a reasonable belief or suspicion that a child is, or maybe, experiencing harm, you must report to the DCPP.
2. **DCPP Gathers necessary information** to determine the severity, risk, and next steps. What to include:
  - Personal information of any person involved in the observation or the notification – including both you (as the notifier) and the child



- The reason you have submitted a notification – what you saw or heard that led you to believe the child was experiencing abuse or neglect, or was at risk
  - Details of injuries – be specific about what you saw, including where the injury was seen on the body
  - Background information about the family or the child
3. Escalation for any potential Legislative/regulatory breach related to Child Safety must be reported. This relates to any matter as legislated under the CSO Act, Privacy Act, Criminal Code Act, and the Civil Liability Act

DCPP to escalate to UQSL CEO and to the **Deputy Vice-Chancellor (Academic)** [dvca.office@uq.edu.au](mailto:dvca.office@uq.edu.au) to notify if external reporting is taking place.

4. **DCPP Determine whether external reporting is required**, within 48 hrs - guided by:
- Queensland legislation (Children and s (Care and Protection) Act 1998)
  - Mandatory reporting thresholds (reasonable suspicion of significant harm)
  - Guidance from the Mandatory Reporter Guide (MRG) via the Child Story Reporter website
5. **DCPP Report to external authorities** when required to:
- **Brisbane and Moreton Bay:** 1300 682 254
  - **Gatton / South West:** 1800 316 855
  - **After hours / weekends:** Child Safety After Hours Service Centre 1800 177 135
  - **Emergencies:** Call 000
  - Optional advice or support via **Child Protection Helpline:** 132 111
6. **DCPP Monitor and update notifications** after the initial report and updating external authorities if additional indications of harm or neglect are observed.
7. **DCPP Maintain accurate, secure, and confidential records** of all reports, observations, actions, and communications.
8. **Review policies and procedures** following finalisation of reports to support continuous improvements.
9. **Attend mandatory child safety training** to maintain knowledge and compliance.

## Action 4 – Support

- Support should be provided to any Child that has experienced abuse.
- It is important that the person providing support to the Child does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.
- Information regarding allegations of Abuse need to be well documented and shared with UQ Sports designated Child Protection Person.
- Further support for the Child, relevant Adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

**For further information, contact UQ Sports Designated Child Protection Person**

**Phone: 1300 755 293**

**Email: [childprotection@uqsport.com.au](mailto:childprotection@uqsport.com.au)**

## Annexure B: Child Safe Practices

UQ Sport is committed to safeguarding everyone involved in our organisation including Children in our care, so that they feel safe and are safe. UQ Sport's Child Safe Practices have been developed to identify and prevent behaviour that may be harmful to Children in our venues, activities, and programs.

There are exceptions where the Child Safe Practices do not apply:

- when a Relevant Person/Person in a Position of Authority is also an Approved Person in respect to that Child.
- in an emergency and where the action is protective of a Child, when prior authorisation is not possible.

These Safe Practices set clear expectations for how people must behave around Children. A failure to comply with these Safe Practices will be a breach of the Child Safety and Wellbeing Policy.

### 1. Professional boundaries

- (a) A Person in a Position of Authority must establish and maintain professional boundaries (both in-person and online) when working with Children who are involved in UQSL.
  - (b) Unless they are an Approved Person - a Person in a Position of Authority, must not:
    - i. provide any form of support to a child or their family outside the scope of their role (e.g., financial assistance, babysitting, accommodation);
    - ii. use a personal device (ie phone, camera) to take images or video footage of Children without prior written approval
    - iii. show any type of favoritism towards a Child;
    - iv. transport Children other than in accordance with clause 12,
    - v. give gifts/presents to Children other than official awards;
    - vi. have one-on-one contact with a Child outside of authorised activities (including online or by phone); or
    - vii. attend any private social function at the request of a Child or their family.
  - (c) Where a Child requires support beyond a person's role, the Relevant Persons must, as appropriate at the earliest opportunity:
    - i. refer the matter to an appropriate support agency;
    - ii. refer the Child to an appropriate support agency;
    - iii. contact the Child's parent or carer;
    - iv. seek advice from a Relevant Organisation.
    - v. Parents or Child can be provided with any of the below resources to seek assistance:
      - **Email: [childprotection@uqsport.com.au](mailto:childprotection@uqsport.com.au)**
      - **UQSL Designated Child Protection Person (DCPP): 1300 755 293**
      - **Victims Assist: 1300 546 587**
      - **Kids Helpline: 1800 551 800**
- **Youth Legal Advice Hotline 1899 527 527**
    - **Aboriginal and Torres Strait Islander Family Wellbeing Services:1300 117 095**

### 2. Use of language and tone of voice

- (a) Language and tone of voice used in the presence of Children must be clear, respectful and encouraging.
- (b) Relevant Persons must not use language towards or in the presence of Children that is:
  - i. discriminatory, racist, or sexist;
  - ii. derogatory, belittling, or negative, for example, by calling a Child a 'loser' or telling them they are 'too fat';

- iii. unreasonably or unnecessarily threatening or frightening; or
- iv. profane or sexual

### **3. Positive guidance (discipline)**

- (a) Children participating in our activities must be provided with clear expectations of behaviour.
- (b) Relevant Persons and Relevant Organisations must use appropriate behaviour management strategies that are:
  - i. Appropriate to the age and development of the Child
  - ii. Fair and respectful and consider the wellbeing of Children participating in Activities.
  - iii. Focused on maintaining a safe and positive environment.
- (c) Children must be provided with clear directions and given an opportunity to correct their behaviour in a positive manner.
- (d) Relevant Persons or Relevant Organisations must not, under any circumstances, take disciplinary action involving any physical punishment or any form of degrading, cruel, frightening or humiliating treatment.
- (e) Employees seeking support to deal with issues such as child behaviour management, stress, conflict, bullying, child protection concerns, breaches of this or other child protection policies and procedures or dealing with disclosures of suspicions of harm can reach out to any of the below resources to seek assistance.
  - i. Designated Child Protection Person (DCPP): Senior Manager Indoor Venues;1300 755 293
  - ii. Designated Child Protection Person (DCPP): Fitness Centre Manager: 1300 755 293
  - iii. Human Resources Department Employees
  - iv. Workplace Health and Safety Employees
  - v. Employee Assistance Program

### **4. Supervision**

- (a) Relevant Organisations must ensure that Children participating in our activities are adequately supervised.
- (b) Supervision must be constant, active, and diligent, prioritising the safety and wellbeing of Children.
- (c) Where direct supervision is not possible, a Relevant Person must know the location of each Child and be able to respond immediately if required.
- (d) Any incident of one-to-one unsupervised contact reported within 24 hours of the incident occurring.

### **5. Use of electronic or online communications**

- (a) A Person in a Position of Authority must not engage in one-on-one electronic communication with a Child) unless a parent/carer or organizational representative is included (except where approved i.e. by parent/carer that is appropriate regarding communication only around the approved UQSL activity, or medical professionals – which only relates to relate to appropriate and required medical care in this context).
- (b) When communicating with Children, a Person in a Position of Authority must ensure appropriate content is:
  - i. directly associated with delivering our services, such as advising that a scheduled event is cancelled;
  - ii. concise with personal or social content limited only to convey the message in a polite and friendly manner;
  - iii. devoid of any sexualised language; and
  - iv. not promoting unauthorised social activity or contact.

## 6. Photographs or videos of Children

- (a) An Approved Person may photograph or film their Child when participating in our sport.
- (b) When arranging official photography/videography of Children involved in our activities, Relevant Organisations must:
  - i. obtain prior written consent from the Child's parent or carer. Where appropriate and possible, consent should also be sought from the Child. Written approval could include electronic messaging formats such as email or SMS;
  - ii. give due consideration to Children who are protected by a court order;
  - iii. appoint a photographer/videographer who holds a current WWCC;
  - iv. ensure the photographer/videographer is supervised at all times;
  - v. ensure the context is directly related to participation in a UQSL sport, program, activity.
  - vi. ensure the Child is appropriately dressed and posed; and
  - vii. not distribute images or videos (including as an attachment to an email) to anyone outside the Relevant Organisation without parent/carer knowledge and approval.
- (c) Relevant Organisations must store images (digital or hard copy) in a manner that prevents unauthorised access by others and must be destroyed or deleted as soon as they are no longer required.
- (d) Relevant Organisations must not publish images or footage of a Child or identify the Child pictured, whether online or in print, without written consent from the Child's parent or carer. Where appropriate and possible, consent should also be sought from the Child.
- (e) Relevant Organisations must ensure any Employee, Volunteer or Contractor (such as an event photographer) comply with the above requirements whilst working at an Activity.

## 7. Physical contact with Children

- (a) Any physical contact with Children must be necessary and appropriate to the delivery of our sport programs or services and based on the needs of the Child (including adjustments based on any additional needs due to impairment or disability) such as assisting with the use of equipment technique assistance or correction, treatment by a health practitioner or administering first aid.
- (b) Relevant Persons must not have contact with Children participating in our programs and services that:
  - i. involves touching of genitals, buttocks, or the breast area other than as part of delivering necessary medical or allied health services to those specific areas of the body;
  - ii. would appear to a reasonable observer to have a sexual connotation;
  - iii. is intended to cause pain or distress to the Child (e.g., corporal punishment);
  - iv. is overly physical (e.g. tickling or other roughhousing), except where this contact is consistent with the rules of the sport and accepted and reasonable behaviour within the Activity when undertaking that Activity;
  - v. is unnecessary (e.g., assisting with toileting when a Child does not require assistance); or
  - vi. is initiated against the wishes of the Child, except if such contact may be necessary to prevent injury to the Child or to others, in which case:
    - a) physical restraint must be a last resort; the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child to prevent harm to themselves or others; and
    - b) the incident must be reported to management as soon as possible.
- (c) Relevant Persons must report to the Relevant Organisation any physical contact initiated by a Child that is sexualised and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child Relevant Persons, and any other participants.

## **8. Overnight stays and sleeping arrangements**

- (a) Overnight stays involving Children must be approved and managed by the Relevant Organisation.
- (b) Written parent/carer consent must be obtained prior to the overnight stay. Where appropriate and possible, consent should also be sought from the Child .
- (c) Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport activities at all other times.
- (d) Standards of conduct that must be observed by Relevant Organisations and Relevant Persons involved during an overnight stay include:
  - i. Children must be provided with privacy when bathing, toileting, and dressing.
  - ii. appropriate dress standards must be observed when Children are present – such as no exposure to nudity;
  - iii. Children must not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;
  - iv. Children must not be left under the supervision of unauthorised persons such as accommodation staff, or peers.
  - v. sleeping arrangements must not compromise the safety of Children, including:
    - a) an Adult must not sleep alone in the same room as Children unless they are the parent or have parental responsibility for those Children; and
    - b) Children must not share a bed with an Adult or another Child .
  - vi. Children must have the right to contact their parents, or an Approved Person, if they feel unsafe, uncomfortable, or distressed during the stay.
  - vii. Parents/carers must be permitted to contact their Child if required.

## **9. Change room arrangements**

- (a) Children must be supervised in any change room that is in official use by a Relevant Organisation, whilst ensuring their right to privacy.
- (b) A Person in a Position of Authority must not:
  - i. shower or change at the same time as supervising groups of Children.
  - ii. be alone with a Child in a change room; or
- (c) Relevant Persons must not use any camera or other recording device in a change room.
- (d) Persons in a Position of Authority must ensure adequate supervision in public change rooms when they are used, providing the level of supervision required for preventing abuse by members of the public, adult users, or general misbehavior, while also respecting a Child 's privacy.

## **10. Use, possession or supply of alcohol or drugs to Children**

Persons in a Position of Authority must not:

- (a) use, possess or be under the influence of an illicit drug in the presence of a Child or Children;
- (b) use or be under the influence of alcohol while supervising a Child or Children during an Activity.
- (c) be impaired by any other legal drug such as prescription or over-the-counter drugs while in the presence of a Child or Children.
- (d) supply alcohol or drugs (including tobacco) to any Child or Children; **or**
- (e) supply or administer medicines, except when permitted by law or with the consent of the Child 's parent or carer and under a valid prescription for that Child and at the prescribed dosage.

## **11. Parent/Carer involvement**

Relevant Organisations must:

- a) ensure that a parent/carer is involved in any significant decision, including the signing of any documentation in relation to their Child's involvement in Activities;
- b) not prevent parents/carers from accessing their Child when required; and
- c) make parents/carers aware of the standard of behaviour required when watching their Child during an Activity. Parents/carers displaying inappropriate conduct may be asked to leave, however they may not be denied access for an undetermined amount of time.

## **12. Transporting Children**

- a) Children must only be transported in circumstances that are directly related to the delivery of our sport programs and services.
- b) Other than in an emergency, a Person in a Position of Authority, unless they are an Approved Person, must not transport Children without prior written approval from their parent or carer.
- c) When transporting Children, the Person in a Position of Authority must drive responsibly, not be impaired by alcohol or any other mind-altering substances, have an unrestricted drivers' license and to the extent practicable, not be alone in the car with a Child .
- d) Children must only be transported in a roadworthy vehicle when the manufacturer stated capacity is adhered to and seatbelts and child restraints are fitted as required.

## **13. Drop off and pick up of Children**

Relevant Organisations must:

- a) have an accessible register of parent and carer emergency contact numbers and an operational phone; and
- b) ensure that if a parent or carer is late, they make reasonable attempts to contact them.
- c) A Position of Authority is not responsible for transporting a Children home unless authorised in writing.

## Annexure C: Best Practice Guidance

UQ Sport is committed to safeguarding everyone involved in our organisation including Children who participate in our sporting activities, ensuring that they feel safe and are safe. This Best Practice Guidance identifies steps that Relevant Organisations and Relevant Persons should be taking to create a safe and positive environment for Children in our organisation and its Activities.

This Annexure C and its appendices are provided as guidance only. Failure to comply with a requirement set out in Annexure C or one of its Appendices will not be considered Prohibited Conduct for the purposes of the Complaints Management Policy and Procedure, however, aspects of the Best Practice Guidance may be a mandatory requirement under relevant state or territory legislation.

It is the responsibility of all Relevant Organisations and Relevant Persons to ensure that they are aware of and comply with any obligations they may be subject to under state or territory legislation.

Relevant Organisations should:

1. adopt and implement a Child Safe Commitment Statement (UQ Sport's Statement is provided at Appendix 1: UQ Sport Child Safe Commitment Statement );
2. adopt and implement appropriate recruitment, screening and training requirements for all employees and volunteers who will be working in Child-related positions (see copy of process undertaken at Appendix 2: Recruitment, Screening and Training Management);
3. establish a Culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and or Torres Strait Islander Children are respected and valued;
4. ensure that Children are empowered about their rights, participate in decisions affecting them and are taken seriously, including by:
  - (a) providing Children with information about their participation in Activities and information about their rights and responsibilities;
  - (b) seeking informed consent from Children prior to participation in Activities; and
  - (c) Respecting and understanding the diverse and potentially complex needs of Children with increased vulnerabilities.
5. Manage any reported breaches within a timely manner (24 hrs) - A breach is any action or inaction by any UQSL employees, contractors, volunteers, children, parents or carers who fail to comply with any part of this strategy and or related policies and procedures
  - a) Any breach investigations will be undertaken by the DCP. Where the DCP is unavailable, the organisation will appoint a suitable alternative.
  - b) Breaches will be managed in a fair, unbiased and supportive manner. Where a UQSL employee is alleged to have committed a breach, the *Misconduct and Serious Misconduct Policy and Misconduct and Serious Misconduct Procedure* will apply, and the individual may be subject to disciplinary action up to and including termination of employment.
  - c) Where an external party is alleged to have committed a breach the DCP will consider the report and either refer this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the Child Safety and Disability Services Unit), decide not to refer the concerns to the authorities but keep a full record of the concerns.

## Appendix 1: UQ Sport Child Safe Commitment Statement

UQ Sport is committed to ensuring the safety and wellbeing of all Children that are involved in any UQSL sport, programs and/or activities. Our policies and procedures seek to address risks to Child safety and to establish Child/Youth safe culture and practices. We have zero tolerance for child harm in any form. Our organization is dedicated to creating safe environments where children are protected, respected and heard, and where their rights are upheld at all times. We embed child safety and wellbeing into our leadership, governance and culture, ensuring that every decision prioritises the best interests of a Child.

### 1. We will keep Children safe

- (a) Through our Child Safety and Wellbeing Policy, we document our clear commitment to keeping Children safe from harm, risk of harm, abuse and neglect.
- (b) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

### 2. We promote inclusion, respect and diversity

- (a) We consider the needs of all Children. We use inclusive program design to support them to participate safely in our sport, particularly Children with increased vulnerabilities, such as:
  - i. Aboriginal and/or Torres Strait Islander Children;
  - ii. Children from culturally and linguistically diverse backgrounds;
  - iii. Children with disability;
  - iv. Children living in out of home care,
  - v. Children with diverse genders and/or sexualities.
- (b) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

### 3. We create a culturally safe sporting environment

- (a) We uphold the rights of Aboriginal and Torres Strait Islander Children to:
  - i. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning.
  - ii. to express their Culture as they deem appropriate;
  - iii. receive an education that strengthens their Culture and identity;
  - iv. maintain connection to their land and Country;
  - v. maintain their strong kinship ties and social obligations;
  - vi. be taught their cultural heritage by their Elders and community;
  - vii. receive information in a culturally sensitive, relevant and accessible manner; and
  - viii. be involved in services that are culturally respectful.
- (b) We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

### 4. Our staff and volunteers know the behaviour we expect

- (a) We ensure that each person involved in our delivery of services to Children understands their role and the behaviour we expect in relation to keeping Children safe from abuse and neglect through application of our Child Safe Practices.
- (b) We utilise clear position descriptions which clearly state relevant Child safe requirements.
- (c) We have Child Safe Practices, which outline our expectations for behaviour towards Children
- (d) Our staff and volunteers are given a copy of and have access to the Child Safety and Wellbeing Policy.

- (e) Our staff and volunteers indicate, in writing, that they have read and are committed to the Child Safety and Wellbeing Policy and UQSL Code of Conduct.
  - (f) Our onboarding and venue inductions include Child safety measures including support and reporting processes as part of this policy.
5. **We minimise the likelihood of appointing or accrediting a person who is unsuitable**
- (a) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children.
  - (b) We will meet the requirements of Qld Working with Children Check regulations.
6. **Induction and training are part of our commitment**
- (a) We will provide all new staff, volunteers, and participants with information about our commitment to Child Safety including our Child Safety and Wellbeing Policy, Child Safe Practices and Responding to Child Abuse Allegations as part of this policy.
  - (b) We support ongoing education and training for our staff and volunteers to ensure Child safety information is provided and updated as required.
  - (c) We ensure that our staff and volunteers have up-to-date information relevant to specific legislation applying in the state or territory they are based in or where they may travel as a part of their duties.
  - (d) Maintain that the organization has a Designated Child Protection Person trained and employed within the organisation.
7. **We encourage the involvement of Children and their parents**
- (a) We involve and communicate with Children and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
    - i. our commitment to keeping Children safe and communicating their rights;
    - ii. the behaviour we expect of our staff and volunteers and of themselves;
    - iii. our policy about responding to Child Abuse.
  - (b) We have processes for two-way communication with Children and families.
  - (c) We seek feedback from Children and have a process for responding.
  - (d) We empower Children and Young People.
  - (e) We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of Children.
8. **Our staff and volunteers understand their responsibility for reporting Child Abuse**
- (a) Our policy for responding to Child Abuse is approved and endorsed by the UQSL CEO and applies to all our staff and volunteers. Staff and volunteers must:
    - i. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
    - ii. meet any legislated mandatory or other jurisdictional reporting requirements;
    - iii. follow a specified process when reporting abuse or neglect.
  - (b) Our staff and volunteers are given a copy of and have access to the Complaints Management Policy and Procedure and understand the implications of the policy for their role.
  - (c) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.
9. **We maintain and improve our policies and practices**
- (a) We are committed to maintaining and improving our policies, procedures, including venue specific standard operating procedures (SOP's) and practices to keep Children safe from neglect and abuse.

- (b) We have assigned responsibility for regularly maintaining and improving our policies and procedures to relevant Leadership team managers.
- (c) We monitor our staff, volunteers, and external providers and take action to ensure appropriate practice, behaviour and policies are followed and staff feel supported in their roles related to children's safety and wellbeing.
- (d) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children.
- (e) We have formally reviewed our service delivery to identify and document potential risks to Children.
- (f) We ensure that our staff and volunteers have completed induction and ongoing training specific to children's safety and wellbeing.
- (g) We keep training records showing training and regular refreshers, and evaluate and improve our training programs based on feedback and outcomes
- (h) We undertake formal reviews, at least annually, and after any significant child-related incident, allegation, disclosure or identified breach to identify and document potential risks to Children associated with our service delivery (this includes physical environments, policies, and incidents of harm or breaches that are responded to swiftly and effectively).
- (i) We are committed to receiving feedback from children, families, staff and volunteers and these are reviewed and used to trigger improvements

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## Appendix 2: Recruitment, Screening and Training Management

These UQSL is committed to maintaining a safe environment for children and young people. UQSL seeks to recruit, screen and appoint employees who are suitably qualified and appropriate to work with Children. All recruitment and selection processes are undertaken in accordance with the UQSL and UQ's [Recruitment and Selection Policy](#).

### 1. Recruitment and Selection Process

- (a) UQSL ensures a thorough recruitment process for positions following the UQ HR Recruitment processes involving work with Children by clearly outlining the required responsibilities, attributes, skills, experience, and essential qualifications (including Blue Card requirements) in the Position Description. Additionally, job advertisements explicitly reference the importance of safeguarding health, safety, and welfare of children.
- (b) The UQ recruitment process includes assessing applications based on merit, conducting structured interviews with behavioral questions. Reference checks are also carried out to confirm suitability for working with children before any appointment is finalised.
- (c) Compliance questions are also asked of each candidate including working rights in Australia, and ensuring they have or will obtain the correct qualifications or compliance (including a Blue Card
- (d) A Child-related position means a position that involves or may involve contact with Children , either under the position description or due to the nature of the role.

### 2. Child-Related Positions

- (a) All' roles within UQSL will follow UQ HR in assessment of (employees and volunteers) both new and existing who will be assessed following the WWCC as identified in the UQ recruitment and position assessment
- (b) A Child-related position means a position that involves or may involve contact with Children , either under the position description or due to the nature of the role.
- (c) Positions assessed as 'Child-related' should be appointed using the recruitment and screening process outlined in UQ's HR recruitment process.

### 3. Position Descriptions

- (a) Developing appropriate selection criteria for a position is a valuable first step to reducing the risk of appointing someone who poses a Child safety risk.
- (b) Examples of appropriate selection criteria may include: 'Must have experience working with Children.' 'Must be able to demonstrate an understanding of appropriate behaviours when engaging with Children.'

### 4. Advertising

- (a) All positions identified as Child-related should include the following statement in the position description and any advertising: UQSL is committed to protecting Children from harm. We require all applicants that will work directly with Children to undergo blue card screening process prior to appointment

### 5. Interviews

- (a) UQ and UQSL will conduct an interview when appointing a person to a Child-related position, preferably in-person or on a videoconference (e.g., Zoom etc.).
- (b) During the interview, questions regarding the applicant's suitability to work with Children will be undertaken
- (c) Compliance questions are also asked of each candidate including working rights in Australia and ensuring they have or will obtain the correct qualifications or compliance (including a Blue Card), for the position if successful.

### 6. Working with Children Checks

- (a) Working with Children Check (WWCC) laws aim to help prevent people who pose a known unacceptable risk from working with Children as paid employees or volunteers. WWCC laws are currently in place in all Australian states and territories.
- (b) These laws require certain individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with Children. Whether a particular individual is required to undertake a check depends on the WWCC laws in Qld.
- (c) Relevant Organisations must meet the requirements of Qld WWCC laws.
- (d) All personnel that require a WWCC will supply a copy of it to, and/or authorise the Relevant Organisation making the appointment to verify the currency of the WWCC.

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- (e) UQSL is committed to complying with the requirements of the Blue Card system and the *Working with Children (Risk Management and Screening) Act 2000*. UQSL has processes to verify, manage and maintain Blue Cards for its workers.
  - (f) Relevant Organisations must not engage a person who does not have a satisfactory WWCC in the relevant jurisdiction(s).
  - (g) As a part of UQSL's commitment to Child/Youth Safety every successful candidate needs to verify their identity, their Australian work rights and provide evidence of essential qualifications including, Blue Card (if required for their role, per their position description) as a part of the onboarding process. These are required prior to the candidate being confirmed for employment at UQ or UQSL.
  - (h) Regardless of whether an individual is required or otherwise eligible to obtain a WWCC in the relevant jurisdiction(s), it would be a breach of the Child Safety and Wellbeing Policy if an individual:
    - i. who has guilty findings that would make them ineligible to be granted a WWCC is appointed to a Child-related position in UQ Sport or an Activity; or
    - ii. continues in a Child-related position if they have been charged or convicted of a crime that would make them ineligible to be granted a WWCC.
  - (i) Relevant Persons are required to report to the WWCC and through UQSL DCPD any criminal guilty findings or charge that indicates that they may present a potential risk to the Children to whom they help deliver programs or services, such as illegal drug possession or use, gun crimes and assault including Adult sexual assault.

## 7. Process and key controls – Compliance with Blue Card System

- (a) UQSL adheres to the “no card, no start” law. UQSL employees whose roles require a Blue Card cannot commence or perform their duties without holding a valid Blue Card approved by Blue Card Services by taking reasonable steps to ensure that the process for screening and Blue Card management meets the compliance obligations under the Act:
  - i. New employees whose roles require a Blue Card must provide a copy of their valid Blue Card as part of the onboarding process, prior to receiving their contract of employment
  - ii. UQSL will ensure that a restricted person does not undertake any child-related work within UQSL. Appropriate policies and procedures are in place to manage risks of harm to children and young people that may arise as a result of the person's ongoing employment. When UQSL receives a notification that an employee is a restricted person, their manager and the CEO will be notified. If the employee is undertaking child-related work, they will be immediately removed from that role and be classified as a restricted person and as non-compliant for that role.
- (b) UQSL uses online Organisational Portal Accounts provided by Blue Card Services to manage Blue Card holders who are employed under UQ Sport Limited. The portal is managed by the UQSL HR team to centralised monitoring, support, and assurance that operational and regulatory requirements are satisfied.
  - i. An automatic reminder set to send to both the individual and their manager to include any qualifications that are about to expire within the next 90 days, including the Blue Card
  - ii. The manager will receive a pop-up message within the timesheet management system when an employee's qualification required for the role is about to expire or has already expired. This serves as a warning to prevent scheduling the employee without a valid qualification
  - iii. A requirement for all UQSL employees to immediately notify their supervisor of any material change in their circumstances that may impact on their eligibility to perform their roles, which may include expired qualifications and negative notices (Blue Card).

## 8. Monitoring compliance

- a) UQSL HR will ensure that all personnel in Child-related positions have a current WWCC and or relevant probity checks, as specified in Qld legislation. If Volunteers or other personnel for an Activity are engaged by an Affiliate Organisation, UQSL will confirm that the Affiliate Organisation has appropriate WWCC and/or relevant screening requirements in place.
- b) Probation - All UQSL employees undergo a probationary period of three months at the start of their employment where they are assessed to determine their suitability for the job, per the Managing Performance Policy. Where three months is not sufficient to make an objective decision about the continuation of employment, UQSL may extend the probationary period for another three months. During this period, the employee will receive constructive feedback regarding their performance and their ability to adapt to the culture of the organisation.
- c) Performance Management - Managing Performance Policy outlines that UQSL is committed to

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supporting and improving organisational, team and individual performance to meet strategic goals and business objectives. This policy covers probationary processes, performance improvement as well as rewarding good performance.

- d) Complaints Management – with Child/Youth Safety – reporting processes will be followed as per Qld legislation and DCPD training this includes reporting of any child safety concerns as outlined within this policy Annexure A. For staff complaints if outside - UQSL have a *Grievance Resolution Policy* and *Grievance Resolution Procedure and/or can be report through the UQ Complaints Management Policy and Procedures* that outlines the aim to provide a harmonious work environment where employees have access to process for the resolution of grievances. The policies outlines the responsibility of each party with steps and the procedure outlines strategies and levels for escalation of a complaint.
- e) During an investigation – the reportable elements through the DCPD may also include UQ HR where reportable items may include Disciplinary Procedures to be followed - The Misconduct and Serious Misconduct Policy outlines behaviours or situations which constitute misconduct or serious misconduct. The Misconduct and Serious Misconduct Procedure as well as the Compliance and Employee Discipline Guidelines outline the disciplinary procedures that managers and HR are to follow in the situation of non-compliance, misconduct or serious misconduct, as well as the outcomes for disciplinary actions in the case where misconduct or serious misconduct has been verified either through management intervention or formal investigation proceedings. This may also include –
- f) Exit Procedures to be followed - The Ending Employment Policy outlines the different situations in which employees are exited from the business.

## 9. Reference checks

- (a) UQ Recruitment or UQSL HR should conduct a minimum of two reference checks for the preferred applicant to gather additional information about the applicant's suitability to work in the role for which they have applied.
- (b) Referees should be asked directly about any concerns they may have about the applicant working with Children.

## 10. Qualification and registration checks

- a) Educational or vocational qualifications, or professional registration should be verified for the preferred applicant for the position, if applicable.
- b) *Learning & Development Policy* outlines UQSL's commitment to providing learning and development opportunities to enhance the standard of performance of all employees. UQSL recognise the importance of assessing employee competencies and identifying areas for development.

## 11. Engagement of Children

- (a) If a person under the age of 18 is appointed to a Child-related position, UQSL should:
  - i. comply with the relevant WWCC legislation;
  - ii. undertake appropriate screening (interviews and referee checks);
  - iii. ensure that they are aware that they are bound by the Child Safety and Wellbeing Policy, Child Safe Practices and the obligations associated with WWCC; and
  - iv. obtain information about any pre-existing relationships, especially where the Child -applicant interacts personally with another Child participant.

## 12. Training

- (a) UQSL requires all employees to complete mandatory compliance training, including the online course "Working with Children at UQ Sport." To ensure ongoing awareness and vigilance regarding the safety and wellbeing of children and staff, this training must be completed annually. UQSL will maintain attendance records to demonstrate that relevant employees have received the required information, instruction, and training.
- (b) Other Relevant Organisations affiliated with UQSL are encouraged to develop a training regime that meets their operational needs. Persons appointed to Child-related positions should have more frequent and specific training than Relevant Persons who do not have any contact with Children