



# Child Safe Organisations

Week 3

April 2026

**Unite. Inspire. Grow.**

Forward Thinking | Stronger Together | Leading with Humility | Passionately Proud | Fostering Fun

# Agenda

- 1 Welcome & housekeeping
- 2 National Principle 10
- 3 Policies, Procedures & Practices
- 4 Association Child Safe Policy
- 5 Resources
- 6 Next steps

**Unite. Inspire. Grow.**

Forward Thinking | Stronger Together | Leading with Humility | Passionately Proud | Fostering Fun



# Acknowledgement of Country

QTF respectfully acknowledge the Traditional Owners and Custodians of the lands on which we gather, work and volunteer in across Queensland. We acknowledge their continuing connection to lands and waterways and pay our respects to Aboriginal and Torres Straits Islander Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples joining us today.





# Welcome

## Housekeeping

- Add your affiliate name in the chat
- Mute when not speaking; use the hand-up to contribute
- Cameras on where possible
- Drop questions in the chat anytime
- Q&A at the end (some questions may be answered along the way)
- Session will be recorded
- Resources, templates & slides will be shared
- Sometimes discussing safeguarding can be confronting—please seek support if needed.





# 02

## National Principle 10

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

**Unite. Inspire. Grow.**

Forward Thinking | Stronger Together | Leading with Humility | Passionately Proud | Fostering Fun

# National Principle 10:

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



## Goal

Our club documents our child safe practices and, importantly, we deliver on them.

Address all National Child Safe Principles in your procedures and practices

**Document all policies and procedures, ensuring they are easily understood**

Consult with stakeholders to inform best practice for policies and procedures

Leaders champion and role model child safety

Empower staff and volunteers to champion child safety



## What children and young people should be saying in our club

My club has rules that keep us safe.

I know where to find the rules at my club.

I understand my club's rules, and I follow them.



# Policies governing Touch Football



National Policy is provided by TFA <https://touchfootball.com.au/>, State Policy by QTF <https://qldtouch.com.au/qtf-documents-policies/>. Affiliated Associations are bound by these policies, by way of the [TFA Affiliate Membership Regulations](#).

QTF Documents & Policies are reviewed annually against TFA's documents, adapted where needed and details are logged on a Policy Register. The Policy register is reviewed annually (or when Legislation/ Policy changes) to ensure it is up to date.



## QUEENSLAND TOUCH FOOTBALL POLICIES/ GUIDELINES - WEBSITE

Document	Version	Approved	Location	Custodian	QTF Review
QTF Child & Youth Risk Management Strategy	3	24/02/2024	Admin > Policy > QTF Child & Youth Risk Management Strategy	Sport Ops Manager	Under review
<a href="#">QTF Social Media Policy</a>	2	10/06/2024	Admin > Policy > QTF Social Media Policy	Comms & Marketing Manager	14/01/2026
QTF Visual Guidelines		02/2019	Comms & Marketing	Comms & Marketing Manager	Under review
<a href="#">QTF Uniform Guidelines - Revised November 2025</a>	5	11/2025	Comms & Marketing	Comms & Marketing Manager	14/01/2026
<a href="#">Licensed Apparel Suppliers</a>			Partnerships	Partnerships Manager	27/02/2026
<a href="#">QTF Sun Safe Policy</a>	1	10/06/2023	Admin > Policy > QTF Sun Safe Policy	Partnerships Manager	14/01/2026

Application of Policy in an association should start with review and adoption of the Policy by the Committee.

Details should then be added to an Association Policy Register. The Policy register should be delegated to eg the Secretary, and should then be reviewed prior to each season. The [Policy Register template](#) outlines important TFA & QTF policies for committees to acknowledge and adopt. It is also the place to list Association Policies, so that Committee members know where to find the most up to date information.

# Procedures

## Policy in action



The National Principles are mostly covered in the TFA Safeguarding Children & Young People Policy. Working through The Principles allows us to implement procedure to support the policy.

### Policy vs Procedure

**Policy:** States what the organisation is committed to (the “what” and “why”)

**Procedure:** Outlines the exact steps to follow (the “how”)

### Why Procedures Matter

- Provide clear, step-by-step guidance in real situations
- Ensure consistent and appropriate responses
- Reduce confusion and risk during incidents
- Support volunteers and staff to act with confidence

*Policies are the rulebook—procedures are how you play the game.*

# Policies & procedures

## What do we currently have?

Safeguarding policies and procedures are essential because they provide clear, consistent guidance that helps organisations protect children and young people while ensuring everyone understands how to prevent and respond to harm.

### Safeguarding documents:

- TFA Safeguarding Children & Young People Policy (TFA SCYPP)
- Child Safe Policy/ Plan; Statement of Commitment
- Child Safe Code of Conduct for staff, volunteers, players - TFA SCYPP
- Recruitment & screening procedures incl Blue Card procedure - TFA SCYPP
- Responding to concerns/complaints procedure – covered in week 7
- Reporting Harm & Incident Management – TFA SCYPP
- Social Media Policy - QTF
- Photography & Image Use Policy - TFA SCYPP





# How confident are you in child safety policies governing your association?

Confident



Not confident



What? We have child safety policies?



# Making policies practical

Moving from “tick-the-box” to real-world use

Writing policies in plain, simple language

Making policies accessible to the community:

- Website
- Registration packs
- Volunteer inductions

Embedding policies into daily practice:

- Training and education
- Committee decision-making
- Competition operations





# Association Child Safe Policy

## Your Association's Child Safe direction

A sports association needs a Child Safe Policy to clearly outline how it will prevent harm, respond to concerns, and create a safe, supportive environment where children and young people can participate with confidence.

The Child Safe Policy is the overarching document that will bring everything together – it will outline all of the Policies, procedures and practices that your Association has in place to build safer and more positive environments for children and young people.

Use the template to add the procedures & practices that you are putting in place in your Association. This will be the document that shows people what you are doing to be a Child Safe Organisation.

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

☐

**National Principle 2:** Children and young people are consulted in decisions affecting them and their wellbeing.

☐

**National Principle 3:** Families and communities are consulted in decisions affecting children and young people and their wellbeing.

☐

**National Principle 4:** Equity is embedded in all policies, procedures and practices.

☐

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

- ☐ **Position Descriptions** for all child related roles: Committee; Coaches, Managers etc
- ☐ **Recruitment processes** – including questions about suitability in working with children & young people; screening procedures. Where not possible (ie competition coaching staff not engaged by association, Induction and Support and supervision is imperative)
- ☐ **Induction and support** – Induction procedure; ongoing supervision and support network – visible competition ground staff and coaching mentors
- ☐ **Blue Card Process**
  - Blue Card Operating Procedure (template)
  - Employment register
  - Blue Card Services Online Portal
- ☐ **Event Safeguarding plans** – including management of Blue Cards for all team officials and volunteers

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

☐

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

- ☐ A **training plan** for volunteers and staff, including records of completions
- ☐ Access to the **free safeguarding training, webinars and resources** available on the Sport Integrity Australia website– <https://www.sportintegrity.gov.au/>

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

- ☐ Association Policy Register, Committee member assigned to be responsible for updating and presenting the information to the Committee.
- ☐ All Committee members are aware of the Policies the Association must adhere to.
- ☐ Make sure policies are publicly available and easily accessible on the Association website.
- ☐ Policies and procedures are reviewed pre season and communicated to the community
- ☐ Child Safe Action Plan updated

☐

# Resources

Supporting delivery



## Resources

<https://qldtouch.com.au/child-safe-organisations-resources>

## Frequently asked questions (FAQs)

<https://qldtouch.com.au/child-safe-organisations-faqs/>



# Next Steps – National Principle 10

## Principle in practice



Your Association should have:

Create a **Policy Register** using the [QTF template](#), assign someone in your Committee to be responsible for updating and presenting the information to the Committee.

Undertake a Policy awareness exercise in the Committee – make sure people know what Policies the Association must adhere to.

Make sure **policies are publicly available and easily accessible** on the Association website.

Add to your Action Plan and assign people to assist.

Use the [Child Safe Policy/ Plan template](#) to start documenting the steps you will/ have implement/ed toward becoming a Child Safe Organisation. We've added action items to get you started.

**Safeguarding children and young people is a shared responsibility**

# QUESTIONS?



**WEEKLY ZOOM DROP IN – [CLICK HERE TO JOIN](#)**

Every Thursday – 10:00am-11.00am

Next session **Thursday 16 April 2026**

Zoom Drop In available for all Affiliate committees and/or staff seeking support with Child Safeguarding implementation



*Thank You*



Please provide some feedback 😊

**Unite. Inspire. Grow.**

Forward Thinking | Stronger Together | Leading with Humility | Passionately Proud | Fostering Fun

