

Member Protection Policy - Part B – Duty of Care & Child Protection

Version Control

Adoption Date	Version	Details	Author
12 th April 2023	1	New	Christian Wehrung
21 st January 2026	2	Updated to reflect implementation of Child Safe Standards & Universal Principle as mandated by QLD Govt	Angela Moore

Purpose:	The purpose of this policy is to outline how the Brisbane German Language School (BGLS) prioritises the safety and wellbeing of children and how the organisation takes action to prevent harm. It defines acceptable and unacceptable interactions with children, relating to Employees, Management Committee members, Volunteers, other Children and anyone who comes into contact with children while involved with the organisation. This policy reflects the Child Safe Standards and Universal Principle.
Scope:	Students and Employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as Management Committee members and Volunteers at BGLS, and outlines how BGLS prioritises the safety and wellbeing of children and how the organisation takes action to prevent harm.
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 - Queensland Legislation - Queensland Government • Education (General Provisions) Act 2006 • Child Safe Organisations Act 2024 • Child Safe Standards Queensland Family and Child Commission • Working with Children (Risk Management and Screening) Act 2000 • Blue Card Services Your rights, crime and the law Queensland Government • Bravehearts • Australian Childhood Foundation
Related Policies:	<ul style="list-style-type: none"> • BGLS-Member-Protection-Part-A_Code-of-Conduct-Policy.pdf • BGLS-Member-Protection-Part-D_Photography-Videography-Policy.pdf • BGLS-Member-Protection-Part-E_Reporting-Policy.pdf • BGLS-Volunteer-Policy.pdf • BGLS-Teacher-Recruitment_On-boarding-Resignation-Policy.pdf

Definitions:

Duty of Care	<ul style="list-style-type: none"> A moral or legal obligation to ensure the safety or well-being of others
Child	<p>Part 3 - Division 1 – Point 8 of the Child Protection Act 1999 states:</p> <ul style="list-style-type: none"> A child is an individual under 18 years.
Harm	<p>Part 3 - Division 1 – Point 9 of the Child Protection Act 1999 states:</p> <ol style="list-style-type: none"> Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: <ol style="list-style-type: none"> physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm can be caused by: <ol style="list-style-type: none"> a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.
Child in need of protection	<p>Part 3 - Division 1 – Point 10 of the Child Protection Act 1999 states:</p> <ul style="list-style-type: none"> A child in need of protection is a child who: <ol style="list-style-type: none"> has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and does not have a parent able and willing to protect the child from the harm.
Sexual Abuse	<p>Chapter 12 – Part 10 – Section 364 of the Education (General Provisions) Act 2006 states:</p> <ul style="list-style-type: none"> Sexual abuse, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances: <ol style="list-style-type: none"> the other person bribes, coerces, exploits, threatens or is violent toward the relevant person; the relevant person has less power than the other person; there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.
Parent	<p>Part 3 - Division 1 – Point 11 of the Child Protection Act 1999 states:</p> <ol style="list-style-type: none"> A parent of a child is the child's mother, father or someone else (other than the chief executive) having or exercising parental responsibility for the child. However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child. A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child. A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child. A reference in this Act to the parents of a child or to 1 of the parents of a child is, if the child has only 1 parent, a reference to the parent.

<p>Aboriginal or Torres Strait Islander entity</p>	<p>Part 3 - Division 1 – Point 11A of the Child Protection Act 1999 states:</p> <ol style="list-style-type: none"> 1. An entity is an independent Aboriginal or Torres Strait Islander entity, for an Aboriginal or Torres Strait Islander child, if: <ol style="list-style-type: none"> (a) the entity is: <ol style="list-style-type: none"> i. an individual who is an Aboriginal or Torres Strait Islander person; or ii. another entity whose members include individuals who are Aboriginal or Torres Strait Islander persons; and (b) the chief executive is satisfied the entity: <ol style="list-style-type: none"> i. provides services to Aboriginal or Torres Strait Islander persons; or ii. is a representative of the child’s community or language group; or iii. satisfies the requirements mentioned in subsection (2); and <p>(c) is a suitable person to be an independent Aboriginal or Torres Strait Islander entity for the child.</p> <p>Examples of persons who may be independent Aboriginal or Torres Strait Islander entities for Aboriginal or Torres Strait Islander children:</p> <ul style="list-style-type: none"> ➤ an Aboriginal or Torres Strait Islander elder ➤ an entity funded by a State or the Commonwealth to provide cultural services, including cultural advice and support, to Aboriginal or Torres Strait Islander persons 2. For subsection (1)(b)(iii), the requirements are that the entity is an individual who: <ol style="list-style-type: none"> a. is a person of significance to the child or child’s family; and b. is a suitable person for associating on a daily basis with the child; and c. is a person with appropriate authority to speak about Aboriginal or Torres Strait Islander culture in relation to the child or the child’s family; and d. is not an officer or employee of the department.
<p>Mandatory reporter</p>	<ul style="list-style-type: none"> • Mandatory reporters are individuals who, due to their professional roles, are legally obligated to report any reasonable suspicions of child abuse or neglect.

Implementation & Compliance

Duty of Care:

- Management Committee Members:
 - i. prior to commencing their role on the BGLS management committee, members MUST complete Duty of Care mandatory training;
 - ii. completion of Duty of Care mandatory training will be recorded in the BGLS Mandatory Training register;
 - iii. management committee members will update their training as required throughout their appointment i.e. should updates occur to reflect changes in legislation.

- BGLS Teachers – Adult + Youth:
 - i. prior to commencing their role at BGLS, teachers MUST complete Duty of Care mandatory training;
 - ii. completion of Duty of Care mandatory training will be recorded in the BGLS Mandatory Training register;
 - iii. teachers will update their training as required throughout their appointment i.e. should updates occur to reflect changes in legislation.

- Other BGLS Employees:
 - i. prior to commencing their role at BGLS, employees MUST complete Duty of Care mandatory training;
 - ii. completion of Duty of Care mandatory training will be recorded in the BGLS Mandatory Training register;
 - iii. employees will update their training as required throughout their appointment i.e. should updates occur to reflect changes in legislation.

- BGLS Community:
 - i. prior to the commencement of each teaching term at BGLS, a copy of the BGLS Duty of Care & Child Protection policy will be emailed to all enrolled students and families, as well as any other community members;
 - ii. the community will also be advised that the BGLS Duty of Care & Child Protection policy is always available on the BGLS website;
 - iii. the community will be notified of any updates that occur to the policy throughout a calendar year.

Relevant Documents	2026 BGLS - Duty of Care - Mandatory Training (Version 21 01 2026)
Child Safe Standards addressed	<ul style="list-style-type: none">• Standard 1: Leadership & Culture• Standard 3: Family & Community• Standard 4: Equity & Diversity• Standard 5: People• Standard 7: Knowledge & Skills• Standard 8: Physical & Online environments• Standard 9: Continuous Improvement• Standard 10: Policy & Procedures

Child Protection

- Management Committee Members:
 - i. prior to commencing their role on the BGLS management committee, members MUST complete Child Protection mandatory training;
 - ii. completion of Child Protection mandatory training will be recorded in the BGLS Mandatory Training register;
 - iii. management committee members will update their training as required throughout their appointment i.e. should updates occur to reflect changes in legislation;
 - iv. prior to commencing their role on the BGLS management committee, members MUST hold a valid Blue Card (Volunteer);
 - v. details from management committee members' Blue Cards will be recorded on the BGLS Blue Card Services Organisation Portal as required by the QLD Government.
 - vi. **NO management committee member will commence their appointment with BGLS until mandatory Child Protection training has been completed and they hold a valid Blue Card (Volunteer)** – this is in line with the NO CARD NO START policy which was implemented by the QLD Government on 20th September 2025.
- BGLS Teachers – Youth:
 - i. prior to commencing their role at BGLS, Youth teachers MUST complete Child Protection mandatory training;
 - ii. completion of Child Protection mandatory training will be recorded in the BGLS Mandatory Training register;
 - iii. Youth teachers will update their training as required throughout their appointment i.e. should updates occur to reflect changes in legislation;
 - iv. prior to commencing their role at BGLS, Youth teachers MUST hold a valid Blue Card (Paid);
 - v. details from Youth teachers' Blue Cards will be recorded on the BGLS Blue Card Services Organisation Portal as required by the QLD Government;
 - vi. **NO Youth teacher will commence their employment with BGLS until mandatory Child Protection training has been completed and they hold a valid Blue Card (Paid)** – this is in line with the NO CARD NO START policy which was implemented by the QLD Government on 20th September 2025.
 - vii. In the first lesson of each BGLS school term, Youth teachers will explicitly teach their students that **Every child has the right to be safe**. Youth teachers will use the posters below to guide the discussion with students, and the posters below will be displayed in every Youth classroom throughout the BGLS school year.



- Other BGLS Employees:
 - i. prior to commencing their role at BGLS, employees who have contact with Youth students or are responsible for making decisions concerning Youth students, MUST complete Child Protection mandatory training;
 - ii. completion of Child Protection mandatory training will be recorded in the BGLS Mandatory Training register;
 - iii. employees will update their training as required throughout their appointment i.e. should updates occur to reflect changes in legislation;
 - iv. prior to commencing their role at BGLS, employees who have contact with Youth students or are responsible for making decisions concerning Youth students, MUST hold a valid Blue Card (Paid);
 - v. details from employees' Blue Cards will be recorded on the BGLS Blue Card Services Organisation Portal as required by the QLD Government;
 - vi. **NO employee who has contact with Youth students, or is responsible for making decisions concerning Youth students, will commence their employment with BGLS until mandatory Child Protection training has been completed and they hold a valid Blue Card (Paid)** – this is in line with the NO CARD NO START policy which was implemented by the QLD Government on 20th September 2025.

- BGLS Community:
 - i. prior to the commencement of each teaching term at BGLS, a copy of the BGLS Duty of Care & Child Protection policy will be emailed to all enrolled students and families, as well as any other community members;
 - ii. the community will also be advised that the BGLS Duty of Care & Child Protection policy is always available on the BGLS website;
 - iii. the community will be notified of any updates that occur to the policy throughout a calendar year.

Child Protection Reporting Process @ BGLS 	
STEP 1	You have become aware, or developed a reasonable suspicion, that a child has been harmed or is likely to be harmed – this includes child sexual abuse. Proceed to Step 2.
STEP 2	Apply the Significant Harm Test... has the child already been significantly harmed, or are they likely to be significantly harmed if there is NO intervention? <input type="checkbox"/> If yes, proceed to Step 3.
STEP 3	Apply the Parent Test... does the child have a parent, or an Aboriginal or Torres Strait Islander entity, who is willing or able to protect them? <input type="checkbox"/> If yes, proceed to Step 4. <input type="checkbox"/> If no, report your concerns immediately to the President, then proceed to Step 4. The President will immediately notify Child Safety Services (Ph: 1800 177 135 – answered 24 hours a day, 7 days a week). <input type="checkbox"/> In the event of the harm being Child Sexual Abuse , you MUST report your concerns immediately to the President, who will then immediately notify the Police . Then proceed to Step 4.
STEP 4	Complete BGLS Child Protection Reporting Form
STEP 5	Provide copies of the completed form to the President and Secretary. President to oversee all necessary communication as outlined in the Reportable Conduct Scheme and with Parent/s, Aboriginal or Torres Strait Islander entity/ies, Police and Child Safety Services.
STEP 6	The child will receive the help they need now - stopping the harm & reducing the damaging effects. The families of children at risk will receive the support needed to ensure their children are protected from possible future harm.

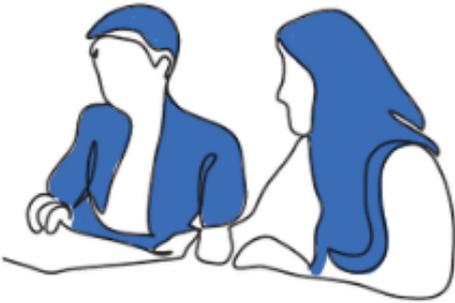
Reportable Conduct Scheme at a glance

Concern, allegation or conviction:
Workers **must** notify the head of the entity.
The head of the entity **must**:

As soon as practicable:

Commence internal investigation

- Allow worker to respond
- Provide Commission with information as requested
- Report any criminal conduct or allegations to police



Within 3 business days:

Notify the Queensland Family and Child Commission

- Notification is required whether or not there is proof of allegations
- Fine for not notifying: \$17,000

Within 30 business days of concern being raised:

Investigation incomplete?

Interim report to Commission

- Update on investigation's progress and actions taken so far
- Final report must be provided as soon as the investigation is complete

Investigation complete?

Final report to Commission

Must detail findings, actions taken, and improvement to child safeguarding systems

Data collection and information sharing

- Centralised database of reports will enable analysis of where risk of harm is highest
- Information shared with police, Blue Card, and other regulators

<p>Relevant Documents</p>	<p>2026 BGLS Child Protection - Mandatory Training (Version 21 01 2026) BGLS Child Protection Reporting Form Posters – Youth classes</p>
<p>Child Safe Standards addressed</p>	<ul style="list-style-type: none"> • Standard 1: Leadership & Culture • Standard 2: Voice of Children • Standard 3: Family & Community • Standard 4: Equity & Diversity • Standard 5: People • Standard 6: Complaints Management • Standard 7: Knowledge & Skills • Standard 8: Physical & Online environments • Standard 9: Continuous Improvement • Standard 10: Policy & Procedures

Complaints Procedure

Suggestions of non-compliance with the school's implementation and compliance of this Duty of Care & Child Protection policy may be submitted as complaints under the Brisbane German Language School Complaint Compliant Handling, Mediation & Discipline Policy ([BGLS-Complaint-Handling_Mediation-Discipline-Policy.pdf](#)).