HERVEY BAY SURF LIFESAVING CLUB
CHILD SAFE POLICY

Document Control and Approval	
Approved by HBSLSC Board on	17 August 2026
Effective date	17 August 2026
Next review date	By 1 September 2027 (or earlier if there is a critical incident)
Version	1.0
Related documents	Statement of Commitment to Child Safety; Child Safe Code of Conduct; Child Safe Risk Management Plan; Complaints Reporting Policy

1. PURPOSE, SCOPE AND APPLICATION

1.1 This Policy sets out Hervey Bay Surf Lifesaving Club's commitment to child safety and the minimum standards of behaviour, supervision, reporting and risk management required to protect CYP involved in Club programs, activities, services and events.

1.2 This Policy applies to all Club members, officers, employees, volunteers, contractors, coaches, officials, parents, guardians and any other person participating in, supporting or delivering Club activities involving CYP.

2. CONTEXT

2.1 The Club delivers surf lifesaving programs and activities involving CYP. The Club is committed to providing a safe, fair, inclusive and supportive environment where CYP are protected from harm and can participate fully.

2.2 The Club promotes equity, respect and diversity by:

- anticipating the diverse circumstances of CYP and responding effectively to additional vulnerabilities;
- providing CYP with accessible information, support and reporting processes;
- empowering CYP by giving them a voice and encouraging them to speak up about decisions that affect them;
- creating a positive environment where CYP can participate safely and confidently; and
- recognising the needs of Aboriginal and Torres Strait Islander CYP, CYP with disability, CYP who identify as LGBTIQ+, and CYP from culturally and linguistically diverse backgrounds.

2.3 All Club personnel, regardless of role or level of responsibility, must act to keep CYP safe from harm.

2.4 All Club personnel must follow the standards set by SLSA, SLSQ and the Club when carrying out their roles. They must report concerning behaviour, or any reasonable belief of abuse or neglect, to a Person in Position of Authority (PPA), Club management and/or the relevant external child protection or police authority.

2.5 A failure to meet the requirements of this Policy will be treated as misconduct and may result in disciplinary action.

3. RESPONSIBILITIES FOR CHILD SAFETY

3.1 Club personnel must meet the requirements of their role and contribute to child safety by:

- upholding the Club's commitment to child safety;
- reading, signing and following the Child Safe Code of Conduct;
- meeting all child safe policies and procedures, including recruitment, screening, training and risk management requirements;
- participating in regular reviews of child safe documents;
- reporting breaches, allegations of child harm or abuse, and any external reporting obligations; and
- completing required child safe training.

3.2 Club personnel who work with CYP must:

- comply with this Policy and prioritise the prevention of harm to CYP;
- uphold the rights of CYP and actively empower them to participate to the best of their ability;
- provide a safe and inclusive environment free from discrimination, harassment, bullying and abuse;
- take all reasonable steps to protect CYP from reasonably foreseeable risks of harm;
- listen to CYP, take their views seriously and respond to concerns in a timely and appropriate way;
- respect the cultural safety, identity, privacy and dignity of CYP and their families;
- always maintain appropriate professional boundaries with CYP;
- report child safety concerns, suspected harm, breaches of this Policy and Prohibited Conduct in
- accordance with the Club's reporting requirements; and
- complete any required screening, induction, training and ongoing child safety obligations relevant to their role.

4. ACTIVE PARTICIPATION OF CYP, FAMILIES AND COMMUNITIES

4.1 The Club makes child-related policies and procedures accessible online and offline for people who access Club services and events, including CYP, parents, guardians, carers and community members.

4.2 CYP, parents, guardians and carers from diverse backgrounds and circumstances are encouraged to provide feedback on the Club's child-related policies and procedures, including the Child Safe Code of Conduct and the Child Safe Risk Management Plan.

4.3 The Club provides opportunities for CYP to give feedback to Club management, the board or committee about what makes them feel safe, supported and included.

5. DEFINITIONS

5.1 Terms not otherwise defined in this Policy are defined in, and have the meaning given to them in, the SLSA Integrity Framework. In this Policy, the following words have the

corresponding meanings:

Abuse means any type of abuse (including physical, emotional, psychological, sexual and inappropriate use of power) that has caused, is causing or is likely to cause harm to a person's wellbeing, whether in person or as the result of a publication viewable by any other person by any means.

Bullying means repeated and intentional words, actions or misuse of power by a person or group that causes distress or creates a risk to another person's wellbeing.

Child abuse includes neglect and exposure to family violence.

Club means Hervey Bay Surf Lifesaving Club.

Club personnel means all people with responsibilities under this Policy, including members, officers, employees, volunteers, contractors, coaches and officials.

Cyberbullying means intentional and repeated cruel or hurtful behaviour carried out using electronic devices, platforms or online services.

CYP means a child or young person, or two or more children or young persons, under the age of 18 years.

Grooming means a process in which a person builds trust with a child, and sometimes with those responsible for the child's care, to create conditions in which abuse can occur.

Harassment means any type of behaviour towards a person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the person who is the subject of the harassment.

Misconduct with a child means behaviour involving a child that is age-inappropriate or places the child at risk of harm.

Parent or guardian includes a person with lawful care responsibility for a CYP.

Physical abuse includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

Psychological abuse (also known as emotional abuse) includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Prohibited Conduct means conduct in breach of this Policy when a person:

- either alone or in conjunction with others, engages in:
  - Child Abuse;
  - Grooming;
  - Misconduct with a child;
  - requests or infers that the child keep any communication secret from their parents, guardian, carer, or other person such as a coach or administrator;
- supplies alcohol, drugs (including tobacco) or medicines, except when permitted by law or

with the consent of the parent, guardian, or carer of the child and under a valid prescription for that child and at the prescribed dosage; or
- commits any act that would constitute Prohibited Conduct under the Member Protection Policy;
- fails to comply with obligations under this Policy for reporting concerns or allegations of Child Abuse;
- fails to comply with the Child Safe Code of Conduct;
- fails to comply with obligations under Australian child protection legislation; or
- is involved in or has knowledge of and does not report Prohibited Conduct.

Sexual abuse includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.

Sexual Misconduct means:
- Sexual Harassment, meaning unwanted or unwelcome sexual behaviour where a reasonable person would anticipate that the person being harassed may feel offended, humiliated or intimidated; or
- Sexual Offences, meaning any criminal offence involving sexual activity or acts of indecency.

SLS means surf lifesaving.

SLSA means Surf Life Saving Australia. **SLSQ** means Surf Life Saving Queensland.

Unlawful Discrimination includes:
- Direct discrimination, where a person or group is treated less favourably because of a protected personal characteristic; and
- Indirect discrimination, where an unreasonable rule or policy applies to everyone but disadvantages people who share a protected personal characteristic.

Victimisation means subjecting, or threatening to subject, a person to unfair treatment because they have made, or intend to make, a complaint or lawful disclosure, including under applicable legislation or this Policy, or because they have supported another person to do so.

Lack of appropriate care includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

Vilification means a public act, conduct or behaviour that incites hatred, serious contempt, revulsion or severe ridicule of a person or group because of a protected characteristic covered by applicable legislation.

WWCC means a 'Working with Children Check' (however named) under Queensland legislation.

6. CHILD SAFE CODE OF CONDUCT

6.1 The Club is committed to ensuring the safety and wellbeing of all CYP involved in its surf lifesaving activities.

6.2 The Club's policies and procedures address risks to child safety and support a child safe culture and practices.

6.3 Club personnel involved in surf lifesaving activities must meet the standards of behaviour set out in this Policy.

6.4 This Policy is underpinned by the following core values:

- acting within the vision, mission and values of SLSA and the surf lifesaving movement;
- displaying respect and courtesy towards everyone involved and preventing discrimination and harassment;
- prioritising the safety and wellbeing of CYP involved in the Club and the surf lifesaving movement;
- reporting any behaviour that is a breach of this Policy to help prevent the abuse of CYP in surf lifesaving;
- encouraging and supporting opportunities for participation of CYP in all aspects of surf lifesaving; and
- empowering CYP to speak up and be heard.

Parent or guardian involvement

6.5 The Club will:

- ensure that a parent or guardian is involved in any significant decision, including signing documentation, relating to their CYP's involvement in SLS;
- conduct all training sessions in open locations and allow parents or guardians to observe their CYP during training; and
- make parents and guardians aware of the standard of behaviour required when observing their CYP during training. Parents and guardians displaying inappropriate conduct may be asked to leave, but may not be denied access for an indefinite period.

Physical contact

6.6 Physical contact with CYP should be kept to a minimum. Club personnel are expected to maintain healthy physical boundaries with CYP.

6.7 Any physical contact with CYP must be appropriate for delivering SLS programs or activities, such as technical instruction, assisting with equipment or technique, treatment by a health practitioner or administering first aid. Contact must be based on the needs of the CYP rather than the needs of Club personnel.

6.8 Under no circumstances should Club personnel have contact with CYP participating in SLS that:

- involves touching genitals, buttocks or the breast area, other than as part of delivering medical or allied health services;
- would appear, to a reasonable observer, to have a sexual connotation;
- is intended to cause pain or distress to the CYP, such as corporal punishment;
- is overly physical (for example, wrestling, horseplay, tickling or other roughhousing);
- is unnecessary, such as assisting with toileting when a CYP does not require assistance;
- is initiated against the wishes of the CYP, except where contact is necessary to prevent injury to the CYP or to others. In that case:
    - physical restraint should be a last resort;
    - the level of force used must be appropriate to the circumstances and used only to prevent

harm to the CYP or others; and
- the incident must be reported to management as soon as possible.

6.9 Club personnel must report to Club management any incident involving inappropriate or concerning physical contact, including contact initiated by a CYP, as soon as possible so the situation can be managed appropriately.

Sexual misconduct

6.10 Under no circumstances may any form of sexual behaviour occur between, with, or in the presence of a CYP while participating in surf lifesaving programs or activities.

6.11 Engaging in sexual behaviour while participating in surf lifesaving programs or activities is prohibited even if the CYP involved is above the legal age of consent.

6.12 Sexual behaviour must be interpreted broadly and includes the full range of actions that would reasonably be considered sexual in nature, including:

- contact behaviour, such as sexual intercourse, kissing, fondling, touching an intimate part of a CYP's body, sexual penetration or exploiting a child through prostitution;
- non-contact behaviour, such as harassment, flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity;
- showing a CYP any offensive written material or images, whether in hard copy or electronic (e.g., any form of pornography including via social media platforms); and
- taking or displaying photographs of a CYP that are inappropriate, covert or taken without the CYP's consent.

Adhering to professional role boundaries

6.13 Club personnel must not act outside the scope of their role when involved in surf lifesaving programs or activities, whether on their own initiative or at the request of another person.

6.14 Club personnel must not participate in the lives of CYP outside the Club without a valid reason.

6.15 Professional boundaries with CYP must be maintained at all times.

6.16 Contact outside authorised SLS programs or activities must only occur where there is a legitimate child safety, welfare or service-related reason, is transparent to the parent/guardian where practicable, and is reported to Club management where required. Any out-of-hours contact with CYP must be reported to Club management.

6.17 Club personnel must not:

- provide unauthorised transportation to CYP, including transport from school to the Club, unless written permission has been provided to the Club using the approved pick-up and drop-off process in this Policy;
- use a personal phone, camera or video camera to take images of CYP;
- show favouritism towards a CYP;
- give gifts or presents to CYP other than official awards;
- engage in open discussions of a mature or adult nature in the presence of CYP;
- discriminate against any CYP, including on the basis of gender identity, culture, race or

disability;

- provide unwanted or inappropriate support to a CYP or their family that is unrelated to SLS programs or activities;
- seek contact with CYP, or former CYP participants, outside authorised programs or activities, including through social media or any other means;
- engage in one-to-one contact or activities with a CYP outside authorised programs or activities without the full knowledge and acceptance of the parent or guardian;
- invite a CYP to a private social function without the knowledge and acceptance of the parent or guardian; or
- accept an invitation to attend a private social function at the request of a CYP without the full knowledge, acceptance or invitation of the parent or guardian.

6.18 If anyone becomes aware that a CYP needs help that is beyond the scope of that person's role, the person should take one or more of the following step as soon as possible:

- refer the matter to an appropriate support agency, such as Queensland Police or the relevant child protection agency, if there is any risk to the CYP;
- contact the CYP's parent or guardian; and/or
- seek advice from Club child safety officer, Club management, the appropriate person in SLSQ or another appropriate child safety officer.

Supervision

6.19 CYP participating in SLS programs and services must be actively supervised. Supervision must be constant, attentive and sufficient to allow supervisors to observe CYP, respond to individual needs and intervene immediately if required.

6.20 Club personnel delivering SLS programs or activities are responsible for supervising the CYP engaged in those programs or activities to ensure those participants:

- engage positively with SLS programs/activities;
- behave appropriately toward one another; and
- are in a safe environment and are protected from external and internal threats.

6.21 Club personnel must avoid one-to-one unsupervised situations with CYP with whom the Club deals or to whom the Club provides services, and, where possible, conduct all activities and discussions with CYP within sight and sound of other people.

6.22 Some services and programs may make unsupervised one-to-one contact unavoidable (e.g. medical treatment or physical therapy) and such situations will need to be identified and recorded by the relevant Club member.

6.23 Any incident of one-to-one unsupervised contact should be reported to Club management within 24 hours of the incident occurring.

Transporting CYP

6.24 Best practice is to have two adults travelling with CYP. If this is not possible, a suitable arrangement must be made between the Club and the parent or guardian of each CYP. If a

CYP is alone with an adult in a vehicle, the CYP must sit in the back seat. Each CYP should be accounted for at the end of the journey.

6.25 CYP may be transported only when the transport is directly related to SLS programs or activities, such as travel to and from training, competition or Club-approved events.

6.26 CYP may be transported only with prior written approval from Club management, an authorised Club representative, and the CYP's parent or guardian. Approval must be provided to the Club as soon as practicable and before transportation.

6.27 Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as a private car, taxi, self-drive bus, bus with driver, train, plane or boat;
- the reason for the journey;
- the route to be followed, including any stops or side trips; and
- details of anyone who will be present during the journey other than Club personnel involved in delivering the program or activity.

6.28 When transporting CYP, Club personnel must drive responsibly, must not be impaired by alcohol or any other mind-altering substance, must hold an unrestricted driver licence and, as far as practicable, must not be alone in a vehicle with a CYP.

6.29 CYP may only be transported in a vehicle when the manufacturer's stated capacity is followed and seatbelts and child restraints meet Australian Standards (AS/NZS 1754).

Drop-off and pick-up of CYP

6.30 Club personnel must:

- ensure CYP and their parent or guardian know the time and location of training and events, including start and finish times;
- arrive before scheduled training or event times to ensure CYP are not left unattended;
- keep an accessible register of parent and guardian emergency contact numbers and have access to an operational phone;
- be aware of alternative pick-up arrangements for CYP and ensure the parent or guardian has provided consent;
- ensure that, if a parent or guardian is late, reasonable attempts are made to contact them; and
- not leave the training or event until all CYP have been collected by their parent or guardian.

6.31 Club personnel are not responsible for transporting CYP home if their parent or guardian is late for pick-up.

Overnight stays and sleeping arrangements

6.32 Overnight stays may occur only with written authorisation from Club management and prior written approval from the parent or guardian of each CYP.

6.33 Prior written approval may include electronic formats such as email, SMS or approved team messaging applications.

6.34 Club personnel attending an overnight camp must be appropriately screened in accordance with this Policy.

6.35 Attendance by CYP at formal events such as an annual awards event or State or Regional Conference is only permitted when a parent or guardian travels and attends with them or provides permission.

6.36 Practices and behaviour by Club personnel during an overnight stay must be consistent with the practices and behaviour expected during delivery of Club programs and activities at other times.

6.37 Standards of conduct that must be observed by Club personnel during an overnight stay include:

- providing CYP with privacy when bathing, toileting and dressing;
- observing appropriate dress standards when CYP are present, including no exposure to adult nudity or undressing;
- not providing access to CYP where they can be exposed to pornographic material, for example, through movies, television, the Internet, magazines or literature;
- not leave CYP under the supervision or protection of unauthorised persons, such as accommodation staff or friends;
- providing sleeping arrangements that protect CYP from harm, including avoiding unsupervised arrangements or any adult sharing a bed with a CYP. Adults should sleep in rooms adjacent to, or as close as possible to, youth members' rooms to allow appropriate monitoring;
- allowing CYP to contact their parent, guardian or another trusted person if they feel unsafe, uncomfortable or distressed during the stay;
- not removing a CYP's access to their mobile phone or ability to contact their family or guardian while away from home; and
- allow parents or guardians to contact CYP during the stay if they wish.

Change room arrangements

6.38 CYP have a right to privacy, which must be balanced with the responsibility to supervise safety in change rooms.

6.39 Club personnel must:

- ensure adequate supervision in 'public' change rooms when they are used;
- not shower or change at the same time as supervising groups of CYP;
- provide supervision that prevents abuse by members of the public, adult service users or peer service users, while also respecting CYP privacy;
- avoid one-to-one situations with a CYP in a change room area, avoid undressing, and avoid using a change room with a CYP unless other people are present;
- ensure people do not enter change rooms designated for another gender unless required for safety, emergency or approved supervision reasons;
- ensure, where practicable, that at least two Club personnel are present when supervising groups in change room areas; and
- ensure phones, cameras and recording devices are not used in change rooms,

particularly while CYP are dressing. This includes photography, filming and live streaming.

Use, possession or supply of alcohol or drugs

6.40 While on duty, involved in SLS activities or programs, or supervising CYP, including during overnight stays, Club personnel must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol;
- be impaired or incapacitated by any legal drug, including prescription or over-the-counter drugs;
- supply alcohol or drugs, including tobacco, to CYP participating in Club programs or activities; and
- supply or administer medicines, except when permitted by law or with the consent of the CYP's parent or guardian and under a valid prescription for that CYP at the prescribed dosage.

Social media and online communications

6.41 Club personnel must never communicate privately with CYP online or on social media. Any necessary online communication should include the CYP's parent or guardian in the correspondence.

6.42 Where practicable, the Club should obtain express permission from the CYP's parent or guardian before electronic communication occurs between Club personnel and a CYP.

6.43 Club personnel must report to Club management if a CYP is attempting to:

- engage with them through electronic communication platforms without parent or guardian permission; or
- send them inappropriate content.

6.44 Where a parent or guardian is not included in the communication:

- restrict communication to matters directly associated with delivering SLS programs or activities, such as advising that a scheduled event is cancelled;
- limit personal or social content to what is required to convey the service-related message in a polite, friendly manner, and avoid anything that a reasonable observer could view as sexual in nature;
- not use communication to promote unauthorised social activity or arrange unauthorised contact;
- ensure such communication is devoid of any sexualised language;
- not request that a CYP keep communication secret from their parent or guardian;
- not communicate with CYP using internet chat rooms, social networking sites, game sites or instant messaging unless the communication relates to SLS matters and the parent or guardian is aware and has been offered the opportunity to join; and
- not request to be linked to an individual CYP through social media, or follow or comment on their social media activities.

6.45 Club personnel must ensure appropriate monitoring of CYP when they use SLS electronic communication equipment to ensure they do not inadvertently place

themselves at risk of abuse or exploitation via social networking sites, gaming sites, web searches or inappropriate email communication.

Photography and the use of images

6.46 Photos and videos of CYP may only be taken if authorised by the Club in accordance with privacy and child safe policies and with permission from parents or guardians. Approval of parents and guardians must also be sought to use of any images on the Club's social media channels. Club personnel must not take photos or videos of CYP, other than their own children, on personal devices, or share images without permission.

6.47 The Club will only permit organisational photography within SLS programs and activities as outlined in SLSA Policy 6.02 Privacy, Policy 6.20 Social Media and Policy 6.21 Photography, Digital Recording and Images.

6.48 The Club may use images and media of CYP to promote SLS activities in publications, websites and other channels. Images and media will be managed and controlled by the Club and used only for approved promotional and marketing purposes.

6.49 By signing the SLSA Membership Form, a parent or guardian consents to the Club using the CYP's name, image, likeness and performance in or of any SLS activity, at any time and in any form of media, to promote the objects of the Club. As set out in the Membership Form, the parent or guardian waives any rights they may have in relation to that use of the CYP's name, image or likeness by the Club.

6.50 The Club supports and adopts the following guidelines produced by Play by the Rules:

- where possible, obtain permission from the CYP's parent or guardian before publishing images of the CYP;
- ensure that relevant people involved in the CYP's wellbeing are aware of how images will be used and how long they will be displayed;
- avoid naming a CYP in connection with an image unless permission has been granted by the CYP's parent or guardian;
- not display information about a CYP's hobbies, likes or dislikes, school or similar
- personal details, as this information may be used as grooming tools;
- only use appropriate images of CYP that are relevant to SLS programs or activities and ensure CYP are suitably attired. Images of CYP participating in activities involving minimal clothing or unusual body positions may be misused;
- the Club, where possible, will reduce the ability for direct copying of pictures from a website or digital channel to another source (e.g. disable the 'right mouse click' function);
- the Club should clearly outline in its written contracts with photographers any restrictions for use, distribution and sale. Contracts must outline the arrangements for any images taken and kept by the photographer including, arrangements made for negatives, retained digital files and proofs; and
- not distribute images of CYP to anyone outside the relevant SLS entity, other than the CYP photographed or their parent or guardian, without management knowledge and approval.

6.51 The Club will consider using models for promotional/advertising purposes.

6.52 Where an SLS activity occurs in a public place, it is not a breach of this Policy for a person, including a parent or guardian, to take photographs or digital recordings of activities without permission. Examples include a parent or guardian taking photographs of their CYP in a group, photographers capturing a crowd scene, or tourists photographing a beach. An exception applies where Federal or Queensland law deems an image indecent or offensive and the image may constitute an offence.

6.53 Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required. If images are to be kept, they must be stored securely in a manner that prevents unauthorised access. For example, if in:

- hard-copy form, in a locked drawer or cabinet; or
- electronic form, in a 'password protected' folder.

Gifts and benefits

6.54 Club personnel must not give gifts to CYP, or bestow benefits of any kind on a CYP, unless they have direct permission from the CYP's parent or guardian.

6.55 Gifts to CYP or their families involved in SLS programs or activities, including rewards, treats, second-hand equipment or prizes awarded as part of authorised events or competitions, must be approved by both the Club and the parent or guardian of the CYP.

Secondary employment

6.56 Club personnel must declare any secondary employment and ensure there are no conflicts of interest associated with that employment.

6.57 Club personnel must not babysit CYP in the Club's care unless they know the family or carer outside the Club. If this is the case, Club personnel must notify the Club so the arrangement can be documented.

Use of language and tone of voice

6.58 Language and tone of voice used in the presence of CYP should:

- provide clear direction, boost their confidence, encourage or affirm them;
- not be harmful to CYP – in this respect, avoid language that is:
  - discriminatory, racist or sexist;
  - derogatory, belittling or negative, for example, by calling a CYP a 'loser' or telling them they are 'too fat';
  - intended to threaten or frighten; or
  - profane or sexual.

Positive guidance and discipline

6.59 CYP participating in SLS programs or activities should understand acceptable behaviour standards so that all participants have a positive experience.

6.60 Club personnel may use appropriate guidance and behaviour management strategies to ensure:

- an effective and positive environment; and
- the safety and wellbeing of CYP or Club personnel participating in Club programs or activities.

6.61 Club personnel should use strategies that are fair, respectful and appropriate to the developmental stage of the CYP involved. CYP should be provided with clear directions and given an opportunity to redirect their behaviour in a positive manner.

6.62 Disclosure must never involve physical punishment or any treatment that could reasonably be considered as degrading, cruel, frightening or humiliating, including:

- emotional and/or psychological abuse or intimidation;
- physical intimidation and/or assault, such as pushing, striking, kicking, biting, pinching, choking and/or intentional physical harm of a CYP; and
- any punishment that causes pain or distress to a CYP.

Illness and injury management

6.63 Injuries must be reported to the first aid officer on duty and first aid administered in a safe space within lines of sight of other adults.

7. CYBERBULLYING

7.1 This section aims to prevent and respond to cyberbullying between CYP involved in the Club. All CYP involved in a concern, regardless of alleged or proven actions, must be treated fairly and equitably.

7.2 The Club recognises that social media and other electronic platforms give members opportunities to interact and build stronger connections outside official SLSQ activities. However, online bullying can have a significant impact on CYP, whose online activity may form an important part of how they interact socially.

7.3 CYP have a right to participate without being subjected to bullying or harassment from other Club members. The Club will not tolerate bullying or harassment in any form, including through online platforms.

7.4 Where alleged cyberbullying arises between members, all CYP involved, together with their parent or guardian where appropriate, should be supported to participate in resolving the complaint.

7.5 CYP, Club personnel, parents, guardians and carers should feel supported in making a complaint about cyberbullying. The Club will take all necessary steps to ensure that no victimisation occurs against anyone who makes a complaint.

7.6 Club members may face disciplinary action for breaching this Policy.

8. REPORTING REQUIREMENTS

8.1 This Policy sets out the responsibility of all Club personnel to report child safety concerns, including suspected abuse, neglect, grooming, misconduct or breaches of this Policy.

8.2 Club personnel must:

- immediately report any reasonable suspicion of abuse or neglect, and any concern about the practice or behaviour of Club personnel or another person involved in Club activities;
- comply with all legislative obligations that apply to reporting suspected child abuse, neglect or Blue Card matters;
- follow the Club's reporting process, including identifying who will receive and manage the report;
- understand that failure to report a reasonable suspicion of abuse or neglect may constitute serious misconduct; and
- report any concerns or allegations of Prohibited Conduct involving Club personnel or another person involved in Club activities.

8.3 Concerns about CYP safety and suspected breaches of this Policy must be raised as soon as practicable with the Child Safety Officer, Club President, designated age manager, team manager or another authorised Club official. If the concern involves one of those people, the matter must be escalated to an alternative senior Club official or to SLSQ.

8.4 The SLSA Complaints Resolution Policy applies to alleged Prohibited Conduct, including reports of breaches of this Policy.

8.5 Breaches of this Child Safe Policy must be reported and may be submitted through the SLS Reporting System (https://reporting.sls.com.au).

8.6 If criminal activity has occurred, or if a CYP is at immediate risk of harm or danger, call 000 and contact Queensland Police before submitting a report through the SLS Reporting System.

8.7 The Club's Child Safe Reporting Policy sets out requirements and procedures for complaints, allegations, disclosures and reports, including external reporting obligations. It can be accessed at https://herveybaysurfclub.com.au.

9. RECRUITMENT AND SCREENING OF CLUB PERSONNEL

9.1 The Club will take appropriate steps to recruit and screen Club personnel to ensure they are suitable to provide SLS programs and activities to CYP. Positions assessed as child-related must be appointed using the recruitment and screening process outlined below. A child-related position means a position that involves, or may involve, contact with CYP, either under the position description or due to the nature of the role.

Position descriptions

9.2 Examples of appropriate selection criteria may include: "Must have experience working with CYP" and "Must be able to demonstrate an understanding of appropriate behaviours when

engaging with CYP."

Advertising positions

9.3 Where a Club position, whether volunteer or employee, is advertised by or on behalf of the Club, the advertisement should contain the following statement, or a similar statement. Where space is limited, an abbreviated form may be used.

"The Club is committed to protecting CYP from harm and promoting the safety, wellbeing and inclusion of all CYP. The Club requires all applicants who volunteer or work with CYP to undergo a screening process before appointment. This process may include, but is not limited to, reference checks, identity checks, a Working with Children Check or equivalent check, and/or a national criminal history record check."

Abbreviated:
"The Club is committed to protecting CYP from harm. All applicants must undergo a screening process before appointment."

Meetings and interviews

9.4 All applicants for Club positions, whether volunteer or employee, that involve working directly with CYP must participate in at least one meeting or interview, preferably in person or by videoconference.

9.5 During the meeting/interview the Club representative should discuss the following issues, where relevant, relating to the applicant's suitability to work with CYP:

- beliefs and values in relation to the treatment of CYP;
- professional experience, qualifications and competence relating to CYP;
- general awareness and understanding of child protection issues; and
- whether there is any reason the applicant may be unsuitable to work with CYP.

9.6 During the interview, questions about the applicant's suitability to work with CYP must be included. The applicant's responses should be documented and, if the applicant is successful, retained as part of the recruitment record.

9.7 As part of the meeting/interview, the Club representative must highlight the commitment to protecting CYP.

Checks for suitability to volunteer or work with CYP

9.8 The Club must not appoint an applicant to a child-related volunteer or employee position involving direct contact with CYP until the applicant has obtained a valid WWCC (Blue Card) in accordance with applicable Queensland law.

9.9 The Club must sight and securely record the applicant's Blue Card before completing recruitment.

9.10 The Club will ensure that Club personnel in child-related roles undergo periodic WWCC or Blue Card checks to confirm they remain suitable to work with CYP.

Identity check for paid positions

9.11 If proof of identity is not verified as part of the WWCC process or another recruitment process, the Club must confirm the preferred applicant's identity by sighting original proof of identity documents.

9.12 On completion of the recruitment process, the Club must securely store a record of the proof of identity documents.

Undertaking reference checks

9.13 Where reference checks are required, the Club should conduct at least two checks for the preferred applicant to assess their suitability for the position.

9.14 Applicants being considered for appointment should first be asked to provide contact details for two professional referees who can comment on the applicant's suitability to work with CYP.

9.15 Selected referees must:

- include a representative of the applicant's current or recent employer; and
- have had a direct managerial relationship with the applicant and be capable of commenting knowledgeably on the applicant, ideally as the applicant's supervisor or line manager.

9.16 Personal referees are not recommended. However, if there is no option but to include a personal referee, that referee should:

- not be related to the applicant;
- have known the applicant for at least 12 months;
- have knowledge of the applicant's suitability to work with CYP; and
- be able to vouch for the applicant's reputation and character.

9.17 Reference checks must involve directly contacting each referee. Written character references are not sufficient unless they are also followed up and verified through direct contact.

9.18 The Club must also verify educational or vocational qualifications and professional registration for preferred applicants where relevant to the role.

Parent volunteers

9.19 The Club must inform prospective parent volunteers that the Club is required to take every reasonable precaution to protect CYP in surf lifesaving. Parent volunteers should undergo a WWCC unless specifically exempted by Queensland law.

External providers including contractors and consultants

9.20 Recruitment, screening and induction requirements for external providers, including contractors and consultants, depend on the extent and duration of their interaction with CYP, the level of supervision provided, and whether their role requires a Queensland WWCC (Blue Card).

Minors who volunteer or work with CYP

9.21 If a person under 18 years of age is appointed to a child-related position in SLS, they must:

- comply with relevant WWCC legislation;
- complete appropriate screening, including interviews and referee checks;
- understand that they are bound by this Policy and the obligations associated with working with CYP; and

9.22 provide information about any pre-existing relationships, especially where the applicant interacts personally with another CYP participant.

9.23 Where Queensland law exempts minors from holding a Blue Card, the Club will still require minors who volunteer or work with CYP to complete appropriate screening and be subject to appropriate on-the-job supervision.

Records and documentation

9.24 The Club should maintain secure records of recruitment and screening processes, including records of:

- recruitment applications;
- relevant details of Blue Card and criminal history checks;
- relevant meeting or interview details; and
- reference checks and proof of identity checks, if required.

10. OTHER RELATED CHILD SAFE DOCUMENTS

10.1 The Club has a range of related child safe documents that support this Policy, including:

Statement of Commitment to Child Safety
The Club's public commitment to prioritising child safety across the organisation.

Child Safe Code of Conduct
Guides the day-to-day behaviours of Club personnel interacting with CYP.

Child Safe Risk Management Plan
Describes specific risks that could affect CYP safety and identifies the protective strategies used to reduce each risk.

Complaints Reporting Policy
Sets out the obligations and pathways for reporting reportable conduct involving children and member misconduct.

11. PUBLICATION, COMMUNICATION AND ENGAGEMENT

11.1 The Club's Child Safe Policy and related child safe documents are available on the Club website at https://herveybaysurfclub.com.au. The Club also provides a printed copy with new registrations. Any person involved in the Club community may request a copy by email at any time. The Club sends regular email reminders to the Club community about its child safe documents and invites feedback whenever a child safe document is reviewed.

12. RELATED LEGISLATION, REGULATIONS AND STANDARDS

12.1 Club personnel must understand and comply with relevant Queensland child protection laws, schemes and standards, including:

- Child Protection Act 1999
- Child Protection Regulation 2023
- Child Safe Organisations Act 2024
- Working with Children (Risk Management and Screening) Act 2000
- Working with Children (Risk Management and Screening) Regulation 2020
- the Child Safe Standards and the Universal Principle of Cultural Safety.

13. OTHER CHILD SAFE RESOURCES

13.1 The Club archives contain digital copies of child safety reference materials and resources, including:

- SLSA Child Safe Guideline Handbook for Clubs
- SLSA Child Safe Policy 6.04
- SLSA Complaints Resolution Policy 6.06
- SLSA Complaint Handling Guidelines
- SLSQ Child Safe Commitment
- SLSQ Complaint Management Process
- SLSQ Child Safety Reporting Guidance
- Understanding and Developing a Child Safe Policy
- Child Safe Standards and core components
- Quick Reference Guide to implementing the Child Safe Standards in Queensland
- Guidelines for implementing the Child Safe Standards in Queensland

NEXT REVIEW DATE

By 1 September 2027 (or earlier if there is a critical incident).

Signed: .....

Ron Thomas
President

Date: 16.9.26