

STATEMENT OF COMMITMENT TO CHILD SAFETY

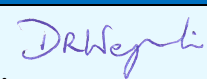
Document Control

Document Title	Statement of Commitment To Child Safety
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki
		<annual>		

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

The information within this document is and shall remain the property of:
Brisbane Polish School Assoc Inc.

1 Purpose

At **Brisbane Polish School** (“the School”) every child has the right to be safe and feel safe. We commit to the safety and wellbeing of every child in our care.

2 Our Commitment

Brisbane Polish School is committed to providing a safe, supportive, and respectful environment for all children and young people participating in our educational and cultural activities.

To keep children safe, we commit to:

- implementing the [10 Child Safe Standards](#)
- providing a safe and supportive environment for all children
- making sure that children are not exposed to any form of harmful conduct or abuse
- empowering children to participate in decisions that affect them and share any concerns they may have
- treating all children with respect and dignity
- creating an environment where children feel safe to speak up
- making sure children know who to approach if they feel unsafe or have any child safety concerns.
- listening to and taking children’s concerns seriously

As a child safe School, we commit to:

- educating everyone involved in our School about what it means to be a child safe School, so that we can prevent, detect and effectively respond to child abuse
- making sure everyone involved in our School knows how to appropriately respond to complaints, allegations, disclosures and breaches to our **Child Safe Code of Conduct**
- welcoming feedback to continuously improve our child safe policies, procedures and practices
- making sure that when family and community members interact with our School, they are aware that child safety is everyone’s responsibility, and their behaviour aligns with our child safe practices.

3 Responsibilities of Adults

All **Management Committee** members, teachers, volunteers, and representatives of **Brisbane Polish School** share responsibility for protecting children.

They are expected to:

- Follow the School’s Child Safety policies and procedures
- Maintain respectful and appropriate behaviour with students
- Report any concerns about child safety or wellbeing
- Support a culture where child safety is everyone’s responsibility

4 Safe Recruitment and Supervision

The School is committed to safe recruitment and volunteer practices. This includes:

- Screening of teachers and volunteers where required
- Appropriate supervision of children during school activities
- Clear behavioural expectations for adults working with children

5 Reporting Concerns

Any concerns about the safety or wellbeing of a child must be reported promptly to the School’s **Management Committee** or designated **Child Safety Officer**.

All reports will be taken seriously and handled in accordance with the School’s Child Safety policies and applicable laws.

Table 1: Child Safety Officer

Role	Name
Child Safety Officer	Daria Podgórska

6 Continuous Improvement

The School regularly reviews its policies and procedures to ensure they reflect best practice in child safety and comply with relevant legal and community expectations.

7 Our Community Commitment

We ask all members of the school community—parents, teachers, volunteers, and students—to support a culture of safety, respect, and care.

Together we can ensure that **Brisbane Polish School** remains a welcoming and safe place for every child.

(This statement may be published on the School website, included in parent handbooks, and displayed at School premises.)

CHILD SAFE CODE OF CONDUCT


Document Control

Document Title	Child Safe Code Of Conduct
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

The information within this document is and shall remain the property of:

Brisbane Polish School Assoc Inc.

1 Commitment to child safety

At **Brisbane Polish School**, we are committed to supporting the safety of all children, with a zero-tolerance approach to abuse. This includes a culture where preventing and reporting abuse is encouraged and supported.

All staff and volunteers are responsible for promoting the safety, wellbeing and empowerment of children. This includes understanding and responding to children's diverse needs and cultural considerations.

Our **Child Safe Code of Conduct** sets out how we expect adults in our School to behave around children to help prevent harm and abuse in our physical spaces and online. Our **Child Safe Code of Conduct** identifies:

- 'I will' child safe behaviours that we consider acceptable
- 'I won't' behaviours that we consider unacceptable.

Engaging in unacceptable behaviour is a breach of our **Child Safe Code of Conduct** and may result in disciplinary action.

2 Different types of child harm and abuse

Child abuse takes many forms. It can include psychological, physical and sexual abuse, grooming, misconduct and lack of appropriate care as defined below.

Psychological abuse (also known as emotional abuse)

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

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

Sexual abuse

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

Grooming

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

Misconduct

This is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of our School's **Child Safe Code of Conduct**. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care

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

3 Acceptable and unacceptable behaviours in our School

The list of acceptable and unacceptable behaviours below are in relation to interactions of staff and volunteers with children who interact with our School's services, locations or activities.

I will:

- treat all children with respect
- uphold the rights of the child and always prioritise their needs
- Maintain a safe environment for all children
- Take all reasonable steps to protect children from abuse
- Ensure they are aware of their obligations to report suspected abuse immediately and to **Call the police on 000 if there is an immediate concern for a child's safety**
- make sure the needs of all children remain the paramount focus of any decision-making
- listen to and value the ideas and opinions of all children, and respond to them appropriately
- welcome all children and their families and carers, and ask them to participate in decisions around child safety
- actively promote safe and inclusive practices for all children, including those with diverse needs, circumstances and backgrounds, including children with disability
- adhere to the School's child safe policies, procedures and practices
- participate in all compulsory child safe training
- include a child's parent or carer in any direct online communication or correspondence.
- when transporting a child at work, take all reasonable steps to ensure at least two adults are travelling with the child at all times or put in place a suitable arrangement between my School and the parents or carers of the child. If the child is alone, they must sit in the back seat of the vehicle.
- let the School know about any out-of-hours contact with any children in the care of our School or who interact with our services, and make sure there is a valid reason for this contact and parents or carers are also aware of this contact.
- take all reasonable steps to protect children from harm and abuse, and report and act on any concerns or allegations (see **Internal and external reporting obligations below**)
- report any conflicts of interest such as a relationship with a child that is outside the School
- raise concerns with the leadership team if risks to child safety are identified
- Report any identified risks to **Child Safety Officer** and **Management Committee** as soon as practicable
 - respecting and complying with the law
 - not exploiting their position for an inappropriate personal or financial benefit
 - ensuring their personal or financial interests do not interfere with the performance of their duties
 - acting with discretion and maintaining confidentiality in all communications concerning their professional teaching responsibilities
 - being aware of the potentially severe impact that any demonstration of intolerance or prejudice could have on the safety and well-being of children, their standing as a teacher or the profession as a whole.
- take a child seriously if they disclose harm or abuse and follow the correct procedures for responding to a disclosure
- Encourage children and young people to express themselves and their opinion
- Listen and respond to the views and concerns of children
- make sure breaches of the **Child Safe Code of Conduct** and any instances of concerning behaviour from adults are reported immediately
- respect the privacy of children, and their families, and keep all information about child protection concerns confidential.
- Use appropriate and Child Safe toilet block etiquette when assisting children

I won't:

- Engage in any unlawful activity with or in relation to a child.
- condone or participate in unsafe, harmful or abusive behaviour towards children, including psychological, physical and sexual abuse, grooming, misconduct or lack of appropriate care
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- exaggerate or trivialise child abuse issues
- persistently criticise or denigrate a child
- use hurtful, discriminatory or offensive behaviour or language with children

- verbally assault a child, or create a climate of fear
- deliberately prevent a child from forming friendships
- engage in unwarranted and inappropriate touching involving a child
- be alone with a child without supervision or adequate risk management in place
- have contact after hours with children (except where appropriate and with their parent's supervision)
- encourage a child to communicate with me in a private setting, including online or on social media
- give personal gifts or benefits of any kind to a child unless direct permission has been given from the parent or carer
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- show sexual, violent or other inappropriate images to a child
- take videos or images of children interacting with the School or under the care of the School on a personal device without permission from the School
- share videos or images of children on social media without consent
- fail to report information to police or other relevant authorities if I know a child has been harmed or abused (see **Internal and external reporting obligations below**).

If I think this Code of Conduct has been breached by another person in Brisbane Polish School, I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, **Brisbane Polish School's Child Safety Officer**, the **Director** or another leader in **Brisbane Polish School**.
- Follow **Brisbane Polish School's** policies and procedures for receiving and responding to complaints and concerns.
- Comply with Australian and Queensland legislative requirements on reporting and with **Brisbane Polish School's** policy and procedure on internal and external reporting.

4 Concerning behaviours

Concerning behaviours are behaviours that on their own may not constitute a breach of our **Child Safe Code of Conduct** but when viewed together may indicate grooming behaviour.

These include:

- Showing favour to one child over others
- Babysitting children without prior consent from the School (babysitting outside the School is only allowed in exceptional circumstances when the child and their family or carer is known has a pre-existing relationship with the staff member or volunteer outside the School)
- Participating in the lives of children outside the service without a valid reason
- Crossing professional boundaries with the children in our care
- Spending time alone with children
- Being 'child centric', which means showing a preference for hanging out with children rather than adults.

5 Internal and external reporting obligations

You must follow all internal and external reporting obligations set out in our School's **Child Safe Reporting Policy**.

You must follow all internal and external reporting obligations set out in our School's **Child Safe Policy**.

6 Criminal offences for not acting to protect children

Some breaches of this code of conduct may need to be reported to **Queensland Police Service (QPS)**, the **Queensland Family and Child Commission (QFCC)**, the **Department of Families, Seniors, Disability Services and Child Safety**.

It is a criminal offence for adults not to report to police if they know or believe that a child abuse offence has been committed. In addition, people employed in child-related work may be subject to a criminal offence if they fail to reduce or remove the risk of a child becoming a victim of child abuse.

The adult concerned should reach out to a leader/ **Child Safety Officer** within the School if they are unsure of what may need to be reported externally.

7 Penalties for staff or volunteers who breach our Child Safe Code of Conduct

Staff or volunteers who breach our **Child Safe Code of Conduct** but **do not commit a criminal offence** may still be subject to disciplinary action. This can include increased supervision, appointment to a different role, additional training, suspension or termination from the service.

8 Concerning behaviours

If a staff member or volunteer shows patterns of concerning behaviour but do not commit a criminal offence, this may result in increased supervision and/ or additional training. If these behaviours of concern continue, the staff member or volunteer may be subject to disciplinary action, including appointment to a different role, suspension or termination from the service.

9 Agreement to abide by the terms of Child Safe Code of Conduct

I have read and agree to abide by the terms of this **Child Safe Code of Conduct**.

Declaration			
Name	Role	Signature	Date
Click or tap here to enter text.			Click or tap to enter a date.

CHILD SAFE POLICY


Document Control

Document Title	Child Safe Policy
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki
		<Annually; If there are any incidents involving children; If there are any changes to our physical or online spaces or online communications; If there are any changes to the types of activities and services involving children that we deliver, including unique events on or off-site>		

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

The information within this document is and shall remain the property of:
Brisbane Polish School Assoc Inc.

1 Purpose

All children at **Brisbane Polish School** ("the School") have a right to feel safe, protected and included.

This policy is part of our School's ongoing commitment to protecting the children in our care from harm and abuse. It:

- outlines the child safe practices our School has put in place to minimise the risks to child safety
- sets out what is required from staff, including volunteers and others who interact with our School, so they know what is expected from them to keep children safe.

2 Understanding the Standards

There are 11 Child Safe Standards:

- Standard 1:** Culturally safe environments — Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- Standard 2:** Child safety and wellbeing – Ensure that child safety and well-being are embedded in school leadership, governance and culture.
- Standard 3:** Child and student empowerment - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- Standard 4:** Family engagement - Families and communities are informed and involved in promoting child safety and well-being.
- Standard 5:** Diversity and equity - Equity is upheld, and diverse needs are respected in policy and practice.

- Standard 6:** Suitable Staff and volunteers - People working with children and young people are suitable and supported to reflect child safety and well-being values in practice.
- Standard 7:** Child-focused complaints processes - Ensure that processes for complaints and concerns are child-focused.
- Standard 8:** Child safety knowledge, skills and awareness - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- Standard 9:** Physical and online environments - Physical and online environments promote safety and well-being while minimising the opportunity for children and young people to be harmed.
- Standard 10:** Review of child safety practices - Implementing the Child Safe Standards is regularly reviewed and improved.
- Standard 11:** Implementation of child safety practices – Policies and procedures document how schools are safe for children, young people and students.

3 Our commitment to child safety

At **Brisbane Polish School** we commit to the safety and wellbeing of every child in our care. Please read our Statement of Commitment to Child Safety, which is available on our website <https://brisbanepolishschool.org.au/child-safe-standards/> and is displayed at **29 Cintra Road, Bowen Hills, QLD 4006**.

Our School ensures services and activities are inclusive of all children, including children with diverse needs.

4 Scope and audience for this policy

The policy describes what is required from all staff and volunteers in the School when taking part in any activities, services and events that involve children.

5 Responsibilities for children’s safety

Everyone in our School is expected to carry out the requirements specific to their role to keep children safe. This includes:

- upholding our School’s commitment to child safety
- reading, signing and upholding the behaviours set out in our **Child Safe Code of Conduct**
- meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management
- taking part in our regular reviews of our child safe documents
- reporting all breaches of our policies or any allegations of child harm or abuse, and meeting all external reporting obligations
- completing all child safe training.

Please contact **Child Safety Officer** with any of your child-safety related questions or concerns.

6 Responsibilities

KEY ROLE	KEY RESPONSIBILITIES
All Employees, Students, Volunteers and Contractors	<ul style="list-style-type: none"> • To be aware of, understand and apply the requirements of this policy in all areas of work. • Support Brisbane Polish School to embed and uphold the Child Safe Policy. • Attend Child Safe training. • Report any abuse/neglect concerns, allegations or disclosures to your Child Safety Officer/Director and relevant authorities. • Understand the legislation and legal obligations to report. • Obtain and maintain a valid Working with Children Check as required for their role. • Where a child is in immediate danger, call 000. • Respond appropriately to a child who makes or is affected by an allegation of child abuse.
Child Safety Officer	<ul style="list-style-type: none"> • Act as the first point of contact for child safety concerns or allegations of abuse within the school. • Consult and liaise with the Director and Queensland Family and Child Commission (QFCC) on the implementation of the Child Safe Standards.

	<ul style="list-style-type: none"> • Provide support to the child, the parents/caregivers, the person who reports and the accused person. • Initiate internal processes to ensure the safety of the child(ren). • Decide, considering legal requirements and duty of care, whether the matter will be reported to the Queensland Police Service (QPS) or Queensland Child Safety and lodge a report as soon as possible (if required). • Confirm relevant authorities have been notified – Queensland Family and Child Commission (QFCC). • Monitor compliance with the Child Safe Policy and Child Safety Reporting Procedure and respond appropriately where non-compliance is identified. • Create, develop and support a culture of child safety within Brisbane Polish School. • Ensure all employees, students, volunteers and contractors are aware of how to respond appropriately to a child who makes or is affected by an allegation of child abuse. • Review and update the Child Safe Policy annually. • Inform the children and young people about this policy and make it publicly available. • Oversee the implementation of the Child Safe Policy and Child Safety Reporting Procedure. • Store the Incident Reporting Form for reporting purposes according to Brisbane Polish School privacy policy and procedures.
<p>Director and other Leaders</p>	<ul style="list-style-type: none"> • Demonstrate leadership in child safe practices. • Monitor compliance with the Child Safe Policy and Child Safety Reporting Procedure and respond appropriately where non-compliance is identified. • Ensure organisational systems and processes are in place relating to recruitment, training, appraisals and ongoing management of staff and the implementation of the Child Safe Standards. • Undertake or nominate an appropriate delegate where the Child Safety Officer is unavailable. Where this occurs, it must be widely publicised to the school community. • Develop a culture of child safety within the school. • Confirm the nature of the complaint and commence disciplinary processes if needed. • Ensure child safe principles are included in risk assessments. • Conduct appropriate child safe recruitment practices and screening processes. • Ensure processes are in place to facilitate the appropriate response to a child who makes or is affected by an allegation of child abuse.

7 Active participation of children, families and communities

- All our child-related policies and procedures are easily accessible on our website and offline for everyone who accesses our services and events, including children, parents, teachers, carers and community members.
- Children, parents and carers from diverse backgrounds and circumstances are encouraged to provide feedback on our child-related policies and procedures, including our **Child Safe Code of Conduct** that describes acceptable and non-acceptable behaviours and our Child Safe Risk Management Plan.
- We provide opportunities for children to provide feedback to our **Management Committee** on what makes them feel safe, supported and included.

8 Definitions of harm and abuse

Psychological abuse (also known as emotional abuse)

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

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

Sexual abuse

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

Grooming

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

Misconduct

This is inappropriate behaviour that may not be as severe as abuse, but could indicate that abuse is occurring and would often be in breach of our School's **Child Safe Code of Conduct**. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care

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

9 What the policy covers

9.1 Transporting children

Best practice is to always have two adults travelling with children. If this is not possible, a suitable arrangement must be made between the School and the parents of the children. If a child is alone with an adult in a car they must sit on the back seat. Every child should be accounted for at the end of a journey.

9.2 Social media use and online communication

Staff and volunteers must never communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence.

9.3 Photography and the use of images

Photos and videos of children can only be taken with the permission of parents or carers. Parents and carers must also approve any images used on our social media channels. It is unacceptable for staff or volunteers to take photos or videos of children, other than their own, on personal devices, or to share images without permission.

If there are any images on social media or on the school website that a parent wishes to be taken down, parents are free to report this to admin@brisbanepolishschool.org.au

9.4 Physical contact

Physical contact with children should be kept to a minimum. Everyone involved in the School is expected to have healthy physical boundaries with children.

9.5 Gifts and benefits

Staff and volunteers must never give gifts to children, or bestow benefits of any kind to a child, unless they have direct permission from the child's parents or carers.

9.6 Secondary employment

Staff members must declare any secondary employment and make sure there are no conflicts of interest associated with the employment.

Staff and volunteers are not allowed to babysit children in our care unless they know the family or carer outside the School. If this is the case, they must let the School know that this arrangement is in place so it can be documented.

9.7 Out of hours contact with children

Staff and volunteers must let us know about any out-of-hours contact they have with children in our care. It is unacceptable for staff or volunteers to participate in the lives of children outside the School without a valid reason. Professional boundaries with the children in our care must be maintained at all times.

9.8 Illness and injury management

Injuries must be reported to the **First Aider** (See **#Emergency Evacuation Plan & First Aid Policy**) on duty and first aid administered in a safe space within lines of sight of other adults.

10 Reporting requirements for different types of concerns or incidents

10.1 Child Safe Reporting Policy

Our **Child Safe Reporting Policy** sets out requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations. It can be accessed at <https://brisbanepolishschool.org.au/child-safe-standards/>.

See **Child Safe Reporting Policy**.

11 Other related child safe documents

Brisbane Polish School has a range of other key documents that relate to child safety. These can be accessed upon request at admin@brisbanepolishschool.org.au, and include:

11.1 Statement of Commitment to Child Safety

Our public commitment to prioritising child safety across our School.
See **Statement of Commitment to Child Safety**.

11.2 Child Safe Code of Conduct

Guides the day-to-day behaviours of adults interacting with children at the School.

See **Child Safe Code of Conduct**.

11.3 Child Safe Recruitment, Induction and Training Policy

Sets out what is involved in the recruitment process and the procedures to be followed before a person is considered for a role at the School. This includes the verification of their Working with Children Check. It also outlines what is involved in the induction process for new recruits and any further training requirements.

See **Child Safe Recruitment, Induction and Training Policy**.

11.4 Child Safe Risk Management Plan

Describes the specific risks at the service that could affect children's safety and identifies the protective strategies used to lower each risk.

See **Child Safe Risk Management Plan**.

12 Publication, communication and engagement

Our **Child Safe Policy** and other child safe documents can be found on our website at <https://brisbanepolishschool.org.au/child-safe-standards/>.

Anyone involved in our community can request a copy via email at any time.

We send out regular email reminders to our community about our child safe documents and invite feedback whenever one of our School's child safe documents is up for review.

13 Related legislation, regulations and standards

Brisbane Polish School has to understand and comply with a number of QLD child protection laws and schemes. These include:

- QLD Child Safe Organisations Scheme (under **Child Safe Organisations Act 2024**)
- **Child Safe Organisations Act 2024 (Qld)**
- **Children Protection Act 1999 (Qld)**
- **Working with Children (Risk Management and Screening) Act 2000 (Qld)**
- **Working with Children (Risk Management and Screening) Regulation 2001 (Qld)**

13.1 Child Safety Links and Resources

The websites and bodies linked below provide information and resources on children's rights, child safety and wellbeing at the national and state/territory levels.

13.1.1 National

[Australian Human Rights Commission](#)

[Children's rights work](#)

[Children's rights video](#)

[Children's safety and wellbeing](#)

[National Office for Child Safety](#)

[National Principles for Child Safe Organisations advisory group member websites](#)

[Royal Commission into Institutional Responses to Child Sexual Abuse](#)

[Australian Institute of Family Studies](#)

[Child Family Community Australia](#)

[National Framework for Protecting Australia's Children 2009–2020](#)

[National Quality Framework \(Australian Children's Education and Care Quality Authority\)](#)

[NDIS Quality and Safeguarding Framework](#)

[National Safe Schools Framework](#)

[National Standards for out-of-home care](#)

[Office of the eSafety Commissioner](#)

13.1.2 Queensland

[Queensland Family and Child Commission](#)

[Office of the Public Guardian](#)

[Queensland Working with Children Check](#)

14 Review

The plan will be reviewed:

- Annually
- If there are any incidents involving children
- If there are any changes to our physical or online spaces or online communications
- If there are any changes to the types of activities and services involving children that we deliver, including unique events on or off-site.

APPENDIX A - Child Safe Infographics

National Principles for Child Safe Organisations



1 Child safety and wellbeing is embedded in organisational **leadership, governance and culture.**



2 Children and young people are informed about their **rights, participate** in decisions affecting them and are taken seriously.



3 Families and communities are **informed and involved** in promoting child safety and wellbeing.



4 **Equity** is upheld and **diverse needs** respected in policy and practice.



5 People working with children and young people are suitable and **supported** to reflect child safety and wellbeing values in practice.



6 Processes to respond to **complaints and concerns** are child focused.



7 **Staff and volunteers** are equipped with the knowledge, skills and awareness to keep children and young people safe through **ongoing education and training.**



8 **Physical and online environments** promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.



9 Implementation of the national child safe principles is **regularly reviewed and improved.**



10 **Policies and procedures** document how the organisation is safe for children and young people.



Australian Government

For more information, please visit
<https://pmc.gov.au/child-safety>
<https://chilsafe.humanrights.gov.au/>



Child Safe
Organisations
National Principles

National Principles for Child Safe Organisations

1

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

6

Processes to respond to complaints and concerns are child focused.

2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

3

Families and communities are informed, and involved in promoting child safety and wellbeing.

8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

4

Equity is upheld and diverse needs respected in policy and practice.

9

Implementation of the national child safe principles is regularly reviewed and improved.

5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

10

Policies and procedures document how the organisation is safe for children and young people.



Source: <https://childsafe.humanrights.gov.au>

SUPERVISION AND DUTY OF CARE POLICY


Document Control

Document Title	Supervision And Duty of Care Policy
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki
		<Reviewed annually; Reviewed after any serious incident; Updated if venue arrangements change>		

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

The information within this document is and shall remain the property of:
Brisbane Polish School Assoc Inc.

1 Purpose

This Policy defines:

- **Brisbane Polish School** (“the School”) duty of care to students
- Minimum supervision expectations
- Clear behavioural and professional boundaries
- Supervision arrangements during classes, events, and excursions

The safety and wellbeing of students is the School’s highest priority.

2 Duty of Care Statement

Brisbane Polish School owes a duty of care to take reasonable steps to:

- Protect students from foreseeable risk of harm
- Provide appropriate supervision during School activities
- Maintain a safe environment

Duty of care applies:

- During scheduled class times
- During School-organised events
- During approved excursions
- While students are under School supervision

Duty of care does not extend beyond official activity times unless expressly agreed.

3 Supervision Ratios

Minimum supervision ratios must reflect student age and activity risk.

Table 2: Recommended Minimum Ratios (On-Site Classes)

Age Group	Minimum Ratio
4–7 years	1 adult : 10 students
8–12 years	1 adult : 10 students
13+ years	1 adult : 10 students

For higher-risk activities (e.g., excursions, public events), ratios must be reviewed and may need to be increased.

At least two adults should be present where reasonably practicable.

If ratios cannot be maintained, the activity must not proceed.

4 Roles of Teachers and Volunteers

Teachers

- Maintain active supervision at all times
- Mark attendance at the beginning of class
- Monitor student behaviour
- Ensure safe classroom environment
- Enforce boundaries
- Respond to incidents promptly

Volunteers

- Assist under direction of the teacher
- Support supervision during activities
- Report concerns immediately
- Not assume sole supervision unless formally authorised

All adults must hold required screening clearances (e.g., Blue Card, if applicable).

5 Physical, Digital, and Behavioural Boundaries

5.1 Physical Boundaries

Adults must:

- Avoid unnecessary physical contact
- Ensure contact is appropriate and for legitimate purpose
- Never engage in physical discipline
- Avoid being alone with a student in a closed space where possible

5.2 Digital Boundaries

Teachers and volunteers must:

- Not communicate privately with students via personal social media
- Use approved School communication channels only
- Avoid sharing personal contact details with students

Parent communication should occur via:

- Approved messaging group – **Whatsapp**

5.3 Behavioural Boundaries

Adults must:

- Model respectful behaviour
- Avoid inappropriate language
- Avoid favouritism
- Maintain professional relationships

Any boundary breach must be reported in accordance with **Child Safe Policy** and **Child Safety Reporting Procedure**.

6 Arrival and Departure Procedures

Arrival

- Supervision begins at: **9:30am**
- Students must not be left unsupervised before this time.
- Teachers must be present before students enter classrooms.

Departure

- Supervision continues until: **12:30pm**
- Students must be collected by parent/guardian unless written permission states otherwise.
- Younger students must not leave unsupervised.

Late collection procedure:

- Parent contacted immediately
- Student remains supervised
- Incident recorded if pattern persists

7 Use of Church and Outdoor Spaces

Where the School operates on church grounds or shared facilities:

- Students must remain within approved areas.
- Outdoor play must be actively supervised.
- Students must not enter restricted areas.
- Toilet supervision must balance safety and privacy.

Designated boundaries must be clearly explained to students at the start of term.

8 Excursions and Events Reference

For off-site activities, supervision must comply with:

- **Excursion & Event Policy**

9 Incident Response Expectations

If supervision is compromised or an incident occurs:

1. Ensure immediate safety of students
2. Provide first aid if required
3. Notify **President** or **Management Committee** representative
4. Contact parents where appropriate
5. Complete **Incident Report Form** (See **Incident Reporting & Response Procedure, APPENDIX A - Incident Report Form (Template)**)

Supervision failures must be reviewed to prevent recurrence.

10 Non-Compliance

Failure to comply with this Policy may result in:

- Removal from volunteer duties
- Disciplinary action
- Reporting under **Child Safe Policy** and **Child Safety Reporting Procedure**.

11 Review

This Policy will be:

- Reviewed annually
- Reviewed after any serious incident
- Updated if venue arrangements change

CHILD SAFE REPORTING POLICY

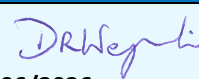
Document Control

Document Title	Child Safe Reporting Policy
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki
		<Reviewed annually; Reviewed following any serious incident; Updated to reflect legislative changes>		

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

The information within this document is and shall remain the property of:
Brisbane Polish School Assoc Inc.

1 Purpose

This policy sets out our School's policy on child safe reporting and complaint handling.

Everyone in our School must:

- know **what** to report, **who** to report to and **how** to report
- report any concerns about the safety or welfare of a child or young person immediately
- ensure the safety and wellbeing of the child is paramount when responding to a disclosure or allegation about a child being harmed or at risk.

Our reporting practices will be regularly reviewed and updated to make sure they remain effective and comply with legislation.

2 Definitions of harm and abuse

2.1 General definitions

Psychological abuse (also known as emotional abuse)

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

This includes behaviours such as pushing, shoving, punching, slapping, kicking and unauthorised use of restraint.

Sexual abuse

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

Grooming

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

Misconduct

This is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of the School's **Child Safe Code of Conduct**. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care

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

2.2 Reportable conduct definitions

Child Safe Organisations Act 2024 (Qld) defines reportable conduct as:

- a sexual offence
- sexual misconduct committed in relation to, or in the presence of, a child
- ill-treatment of a child
- significant neglect of a child
- physical violence committed in relation to, or in the presence of, a child.
- behaviour that causes significant emotional or psychological harm to a child

2.2.1 Sexual offence

A sexual offence is an offence of a sexual nature committed against a child, including conduct such as:

- sexual touching,
- grooming, or
- the production, possession or dissemination of child abuse material.

An allegation of a child sexual offence does not need to result in criminal charges before it may be treated as reportable conduct under the **Child Safe Organisations Act 2024 (Qld)**.

2.2.2 Sexual misconduct

Sexual misconduct committed in relation to, or in the presence of, a child means conduct that is sexual in nature but does not amount to a sexual offence. Examples include:

- sexual comments, conversations or communications,
- descriptions of sexual acts without a legitimate reason, or
- comments expressing a desire to act in a sexual manner towards a child or another child.

2.2.3 Ill-treatment

Ill-treatment of a child means conduct towards a child that is unreasonable and seriously inappropriate, improper, inhumane or cruel. Examples may include:

- making excessive or degrading demands of a child,
- a pattern of hostile or degrading comments or behaviour towards a child, or
- using inappropriate forms of behaviour management towards a child.

2.2.4 Neglect

Neglect of a child means a failure to meet the basic needs of the child that is deliberate or reckless. Neglect may involve an ongoing pattern of failure to meet a child's physical or emotional needs, or a single serious incident that places the child at risk of harm. Examples may include:

- failing to protect a child from abuse or
- exposing a child to a harmful environment.

2.2.5 Assault

An assault includes the intentional or reckless application of force against a child without lawful justification or excuse, or conduct that causes a child to fear the immediate and unlawful use of physical force. Examples include:

- hitting,
- striking,
- kicking,
- punching,
- dragging, or
- threatening to physically harm a child

2.2.6 Behaviour that causes emotional or psychological harm to a child

Behaviour that causes significant emotional or psychological harm to a child includes conduct that is unreasonable and results in significant emotional harm or trauma. Indicators may include a pattern of out-of-character behaviour, regression, distress, anxiety, physical symptoms, or self-harm. Any alleged causal link between the conduct and the harm should be considered when assessing the concern.

3 Unacceptable behaviours under our Code of Conduct

Our **Child Safe Code of Conduct** provides a list of unacceptable behaviours around children and young people that breach our **Child Safe Code of Conduct**.

Many of these behaviours may not meet the threshold of 'reportable allegations' under the Reportable Conduct Scheme but may indicate a pattern of concerning behaviour.

4 Types of complaints (what to report)

All complaints should be reported. This includes:

- criminal conduct
- disclosures or reports of abuse
- [reportable allegations](#)
- unacceptable behaviour around children and young people that breaches our **Child Safe Code of Conduct**.

5 Making an external complaint/ report

5.1 Who must make an external report

In Queensland, adults and persons in institutional settings may have legal obligations to report suspected child sexual offending or to take steps to protect children from known risks of sexual offending.

The School will comply with all reporting duties under Queensland law, including any obligation to report to police and any duty to protect children from known risks of sexual offending.

5.2 Mandatory Reporting

Mandatory reporting is the requirement by law for selected classes of people to report suspected child abuse and neglect to government authorities. In QLD, mandatory reporting is regulated by the **Child Protection Act 1999 (Qld)**.

6 How to make an external complaint/report

6.1 Reporting criminal conduct to the police

It is of the utmost importance that criminal allegations be reported to police at the earliest opportunity and that entities obtain guidance from police before taking any action that could compromise a criminal response.

Sometimes, it will be very clear that a report to police is required. For example, if you receive a report about sexual assault of a child, or a serious physical assault. At other times, it may be less clear. The **Queensland Police Service (QPS)** encourages all matters to be reported. It is critical that criminal allegations be reported immediately to police, as taking risk management action or commencing investigative steps before consulting with police may jeopardise a police investigation.

It is important to note that some failures to report criminal allegations to police will constitute a criminal offence. For Queensland, the relevant offence is found in the **Criminal Code Act 1899 (Qld)**, including the offence of failure to protect and the offence of failure to report, where applicable. A failure to report allegations of criminal abuse of a child may also constitute reportable conduct in some circumstances.

Contact **Queensland Police Service (QPS)** on **000** for anything you consider could be a criminal offence. This includes sexual assault, physical assault, grooming offences, and producing, disseminating or possessing child abuse material.

For general enquiries, please contact **Queensland Police Service (QPS)** on **13 14 44**.

6.2 Reporting harm to a child

Any person in the community who has reasonable grounds to believe that a child is in need of protection may contact **Queensland Child Safety** or the **Queensland Police Service (QPS)**. In an emergency, call **000**.

6.3 Reportable allegations and reportable convictions under the Reportable Conduct Scheme

Queensland's Reportable Conduct Scheme is an allegation-based scheme. The threshold for notifying the Queensland oversight body is that a reportable allegation has been made.

A reportable allegation is an allegation that an employee has engaged in conduct that may be reportable conduct, or that the employee is the subject of a conviction that is considered a reportable conviction.

Reportable conduct in Queensland includes sexual offences, sexual misconduct, ill-treatment of a child, neglect of a child, physical violence against a child, or behaviour that causes significant emotional or psychological harm to a child, except where the conduct is reasonable for the discipline, management or care of a child.

Reportable allegations and reportable convictions must be handled in accordance with Queensland's reporting requirements and the organisation's procedures as soon as the relevant person becomes aware of them.

7 Making an internal complaint/ report

7.1 Who must make an internal report

Everyone engaged to work or volunteer in **Brisbane Polish School** must make an internal report about any child abuse or misconduct concerns they either observe or are told about.

The person making the internal report will not be penalised. A failure to report, or preventing another person from reporting, will be considered misconduct.

7.2 How to make an internal report

All breaches and disclosures must be reported to **Daria Podgórska**.

7.2.1 Internal reporting by children and young people or their families or advocates, and other members of the community

Children may make a report to any parent or teacher they feel comfortable approaching, who should immediately make a report to the **Management Committee**.

8 How complaints should be handled

8.1 Overview of the complaint-handling process

Once an allegation or complaint has been made, use this step-by-step process to make sure it is appropriately followed up:

1. steps are taken to identify and address any risks
2. the incident is recorded
3. reporting obligations are met, if necessary
4. an investigation is conducted, keeping everyone involved up to date with what is happening
5. ongoing support is offered to the child or young person as needed
6. the incident is reviewed and our child safe documents are updated, if necessary. This includes reviewing our **Child Safe Risk Management Plan**.

8.2 Risk management on receiving an allegation or disclosure

It is the responsibility of the **Daria Podgórska** to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of any potential investigation.

8.3 Procedural fairness, including privacy and confidentiality

Any allegation of abuse must be treated in a fair, transparent and timely manner.

Workers subject to an allegation will be notified when a disciplinary hearing is to take place and what will occur at the hearing. We follow the obligations defined under the Privacy Act 1988 (Commonwealth).

Any relevant reportable conduct investigations are conducted with the **Queensland Child Safety**.

Additionally:

- all information is recorded (See **APPENDIX A - Template for recording complaints and allegations**)
- all reporting forms for complaints and allegations are stored securely and only accessed by those in the School with responsibility for oversight of the investigation
- Information may be exchanged under the **Child Protection Act 1999 (Qld)** and any other applicable Queensland law with other agencies that have responsibilities relating to the safety, welfare or wellbeing of children or young people.
- our School maintains the privacy of those involved in accordance with our obligations under the **Information Privacy Act 2009 (Qld)**.
- if an incident is found to be substantiated, likely outcomes or responses will be determined from advice given by relevant authorities.

9 Relevant legislation

- **Criminal Code Act 1899 (Qld)**
- **Child Protection Act 1999 (Qld)**
- **Child Safe Organisations Act 2024 (Qld)**
- **Information Privacy Act 2009 (Qld)**

10 How we publicise and support our Child Safe Reporting Policy

To make sure everyone in our School is aware of our **Child Safe Reporting Policy** and their reporting obligations, we:

- Include an information section about our child safe documents and how they apply to staff (including volunteers), families and children during our Annual General Meetings.
- create and display important information from our **Child Safe Reporting Policy** that describes what to report, who to report to and how to report, including fact sheets, brochures and posters
- provide staff with internal and external training opportunities so they understand processes for complaints and allegations
- Include reference to Child Safety in our monthly newsletter
- create and promote age- and ability-appropriate communications for children that explain what do if they feel sad, angry or concerned.

11 Review

This Policy will be:

- Reviewed annually
- Reviewed following any serious incident
- Updated to reflect legislative changes

APPENDIX A Template for recording complaints and allegations

This form should be used to record a suspicion, allegation or disclosure of child abuse, or a complaint of unacceptable behaviour.

Your name and position	
Name of the child or young person involved	
Name of person making complaint	
Name of person who the complaint was made against	

1. Nature of the complaint: include time, date, location, what happened and who was involved (this can include observations of the child's behaviour).

2. Details of any injuries and if the child received medical attention.

3. Accurately record what the child said when describing what happened – use their exact words – or record why you suspect abuse due to an indirect disclosure, such as a drawing or observed behaviour.

(In the case of an allegation of abuse, formal investigations and interviews will be carried out by Queensland Child Safety and/or Queensland Police Service (QPS). You must record what the child has said but unless it is your role to investigate, you should not interview the child.)

4. Details of anyone who saw what happened.

5. Does this complaint indicate the possibility of child abuse, such as physical abuse, psychological or emotional abuse, sexual abuse or neglect?

Yes No

6. Who did you make a report to?

- Queensland Police Service (QPS)
- Queensland Child Safety
- Internal reporting obligations (name the relevant department or person)
- Other (name them)

7. People spoken to in relation to the matter (describe who was spoken to and why they were spoken to about the matter – include police officers, **Queensland Child Safety** staff and anyone else you spoke to).

8. Date(s):

CHILD SAFETY REPORTING PROCEDURE

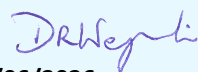
Document Control

Document Title	Child Safety Reporting Procedure
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki
		<Reviewed annually; Reviewed following any serious incident; Updated to reflect legislative changes>		

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

The information within this document is and shall remain the property of:
Brisbane Polish School Assoc Inc.

1 Purpose

The purpose of this Procedure is to:

- Ensure all child safety concerns are identified and reported promptly
- Provide clear guidance on responding to disclosures or suspicions of harm
- Comply with child protection legislation and mandatory reporting obligations
- Protect children from harm and reduce risk to **Brisbane Polish School** (“the School”)

The safety and wellbeing of children is the School’s highest priority.

2 Scope

This Procedure applies to:

- **Management Committee** members
- Teachers
- Volunteers
- Contractors
- Any adult engaged by the School

It applies to all children participating in School activities, whether on-site or off-site.

3 Definitions

Child

Any person under 18 years of age.

Harm

Any detrimental effect of a significant nature on a child’s physical, psychological, or emotional wellbeing.

Child Safety Concern

Includes:

- Disclosure of abuse
- Suspicion of harm
- Inappropriate conduct by an adult
- Breach of Child Safety Code of Conduct
- Grooming behaviour

- Neglect

4 Immediate Response to a Disclosure

If a child discloses harm:

1. Stay calm.
2. Listen without interrupting.
3. Do not promise confidentiality.
4. Reassure the child they have done the right thing.
5. Do not investigate or ask leading questions.
6. Record the information as soon as possible using the child's own words.

Do NOT:

- Dismiss the concern
- Confront the alleged offender
- Attempt to mediate

5 Reporting Obligations

5.1 Mandatory Reporting

If a child is at risk of significant harm, the matter must be reported to:

- **Queensland Police Service (QPS)** (if immediate danger), and/or
- **Department of Families, Seniors, Disability Services and Child Safety**

If the School becomes aware of sexual abuse or likely sexual abuse, reporting to Police is mandatory. Failure to report may constitute a criminal offence.

5.2 Internal Reporting

All child safety concerns must also be reported internally to:

- The **President** or nominated **Child Safety Officer**

If the allegation involves the **President**, the report must be made to another **Management Committee** member.

Reports must be documented in writing.

6 Allegations Against Staff or Volunteers

If the allegation involves a teacher, volunteer, or **Management Committee** member:

1. The individual must be stood down from child-related duties (where appropriate).
2. The matter must be reported to Police if required.
3. The **Blue Card Services** authority must be notified if applicable.
4. Confidentiality must be maintained.

The School must not investigate criminal matters internally.

7 Confidentiality

Information relating to child safety concerns must:

- Be shared only with those who need to know
- Be securely stored
- Not be discussed publicly or informally

Breaches of confidentiality may result in disciplinary action.

8 Record Keeping

The School must:

- Keep written records of all reports and actions taken
- Store records securely
- Retain records for a minimum of 7 years or permanently where practicable.

Records must include:

- Date of report
- Nature of concern
- Actions taken
- External notifications made

9 Protection from Victimisation

No person will be penalised for making a genuine report in good faith.
Retaliation against a person who reports a concern is strictly prohibited.

10 Training and Awareness

All teachers, volunteers, and **Management Committee** members must:

- Be aware of this Procedure
- Hold a valid Blue Card (where required)
- Complete child safety training appropriate to their role

Child safety is a standing governance responsibility of the **Management Committee**.

11 Insurance Reference

For Insurances the School holds, see **Insurance & Liability Policy**.

Insurance does not replace legal reporting obligations.

Failure to comply with mandatory reporting laws may void coverage and expose individuals to personal liability.

12 Review

This Procedure will be:

- Reviewed annually
- Reviewed following any serious incident
- Updated to reflect legislative changes

CHILD SAFE RECRUITMENT, INDUCTION AND TRAINING POLICY

Document Control

Document Title	Child Safe Recruitment, Induction and Training Policy
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki
		<Annually; If there are any incidents>		

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

The information within this document is and shall remain the property of:
Brisbane Polish School Assoc Inc.

1 Purpose

The aim of this policy is to make sure that staff responsible for recruitment, induction and training of staff and volunteers at **Brisbane Polish School** uphold our child safe recruitment, induction and training practices. The policy sets out the processes for child safe recruitment of staff and volunteers for any child-related roles. The policy also includes the induction process for new recruits and volunteers, and further training that may be required at times for all staff, including volunteers. This is to make sure they continue to have the required skills to prevent risk of harm to children.

2 Who the policy is for

This policy is for staff undertaking recruitment of staff or volunteers for child-related roles. The child safe recruitment and induction processes set out in this policy must be applied to anyone we are considering for a child-related role at **Brisbane Polish School**. This includes roles that involve any of the following:

- supervising children
- being alone with children or engaging with them in a way that is not observed or monitored
- taking part in activities with children away from the School's usual location
- having access (online or paper based) to a child's or children's personal and/or confidential information
- transporting children
- having any other type of unmonitored contact with children.

3 Processes for child safe recruitment for staff and volunteers

3.1 Volunteers

1. Include our commitment to child safety in our advertising

Our job advertisements include details about our School's commitment to being child safe. We let potential staff members know at the outset that we uphold children's rights and take implementation of the Child Safe Standards seriously, and that everyone who works with children must have a cleared Working with Children Check. We provide a link in the job ad to our Statement of Commitment to Child Safety.

2. Conduct a robust interview process for new employees

At **Brisbane Polish School** we conduct a robust interview process. This involves:

- Setting up an interview panel:** we decide who will take part in the selection process to help pre-assess the applicants and conduct the interviews
- Short-listing:** we pre-assess applicants' suitability to work with children and develop a short list
- Having the interview:** we decide on the questions we want to ask. For child-related roles, questions will generally focus on the applicants' experience working in previous child-related roles

- d. **Assessing candidates and making the final selection:** the panel discuss the interviews and make notes on strengths and weaknesses to help them decide on the best candidate.

See **APPENDIX A - Interview template** for a template to support the interview process.

3. Check references

Each candidate must provide the details of two referees.

At least one of the referees should be someone from their most recent role.

Referees should have directly supervised or managed the applicant in a professional capacity.

If the applicant has never worked before or has just left school, character references may be acceptable

However, these should not be from family members or be given as much weight as professional references.

We ask each referee whether they see any issues with the applicant working with children.

See **APPENDIX B - Referee interview template** for a template to support the reference checking process.

4. Blue Card Check

In QLD all adult workers in child-related work, whether paid or unpaid, must hold a current Blue Card (unless they are subject to an exemption – See **Working with Children Check (Blue Card) Policy**).

Employers have legal obligations around working with children. It is against the law to engage anyone in child-related work without a Blue Card.

Before commencing duties, we make sure the applicant has a current Blue Card and we verify their status via the Queensland Government Blue Card Services online verification tools.

We keep records for each verified worker. See **Working with Children Check (Blue Card) Policy**.

4 What to do if our School is notified that someone is barred from working with children

It is an offence to allow a barred person to work with children and they must be removed from child-related work.

A person is barred from working with children if Blue Card Services has determined that the person poses a risk to children.

When Blue Card Services bars a person in our School from working with children, it may contact the person registered as our organisation's contact person. The purpose of the initial contact is to confirm whether the worker is currently engaged by our School and whether they work with children.

It is important that we respond to this request promptly and accurately.

If we confirm that the worker is engaged in child-related work in our School, Blue Card Services **may issue a formal written notice** requiring us to remove the worker from child-related work.

Once this notice has been received, we must take immediate action and respond in writing, confirming that the worker has been removed from child-related work.

A record of our actions must be kept. This information should be treated confidentially and only disclosed to those in the School who need to know.

More information on managing a barred person can be found in the Blue Card Services [guidance materials](#).

5 Child safe induction

At **Brisbane Polish School** we recognize that making sure a staff member or volunteer is safe and suitable to work with children is an ongoing process. Inductions for staff and volunteers include:

- an overview of all our child safe documents, including our **Child Safe Code of Conduct** (to be read and signed), the **Child Safe Risk Management Plan** and our **Child Safe Reporting Policy**, ensuring that that new staff and volunteers are advised of their reporting obligations and how to identify and raise a child safety concern
- a tour of our premises explaining any physical risks new recruits should be aware of (which are included in our **Child Safe Risk Management Plan**) and relevant behaviours on site as set out in our **Child Safe Code of Conduct**, including the use of personal devices

- ensuring new recruits complete required child safe training (see below), and
- monitoring and supervision.

We support new recruits and volunteers with appropriate instruction and feedback when needed, including regular oversight as they become familiar with the new role.

6 Child Safe Training

We encourage everyone to familiarise themselves with [Child Safe Organisations webinar](#), in addition to our induction.

7 Child Safe Code of Conduct review

Staff and volunteers are told when we are reviewing our child safe policies and we invite them to contribute. When our **Child Safe Code of Conduct** is reviewed and updated, staff and volunteers must be asked to re-read and sign it. Signed copies should be kept on file.

8 Review

This Policy shall be reviewed:

- Annually; or
- If there are any incidents

APPENDIX A Interview template

Position title	
Name of applicant	
Interviewers	
Date	

Welcome applicant, introduce interviewers, and describe the School and the role.

1. What interests you about the role?

2. What skills and experience can you bring to our programs, activities or services?

3. Can you tell me what you understand about Child Safe policies? What do you think of them?

1 Sample behavioural questions

4. Can you describe a time when you have worked well with children. What happened and what was the outcome?

5. Can you describe a time when you have had to respond to a child with challenging behaviour, what happened and how did you deal with it?

6. Can you describe a time when you have helped a child, what happened and what was the outcome?

2 Sample scenario-based questions

7. You've entered a room and witnessed two children becoming increasingly frustrated with each other over the ownership of a piece of equipment. One of the children has behavioural issues and is known to bite other children. What do you do?

8. A colleague, who is great with children, has told you that they take pictures of them while at the centre and send them to their parents using their phone. How would you respond?

9. Your co-worker has just strongly disciplined a child for what you believe to be a minor matter. How do you deal with it?

3 Other comments:

Surname		First Name	
Role applied for		Blue Card number*	
Date verified		Outcome (cleared, barred etc)	

Panel member	Position	Signature	Date

APPENDIX B Referee interview template

Candidate name	
-----------------------	--

Referee name	
Organisation	
Referee position	
Referee email	
Employment period	
Date	
Phone	
Reference check conducted by	

Suggested introduction. Please replace the word 'candidate' with the person's name.

'Candidate' has provided your name, as a referee, and I'd like to obtain some information from you about them. Under privacy laws, 'candidate' can now access the information you give us. Equally, you may gain access to the information that you give me by contacting our Human Resources unit. Are you happy to proceed?

1 Introductory

1. Describe the nature of your relationship to 'candidate'. (Are they 'candidate's' manager, etc?)
2. Can you please confirm their employment record (including position, responsibilities, start, and finish dates)
3. Can you please confirm remuneration details where possible (confirm base, superannuation, bonus/ commission).
4. What were the key technical aspects of the role and how well did 'candidate' perform them?
5. What key behaviours and personal attributes were required to successfully perform this role and how well did 'candidate' demonstrate these?

2 Candidate's skills

6. Who did this role require the candidate to liaise with on a regular basis, and how well did they communicate with them?
7. Was 'candidate' responsible for managing people? If so, please comment on their management skills and style of management.
8. What do you consider to be 'candidate's' main strengths (explore technical skills, personal attributes and anything else of relevance)?
9. Please describe any areas of improvement you observed (such as where support and training was required).
10. What were 'candidate's' most significant achievements in your School?
11. To what level do you think they met the desired objectives of the role (explore and ask for examples)?
12. What management style does 'candidate' respond to best?
13. What was the level of drive and motivation 'candidate' displayed while working in your School?
14. Please comment on 'candidate's' attendance record (including punctuality and reliability).
15. Please comment on 'candidate's' honesty and integrity.
16. Work, health and safety is a critical component of every workplace. Please describe 'candidate's' commitment and approach to work, health and safety (explore in further detail if applicable).
17. Please explain, as you understand it, 'candidate's' reasons for leaving (where unsure, attempt to determine whether the parting was amicable).
18. What roles do you think candidate would be suitable for in the future?
19. Please comment on how suitable you think they are for the job they've applied for (where appropriate).
20. Do you have any further comments that would assist us in considering 'candidate' for this role?
21. Hypothetically, would you or your company re-employ 'candidate'?
22. Do we have permission to disclose your comments to selected potential employers if required?
23. May we contact you again for any further clarification?

APPENDIX C Role description Template

Role title

Description of School (brief description of the School and its activities)

Primary purpose of role (Brief description of how the role contributes to the overall work of the School)

Duties of this role (Outline the duties the worker will carry out on a day-to-day basis)

Objectives of this role (List 3 or 4 key objectives – at least one should refer to how the role contributes to maintaining a Child Safe environment)

Accountability (Identify the role title the worker reports to e.g. Manager, Director etc.)

Conditions of appointment (Specify if the position is full-time or part-time, and what hours will be worked. Mention whether it is a volunteer or paid position, and detail pay and conditions)

1 Performance criteria

Qualifications	
Knowledge and skills	
Experience	
Personal qualities	
Availability	
Other requirements	
Policy expectations	
Pre-employment checks	

WORKING WITH CHILDREN CHECK (BLUE CARD) POLICY

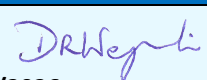
Document Control

Document Title	Working With Children Check (Blue Card) Policy
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki
		<Annually; Following legislative changes; Following any Blue Card compliance incident >		

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

The information within this document is and shall remain the property of:
Brisbane Polish School Assoc Inc.

1 Purpose

This policy ensures that all relevant persons engaged in the activities of **Brisbane Polish School** comply with Queensland Working with Children requirements, including holding and maintaining a valid Blue Card where required.

The policy aims to:

- Protect children and young people from harm.
- Ensure legal compliance with Queensland legislation.
- Promote a culture of child safety and accountability.
- Provide clear procedures for verification, monitoring, and managing Blue Card compliance.

2 Legislative Framework

This policy is governed by:

- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Working with Children (Risk Management and Screening) Regulation 2020 (Qld)
- Child Safe Organisations Act 2024 (Qld)
- Child Protection Act 1999 (Qld)

3 Who Requires a Blue Card

The following persons must hold a valid Blue Card before commencing child-related activities:

- All **Management Committee** Members
- Teachers and instructors
- Volunteers involved in child-related activities
- Contractors engaged in child-related work
- Administrative staff with regular contact with children
- Any person supervising children during classes, events, excursions, or church-based activities

Blue Cards must be valid for the duration of engagement.

A police check (broader national criminal history check) may also be required for some applicants. This includes applicants who have spent more than 6 months overseas in their previous role.

4 Application Responsibilities

4.1 Individual Responsibility

Each person requiring a Blue Card is responsible for:

- Complete Blue Card application sent by the **Director**.
- Providing required identification and documentation.
- Advising the School immediately of any changes to their Blue Card status.

4.2 School Responsibility

The School will:

- Confirm whether a role requires a Blue Card prior to engagement.
- Provide necessary School details for linking applications.
- Ensure no person begins child-related work until a valid Blue Card is confirmed.
- **Director** shall maintain a **Blue Card Register**.

5 Verification and Record Keeping

The School will:

- Verify each Blue Card number via Blue Card Services prior to commencement.
- Maintain a secure **Blue Card Register** including:
 - Full name
 - Blue Card number
 - Expiry date
 - Date verified
 - Role
 - Contact details
- Store records securely in accordance with privacy legislation.
- Limit access to authorised personnel only.

Records are stored on: **Dropbox**

6 Renewal and Expiry Monitoring

The **Director** will:

- Monitor expiry dates via the **Blue Card Register**.
- Notify cardholders at least **4 weeks** prior to expiry.
- Ensure renewal applications are submitted before expiry.
- Follow up on pending renewals.

Individuals must not continue child-related duties if their Blue Card has expired.

7 Suspensions, Cancellations, or Negative Notices

If a Blue Card is:

Suspended

- The individual must immediately cease all child-related activities.
- The School will assess interim arrangements.
- The matter will be referred to the **Director**.

Cancelled or Negative Notice Issued

- The individual is immediately prohibited from child-related work.
- The School will terminate or suspend engagement as required.
- Relevant authorities will be notified if legally required.

Failure to disclose a suspension or cancellation may result in immediate termination.

8 Exemptions (If Any)

Exemptions may apply under Queensland legislation for:

- Registered teachers
- Police officers
- Certain parents volunteering in limited circumstances
- Other legislated exemptions

All exemptions must be verified and documented.

Even where exempt, the School may require:

- Proof of exemption
- Additional screening
- Completion of internal child safety training

9 Non-Compliance Consequences

Non-compliance includes:

- Failing to obtain a required Blue Card.
- Allowing a card to expire.
- Failing to disclose suspension or cancellation.
- Providing false information.

Consequences may include:

- Removal from duties.
- Suspension.
- Termination of engagement.
- Reporting to relevant authorities.

10 Review

This policy will be reviewed:

- Annually, or
- Following legislative changes, or
- Following any Blue Card compliance incident.

CHILD SAFE RISK MANAGEMENT PLAN


Document Control

Document Title	Child Safe Risk Management Plan
Revision	1.0

Revision History

Revision	Date	Revision Details	Prepared By	Approved for Issue By
1.0	30/06/2026	Initial Issue	Dominik Węgrecki	Dominik Węgrecki
		<annually; any incidents involving children; any changes to our physical or online spaces or online communications; any changes to the types of activities and services involving children that we deliver, including unique events on or off-site.>		

Approvals

Name	Title	Signature
Dominik Węgrecki	President	 30/06/2026

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Brisbane Polish School Assoc Inc.

1 Purpose of plan

Creating a child safe environment includes:

1. identifying environmental risks to children's safety in relation to the activities and services we provide, our physical settings and our online spaces and communication
2. taking action to reduce these risks and children's exposure to harm or abuse.

These risks can change over time if our physical and online spaces change, or different activities or services are provided by our School. This may also include unique events, excursions or travel involving children. Our plan will be regularly reviewed and updated to reflect any changes.

Our Risk Management Plan in the table below sets out these risks, assesses their potential impact, the strategies to help prevent or reduce them, and keeps track of our progress.

2 Nature of our settings and services provided

Brisbane Polish School provides teaching and cultivation of the Polish language, history and customs to children.

These activities and services take place in the following locations:

Brisbane Polish School – 29 Cintra Road, Bowen Hills, QLD 4006

3 Responsibility for Risk Management Plan

President and **Director** are responsible for making sure that the strategies to manage risks are implemented and monitored.

This version of the plan was completed on [Click or tap to enter a date.](#)

Everyone in our School should be alert to any risks to children's safety and draw attention to any concerns that may arise, as set out in our **Child Safe Policy**.

Our Risk Management Plan is available on our website.

4 Risk assessment matrix

Determine the overall level of risk using the risk matrix table.

Table 3: Risk assessment matrix

Likelihood	Insignificant impact	Minor impact	Moderate impact	Major impact	Severe impact
Almost certain	Medium	High	Very high	Very high	Very high
Likely	Medium	High	High	Very high	Very high
Possible	Low	Medium	High	High	Very high
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

5 Risk Management Plan

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review
<i>Identify the different environmental settings or activity types in your School, physical and online, where adults work or interact with children. The same setting could have multiple risks.</i>	<i>Identify the specific risks to children in these settings or activities in terms of exposure to harm or abuse</i>	<i>Assess how likely it is that the risk will occur, using the following scale: Rare Unlikely Possible Likely Almost certain</i>	<i>Assess the impact if the risk occurs, using the following scale: Insignificant Minor Moderate Major Severe</i>	<i>Use the risk assessment matrix to decide the overall risk rating, using the following scale: Low Medium High Very high</i>	<i>Describe what protective strategies already exist and what strategies need to be developed to help minimise the risk.</i>	<i>Keep track of whether these strategies are in place and responsibilities. Regularly review to make sure any protective strategies implemented are working and note follow up actions.</i>
Toilets	Hidden from view from supervising adults	Possible	Major	High	School's Child Safe Code of Conduct specifies appropriate change room and toilet block etiquette; reporting posters put up around the School to make sure everyone knows what to do if they need to report an allegation, breach or disclosure; regular pop quizzes done with staff to make sure they know and understand the School's child safe documents.	Have these strategies been implemented? Yes No

Classrooms	Children in care of supervising adults	Unlikely	Major	Medium	School's Child Safe Code of Conduct specifies appropriate teacher behaviours.	Have these strategies been implemented? Yes No
Use of mobile phones	Adults may use their personal devices to take photos of children or young people without permission	Likely	Moderate	High	Photography and Media Consent Policy specifies no photos to be taken of children or young people without parental permission	Have these strategies been implemented? Yes No
Excursions	Adults may become frustrated with extra responsibility and yell at children or young people	Unlikely	Moderate	Medium	Regular meetings in the lead up to the excursion clearly establish that no breaches to the Child Safe Code of Conduct will be tolerated; it's been decided that adults will supervise in pairs to share the workload	Have these strategies been implemented? Yes No

6 Complaints and allegations record form template

See **Child Safe Reporting Policy, APPENDIX A - Template for recording complaints and allegations.**

7 Review

This plan shall be reviewed annually.

The plan will be reviewed and updated immediately if there are:

- any incidents involving children
- any changes to our physical or online spaces or online communications
- any changes to the types of activities and services involving children that we deliver, including unique events on or off-site.