

Child Protection Policy

Section 1 - Purpose

(1) The purpose of this Policy is:

- a. to outline QUT's commitment to the safety and wellbeing of children and young people who are involved in University activities or services;
- b. to outline our approach to preventing harm to children in the course of providing activities or services; and
- c. to establish processes for responding to and reporting disclosures or suspicions of harm.

Section 2 - Application

(2) This Policy applies to all members of the university community including all staff, committee members, students, visitors, and volunteers when interacting with children or young people in their QUT capacity.

Section 3 - Roles and Responsibilities

Position	Responsibility
All staff	Provide a safe environment for children and young people receiving services of QUT or engaging in activities offered or facilitated by QUT.
Vice-President (Administration) and University Registrar	Approves and implements a Child and Youth Risk Management Strategy including measures to support child protection. Establishes processes for responding to and reporting suspicions of harm to a child or young person.
Director, Administrative Division	Appointed as the Child Protection Coordinator and the principal point of contact for child protection matters. Facilitates processes for responding to and reporting suspicions of harm to a child or young person.
Vice-President (People) and Chief People Officer	Provides oversight of QUT's working with children check approvals for staff involved in working with children and/or regulated activities.
Heads of organisational areas	Identify and manage risks associated with activities involving children and young people. Ensure QUT policies and procedures for child protection are understood and implemented within their area. Ensure that QUT blue card processes are implemented within respective areas when required for relevant staff, students, and volunteers. Ensure Managers and Supervisors adhere to the above.

Position	Responsibility
Staff, volunteer, or student entering 'regulated child-related work'	Must comply with the requirements of the Working with Children (Risk Management and Screening) Act 2000 including: 1. attain a working with children clearance when required, maintain blue card currency, and link blue card from external organisations, where applicable; 2. notify QUT and Blue Card Services (BCS) of any change in police information; 3. advise BCS of a change in personal circumstances, employment circumstances or a lost or stolen card.
Heads of School	Inform students of blue card requirements and manage course requirements for blue cards. Ensure that HiQ blue card application processes are implemented prior to students undergoing placements or undertaking other regulated child-related work, as required.
Director, Student Administration Director, Student Engagement	Ensure that relevant blue card processes are implemented for students as required.

Section 4 - QUT Statement of Commitment

(3) QUT is an inclusive and safe environment in which all staff contribute to the development, learning, and wellbeing of children and young people.

(4) QUT agrees to uphold the National Principles for Child Safe Organisations by the following:

- a. Creating a safe and supportive environment for all children and young people who interact with members of the university community, through:
 - i. taking a proactive approach to the prevention of harm to children by identifying possible exposures and risks early and removing and/or reducing any risks to children or young people; and
 - ii. promoting best practices in relation to child safety.
- b. Managing any particular concerns with respect to the safety and wellbeing of children and young people who are involved, through:
 - i. taking prompt and appropriate action in response to any allegation or suspicion of child harm.
- c. Providing appropriate guidelines, processes, and support services that are child focused for the reporting and handling of disclosures and suspicions of harm, strengthening our capability to provide a safe and supportive environment, through:
 - i. supporting training and education needs of members of the QUT community working with children and
 - ii. promoting a culture of child safety and respect.
- d. Promoting consistency in our approach to risk management and compliance with the blue card system.

Section 5 - Promoting Child Protection

(5) All members of the university community are responsible for promoting a culture of safety and wellbeing for children and young people by:

- a. treating children and young people with respect;
- b. complying with all relevant laws, regulations, policies, processes and guidelines;
- c. reporting instances of suspected harm to a child or young person following QUT reporting processes and other mandatory reporting obligations where applicable;
- d. complying with any child safety training, registration or accreditation requirements which may be relevant to their university duties or activities;

- e. undertaking risk assessments when planning interactions with children or young people in accordance with the QUT Risk Management Framework; and
- f. developing relevant strategies to mitigate or manage the risks identified.

(6) Where appropriate, the university will ensure that information is presented to children and young people in an age appropriate manner.

Section 6 - Responding to Disclosure and Reporting a Suspicion of Harm

(7) All members of the university community have a responsibility to respond to a disclosure or suspicion of harm to a child by following QUT reporting processes and other mandatory reporting obligations where applicable.

(8) The University's complaint and report handling function will:

- a. receive and respond to complaints in a child focused manner;
- b. ensure that mandatory reporting to external regulatory or funding body is made in a timely manner;
- c. ensure that information about actual or suspected child abuse offences is brought to the attention of the Police and/or child protection authorities as soon as practicable to do so; and
- d. provide procedural fairness when making decisions that affect a person's rights or interests when responding to suspected non-compliance with this Policy or allegations of child abuse.

(9) The University's Child Protection Coordinator is the principal point of contact for child protection matters, and is responsible for overseeing internal procedures for reporting and responding to child welfare concerns.

(10) The University's Child Protection Coordinator is the principal point of contact for child protection matters, and is responsible for facilitating processes for responding to and reporting suspicions of harm to a child or young person.

(11) The University's Child Protection Coordinator is the Director, Administrative Division.

Section 7 - Standards of Behaviour Towards Children

(12) Members of our community are often in positions of trust and influence in the community including with children and young people. QUT expects that all members of the university community will act in a manner to ensure the safety, wellbeing and protection of children in any interactions they may have as part of their role at QUT.

(13) When interacting with children or young people, all members of the University community must never engage in inappropriate actions or behaviours, including:

- a. using language or behaviour towards children that is harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- b. causing harm to a child or young person in any way including physical, psychological or emotional harm;
- c. sexually abusing, exploiting or harassing children in any way;
- d. using any computers, mobile phones, video cameras or social media to exploit or harass a child, or access child exploitation material through any medium;
- e. using physical force towards any child or young person

(14) Conduct that is contrary to this Policy is a contravention of the [Code of Conduct - Staff](#) and [Code of Conduct - Student](#) and the University may take disciplinary action against the individual concerned in accordance with the Code.

Section 8 - Photography and Social Media

(15) All members of the University community are required to ensure that photography (and related multi media such as sound and video), and social media are used appropriately and in accordance with the:

- a. [Information Privacy Policy](#) and supporting [Privacy Protocols](#) (QUT staff access only);
- b. [Acceptable Use of Information and Communications Technology Resources Policy](#);
- c. [QUT Social Media Guidelines for Learning and Teaching](#), where applicable; and
- d. relevant human research ethics standards, where applicable.

(16) The [QUT Privacy Protocol 1: Use of photographic images and video recordings](#), outlines QUT's requirements regarding consent to take photographic images or recordings including photographic images of children.

(17) Organisational areas using photography and related multi media, and social media, in connection with children or young people are responsible for establishing and implementing guidelines or processes to ensure the use of technology and social media is not detrimental to the child or harmful to the child's safety.

Section 9 - Research Involving Children

(18) A member of the university community undertaking research involving children or young people is required to obtain approval from the University Human Research Ethics Committee in accordance with the [National Statement on Ethical Conduct in Human Research](#) and comply with University policy and other legislation for safety of children and young people.

(19) Where research may have a likelihood of causing an inconvenience, discomfort or harm to a child the UHREC ensures that adequate management strategies for addressing risk of harm are in place to mitigate and/or manage the risk and that the benefits of participating outweigh or justify the risks before approval to proceed is given.

(20) Department of Foreign Affairs and Trade (DFAT) funded research or participating in DFAT partner programs involving children will also require adherence to the [Department of Foreign Affairs and Trade \(DFAT\) Child Protection Policy 2017](#).

Section 10 - International Students

(21) QUT is committed to ensuring the safety and wellbeing of international students under the age of 18 and will endeavour to provide a safe environment so that the student can successfully pursue their academic and personal development.

(22) The university will ensure appropriate accommodation, support and general welfare arrangements for the safety and wellbeing of international students registered in the Under 18 Supervision Program.

Section 11 - Regulated Child Related Work

(23) Where QUT staff or students engage in regulated child-related work, or other activities, programs and research mainly involving children for example:

- a. when providing a QUT service or activity within a school or health facility;
- b. undertaking research that involves persons under the age of 18;

- c. student placement activity managed by QUT;
- d. support and welfare services to younger international students; and
- e. outreach events or recreational/sports activities directed mainly towards or mainly involving children and young people.

(24) QUT will promote the protection of children by:

- a. ensuring awareness of and compliance with relevant working with children legislation;
- b. ensuring relevant procedures and processes are in place to ensure working with children clearances are identified, attained and renewed where required; and
- c. early identification of any new or existing activities or services that pose an exposure or risk to child protection and removing and/or reducing the exposure or risk through appropriate controls and mitigations.

(25) Where a University activity involves 'regulated child related work' or a project or research activity mainly involving children, it is expected that a child protection risk assessment be undertaken and reviewed annually where the activity continues for greater than 12 months to:

- a. identify the level of responsibility for work and contact with children;
- b. identify and evaluate the level of risk of harm to children;
- c. develop and implement an appropriate management strategy to prevent identified risk to children; and
- d. identify when a valid Working with Children Check or other form of background check is required for individuals participating.

(26) Members of the University community working with children should fully understand their obligations to protect children when carrying out the activity and must comply with any child safety training requirements regarding their duties or activities.

Section 12 - Definitions

Term	Definition
Child/Children	For the purposes of this Policy, means a person(s) under the age of 18 years.
Harm	Means any detrimental effect on a child's physical, psychological or emotional wellbeing. Harm can be caused by physical, psychological or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended. Harm can be caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances (Child Protection Act 1999 , s9).
Mandatory Reporting	Is a term used to describe the legislative requirement for selected groups of people to report suspected cases of child abuse and neglect to government authorities.
Regulated Child Related Work	Means work that falls into a category of regulated employment as defined by Blue Card Services Qld .
University community	Means for the purpose of this Policy namely: <ol style="list-style-type: none"> 1. employees of the university; 2. members of QUT Council or other University committees whether they hold office by election, nomination or appointment; 3. visiting and adjunct academics, or other academic or research collaborators; 4. volunteers who contribute to or act on behalf of the University; 5. individuals who have been granted access to QUT property, services or infrastructure; 6. consultants and independent contractors undertaking services for QUT; and 7. students of the University.

Term	Definition
Work with children	Means being engaged in an activity or service with a child or young person where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering and other unpaid work.
Young Person/Young People	For the purposes of this Policy means a person(s) under the age of 18.

Status and Details

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