

QTF CHILD SAFETY & WELLBEING POLICY

2026

VERSION 1



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QTF Commitment to the Safety and Wellbeing of Children and Young People

At Queensland Touch Football (QTF), we are unwavering in our commitment to ensuring that every child and young person is safe, respected, valued, and able to thrive. Our organisation places the highest priority on the safety, rights, and wellbeing of children and young people, and we maintain a zero tolerance approach to all forms of child abuse, harm, neglect, and exploitation.

Our commitment is anchored in the Universal Principle—that all children and young people have an inherent right to be safe, to be heard, and to grow in environments that uphold their dignity and human rights. This principle guides every action, decision, and interaction within QTF. We recognise that safeguarding children is a shared responsibility requiring vigilance, compassion, and professionalism from every member of our organisation and community.

QTF is dedicated to:

- Creating and maintaining environments that are physically, emotionally, culturally, and socially safe for all children and young people.
- Actively identifying, responding to, and preventing risks of harm or abuse, both within our organisation and in the broader contexts in which we operate.
- Empowering children and young people by listening to their voices, respecting their views, and ensuring they have meaningful opportunities to participate in decisions that affect them.
- Promoting equity, inclusion, and respect, acknowledging the specific needs and rights of Aboriginal and Torres Strait Islander children, children from culturally diverse backgrounds, LGBTQIA+ young people, and children with disability or additional support needs.
 - Ensuring all staff, contractors, and volunteers meet high standards of professional conduct, receive ongoing training, and fully understand their legal and moral responsibilities to protect children.
 - Responding promptly and transparently to concerns, allegations, or indicators of harm, always placing the child or young person's safety and wellbeing as the paramount consideration.

QTF is committed to continuous improvement in our child safe practices. We review our policies, procedures, and culture regularly to ensure they remain strong, effective, and aligned with contemporary standards and the Universal Principle that underpins our work.

At QTF, children's safety and wellbeing are not negotiable—they are fundamental.

We stand firm in our responsibility to protect every child and young person entrusted to our care.



1. PURPOSE

The purpose of this Child Safety & Wellbeing Policy is to affirm Queensland Touch Football's (QTF) unwavering commitment to creating and maintaining a safe, supportive and empowering environment for all children and young people involved in our sport. This policy establishes the standards, expectations and behaviours required to protect children from harm and promote their wellbeing in every aspect of our organisation's activities.

More specifically, this policy aims to:

- Demonstrate QTF's commitment to the safety, participation, and wellbeing of all children and young people, recognising their right to be protected, heard and supported.
- Ensure all leaders, staff, coaches, referees, volunteers and adult participants understand their responsibilities to act ethically, respectfully and appropriately towards children, and to uphold child-safe behaviours at all times.
- Provide clear guidance on the systems, processes and procedures that QTF uses to prevent and respond to harm, including recruitment and screening, risk management, reporting concerns, responding to incidents, and empowering children and families.
- Promote a culture of child safety and continuous improvement, ensuring that safeguarding practices are regularly reviewed, embedded across all levels of the organisation, and aligned with relevant legislation, national sport integrity frameworks, and Queensland child-safe standards.
- Support children and young people to participate safely and confidently in touch football by ensuring their voices are valued, their needs are considered, and their rights are upheld in all decision making.

2. SCOPE

2.1 WHO THIS POLICY APPLIES TO

This Child Safety & Wellbeing Policy applies to **all individuals who carry out work, duties, services or activities for Queensland Touch Football (QTF)** in any capacity, whether paid or unpaid. This includes, but is not limited to:

- Board Directors
- Executive leaders and Managers
- All QTF employees, regardless of role or seniority
- Volunteers, including team managers, coordinators and event/helpers
- Coaches, referees, technical staff and high performance personnel
- Interns, trainees and work experience students
- Contractors, consultants and service providers engaged by QTF
- Any adult participant, official or representative acting on behalf of QTF

All individuals covered by this policy are expected to uphold QTF's commitment to child safety, act ethically and responsibly, and comply with all procedures outlined within this policy and related policies.

2.2 WHAT THIS POLICY APPLIES TO

This policy applies to all QTF activities, programs, events, services and environments that involve, result in, or relate to contact with children and young people. This includes:

- All touch football competitions, training programs and development activities
- Representative programs, academies, clinics and talent pathways
- Events, tournaments, camps, travel, accommodation and affiliated gatherings
- Online and digital interactions, including social media, communication platforms and online training environments
- Administrative, operational and support functions where contact with children may occur
- All activities delivered by, supported by, or undertaken on behalf of QTF, whether at QTF operated venues or external locations

This policy also applies to any situation where a child or young person interacts with a person acting in a QTF role, regardless of whether the interaction occurs within an official activity, outside scheduled programs, or online.

3. RESPONSIBILITIES

3.1 QTF BOARD AND EXECUTIVE LEADERSHIP

The QTF Board and Executive are responsible for:

- Providing strategic leadership and ensuring child safety is embedded in organisational culture, governance and decision making.
- Approving and endorsing all child safety policies, procedures and safeguarding frameworks.
- Ensuring QTF complies with all relevant legislation, standards and national sporting integrity requirements.
- Allocating adequate resources for implementing, reviewing and improving child safety practices.
- Overseeing risk management, incident reporting and responses to allegations or breaches.

3.2 MANAGERS AND SUPERVISORS

Managers and program leaders (including regional, operational and event leads) are responsible for:

- Promoting and modelling child-safe behaviours within their teams.
- Ensuring staff, volunteers, coaches and officials are trained, inducted and aware of their obligations.
- Monitoring compliance with Blue Card screening, risk management practices and activity specific safeguards.
- Supporting prompt reporting of concerns and ensuring incidents are managed according to QTF procedures.
- Creating safe physical, cultural and online environments for children.



3.3 EMPLOYEES (ALL STAFF)

All employees are responsible for:

- Acting in accordance with this policy, all related policies and QTF's code of conduct.
- Maintaining up to date Blue Cards (where required).
- Participating in required child safety training, refreshers and supervision processes.
- Reporting any concerns, suspicions or allegations of harm, misconduct or policy breaches.
- Prioritising the rights, safety, participation and wellbeing of children in all interactions.

3.4 COACHES, REFEREES AND TECHNICAL OFFICIALS

Coaches, referees and technical officers hold a direct duty of care for children and are responsible for:

- Comply with this policy and QTF's codes of conduct and safeguarding requirements.
- Complete required screening (employment & Blue Card), induction and training before undertaking duties.
- Creating inclusive, respectful and developmentally appropriate sporting environments.
- Ensuring training sessions, games and activities are conducted safely and supervised adequately.
- Maintaining professional boundaries and appropriate physical and verbal interactions.
- Following guidelines for communication, photography, travel, change-room management and online engagement.
- Reporting any child safety concerns or breaches immediately.

3.5 VOLUNTEERS, TEAM MANAGERS AND SUPPORT PERSONNEL

Volunteers and support personnel must:

- Comply with this policy and QTF's codes of conduct and safeguarding requirements.
- Complete required screening (employment & Blue Card), induction and training before undertaking duties.
- Supervise and support children responsibly during competitions, travel, events and training.
- Report concerns, disclosures or behaviours that may pose a risk to children.

3.6 CONTRACTORS, CONSULTANTS AND SERVICE PROVIDERS

Any external party engaged by QTF is responsible for:

- Complying with all child safety requirements relevant to the tasks they perform.
- Maintaining valid screening checks (ie Blue Card) when working with or around children.
- Acting professionally, safely and ethically within QTF environments.

3.7 PARENTS, CARERS AND GUARDIANS

Parents and carers play an important role in child safety and are responsible for:

- Supporting their child's participation in a safe and respectful manner.
- Observing QTF's parent/guardian codes of behaviour at all events and activities.
- Communicating concerns promptly to QTF staff, officials or child safeguarding officers.
- Collaborating with QTF to reinforce safe, positive behaviours in sport.

3.8 CHILDREN AND YOUNG PEOPLE

Children and young people have the right to be safe, and they are encouraged to:

- Speak up about behaviour that makes them feel unsafe, uncomfortable or worried.
- Participate in decisions that affect their experiences in touch football.
- Treat others with respect and follow the junior player code of behaviour.
- Children will not be held responsible for managing risks or enforcing this policy.

4. DEFINITIONS

The list of Definitions pertaining to this policy are outlined in Section 2. DEFINITIONS, pages 4-7 of the [TFA Safeguarding Children and Young People Policy](#).

QTF provides the following definitions, relating to the structure of the organisation:

	Definition
Children	Children and young people under the age of 18.
Organisation	Queensland Touch Football
Board of Directors and Executive Officer	Top level in hierarchical structures, such as an organisation's board, the chief executive officer, or management roles with high influence and decision-making, policy-making or stakeholder defining roles.
Management staff	Management staff who report to senior executive staff and are responsible for operational staff. These roles can help improve internal process management and enhance operational performance.
Staff	Roles that oversee and manage front of office, direct practice, and operational management staff; involved in hiring and assessing performance and providing feedback; responsible for implementation of services and have direct contact with community and service users.
Field Officers	Roles that deliver Sporting Schools programs, assist Development staff and/or are engaged as field staff for QTF events
Volunteers	Individuals who freely contribute time, skills, or support without payment to assist programs, events, or communities, helping create positive experiences and enabling organisations to achieve their goals, including but not limited to QTF HP Panel, State Referee Panel and State Referee Coaches, Coaches and Managers engaged in QTF Pathway events and programs

5. RELEVANT LEGISLATION AND STANDARDS

Queensland Touch Football is committed to complying with all relevant legislation, national frameworks and sport-specific standards governing child safety, including the Child Safe Organisations Act 2024 (Qld), the Child Protection Act 1999 (Qld), the Blue Card System under the Working with Children Act 2000 (Qld), the National Principles for Child Safe Organisations, and the TFA National Integrity Framework.

6. RELATED ORGANISATIONAL POLICIES AND PROCEDURES

The QTF Child Safety & Wellbeing Policy aligns with the following QTF and TFA governance documents. These policies collectively support child safety, ethical conduct, safe sport environments, and compliance with Queensland legislation.

- [TFA National Integrity Framework](#)
 - Safeguarding Children and Young People Policy
 - Member Protection Policy
 - Complaints, Disputes and Discipline Policy
 - Improper Use of Drugs and Medicine Policy
 - Competition Manipulation and Sports Gambling Policy



- [TFA Code of Behaviour](#) (ie Coach Code, Official Code, Parent/Guardian Code, Player Code)
- QTF Code of Conduct (for staff, volunteers, coaches, managers and officials)
- Blue Card compliance and verification processes - *QTF Standard Operating Procedure (SOP): Blue Card Administration*
- Recruitment and onboarding procedures for QTF Staff
- Risk assessments for programs, events and high risk activities involving children
- QTF Social Media Policy and electronic communications procedures outlined in the TFA Safeguarding Children & Young People Procedure
- Concussion, injury management and return to play procedures outlined in the [TFA Concussion Policy](#)
- [TFA Transgender & Gender Diverse Participation Guidelines](#)
- Accessibility and inclusion procedures for children with disability

7. THE NATIONAL PRINCIPLES

Queensland Touch Football is committed to embedding the National Principles for Child Safe Organisations across all operations. This section outlines how QTF translates these principles into practical actions, ensuring safe, inclusive and empowering environments where children and young people are protected, respected and supported to thrive.

A commitment to child safety and wellbeing

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

QTF puts into practice its commitment to child safety and wellbeing and models a child safe culture at all levels of the organisation.

- ❑ TFA National Integrity Framework: [TFA Safeguarding Children and Young People Policy](#)
- ❑ Public [Commitment to Child Safety and Wellbeing](#) and the promotion and protection of children’s rights by QTF and its leadership.
- ❑ QTF Child Safe Code of Conduct – with a focus on child safety and wellbeing, developed from the **CHILD/YOUNG PERSON SAFE PRACTICES** outlined in Annexure B of the [TFA Safeguarding Children and Young People Policy](#)
- ❑ Risk assessment and management processes for all events and programs run by QTF that reflect our commitment to child safety and wellbeing
- ❑ A Child Safe Risk Register which is maintained and reviewed regularly to identify, assess, and manage potential risks of harm to children
- ❑ A Child Safe Reporting process that is easily accessible for staff, volunteers and children

Taking child participation seriously

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

To enable children and young people to have their rights respected, participate in decision-making and have their voices heard, QTF considers these actions

- ❑ Ongoing training provided to staff and volunteers to ensure they understand child rights-based approaches and are skilled at engaging with young people
- ❑ Programs and resources QTF uses to educate and engage with children and young people about their rights, safe environments, protective strategies for staying safe and seeking help when needed
 - Rights & Safety briefing for QTF programs (QYA, Academies)
 - Rights & Safety campaigns (Year long, JSC) raising awareness for children and young people
- ❑ Seeking the views of children and young people and encouraging their participation in decision-making, including on safety and wellbeing issues through:
 - Post event/ program safety and wellbeing survey (child and parent)
 - The establishment of regional youth advisory groups (2027 QYA)
- ❑ Regular staff reviews of opportunities for children and young people’s participation at programs and events
- ❑ Documents and policies are adapted to be accessible and age-appropriate for children:
 - QTF Code of Conduct (Child/ Young Person Safe Practices)
 - Child Safe Reporting process

Involving families and communities

National Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.

Effective communication and participation strategies for engaging with and responding to the diverse needs of families and communities are used in promoting child safety and wellbeing

- QTF’s child safety and wellbeing policies and procedures are made clear and accessible to families and communities through:
 - Marketing and communication plans
 - Pre event/ program information booklets/ flyers
- QTF seeks the input of families and communities on our approach to child safety and wellbeing through the implementation of post event/program surveys that include child safety and wellbeing questions
- QTF seeks the input of families and communities when reviewing policies and procedures involved in QTF events and/or programs
- QTF engages with families and communities to build cultural safety and inclusion through partnerships and respectful relationships
- Policies and practices in action for seeking parental consent for relevant activities

Respecting equity and diversity

National Principle 4: Equity is upheld and diverse needs respected in policy and practice.

QTF creates an environment where children and young people’s diverse circumstances and needs are recognised, and all children feel safe, welcome and included

Policy and strategy:

- Policies and strategies used at all levels of the organisation to counter discrimination and exclusion, including guidance on creating environments that are safe and welcoming for all children.
 - [TFA National Integrity Framework](#)
 - [TFA Transgender & Gender Diverse Participation Guidelines](#)
 - [TFA RAP](#)
- Development of a QTF Diversity and Inclusion strategy
- A Child-Safe Plan that establishes safe environments for First Nations children and young people
- Provision of training for staff and volunteers on identifying and responding to children and young people with diverse backgrounds and needs
- Accessible, child-friendly and culturally safe information is provided to children and young people about the support and complaints processes available

Ensuring that staff are suitable and supported

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

QTF implements recruitment and staff development policies including screening, induction and supervision to ensure that staff and volunteers reflect child safety and wellbeing values in practice.

- QTF Policies on recruitment, including advertising, selection criteria, pre-employment screening, referee checks are advised by and developed to reflect requirements and recommendations of the [TFA Safeguarding Children and Young People Policy](#)
- Compliance with Blue Card Services requirements through the administration of the *QTF Standard Operating Procedure (SOP): Blue Card Administration*, which outlines requirements for the management of Blue Cards for QTF staff and volunteers
- Induction training for all staff and volunteers on their child safety and wellbeing responsibilities, the organisation’s child safety and wellbeing policies and procedures, external reporting obligations (eg mandatory reporting) and the Code of Conduct.

	<ul style="list-style-type: none"> ❑ Policies and strategies for ongoing supervision, support and performance management of staff and volunteers.
<p>Child focused complaint systems</p>	
<p>National Principle 6: Processes to respond to complaints and concerns are child focused.</p>	
<p>QTF ensures that it has accessible and responsive complaints management processes that are focused on the needs of children and young people through these measures, guided by the National Integrity Framework</p>	<ul style="list-style-type: none"> ❑ TFA provides a policy for receiving, responding to and investigating complaints of child harm or abuse that prioritises the safety and wellbeing of children and young people through the National Integrity Framework, specifically TFA Safeguarding Children and Young People Policy and Complaints, Disputes & Discipline Policy. Complaints may relate to concerning conduct, misconduct or criminal conduct. ❑ Child-friendly and culturally safe information for children and young people, families and communities about how they can raise concerns and how those concerns will be responded to and investigated ❑ Information about complaint handling that is accessible in print and online (brochures, posters, website and social media) ❑ Training for staff and volunteers on the complaints process, their roles and responsibilities, reporting and privacy obligations, and responding to children who disclose abuse (including recognising the different ways that children may disclose)
<p>Staff knowledge, skills and awareness</p>	
<p>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.</p>	
<p>QTF promotes child safety and wellbeing by ensuring that staff and volunteers are provided with relevant knowledge and skills on an ongoing basis</p>	<ul style="list-style-type: none"> ❑ QTF Staff Training Plan outlines the periodic training for staff and volunteers on children’s rights, child development, the organisation’s child safety and wellbeing policies and procedures, recognising signs of harm or abuse, responding to disclosures, understanding and responding to harmful behaviours by a child towards another child, record keeping, risk assessment and management, external reporting obligations, and creating culturally safe environments. ❑ Staff training is relevant to the level of contact with children, providing more in depth knowledge to those that require it ❑ Ongoing professional development and information exchange opportunities relating to child safety and wellbeing for staff and volunteers ❑ Strategies for ensuring that staff or volunteers who disclose harm or risk to children and young people are supported
<p>Safe physical and online environments</p>	
<p>National Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p>	
<p>QTF promotes child safety and wellbeing in physical and online environments in order to reduce the risk of harm</p>	<ul style="list-style-type: none"> ❑ A child Safe Risk Management plan for individual events/ programs that includes risk mitigation steps for both online and physical environments ❑ Requirements that staff and volunteers use online environments in line with the Code of Conduct, the QTF Social Media Policy and communication protocols outlined in the TFA Safeguarding Children and Young People Policy Annexure B CHILD/YOUNG PERSON SAFE PRACTICES ❑ Provision of information to children, young people and families about cultural, physical and online safety and appropriate conduct in physical and online environments

	<ul style="list-style-type: none"> <input type="checkbox"/> Policies and procedures for ensuring that visitors to the organisation are appropriately logged (see Blue Card SOP) and supervised <input type="checkbox"/> QTF employs procurement policies that aim to ensure child safety and wellbeing when contracting third parties for events/programs
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Review of child safe policies and practices

National Principle 9: Implementation of the national child safe principles is regularly reviewed and improved.

<p>We will continue to reflect on and improve our child safety and wellbeing policies and practices.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A commitment to review this policy, and other child safety and wellbeing policies and procedures, on a regular basis. <ul style="list-style-type: none"> ➢ National policies & alignment – annually or as updated ➢ QTF policies – annually or as National policies are updated ➢ Event/ program policy and procedures – post event/ program <input type="checkbox"/> QTF will engage children, young people, families, communities, staff and volunteers in review processes and provide feedback on review outcomes to communities <input type="checkbox"/> We make a commitment to maintaining records and to regularly analyse complaints, incidents and concerns in order to identify causes or systemic weaknesses, implementing improvements from findings
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Documenting policies and procedures

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

<p>QTF documents and makes available its policies and procedures for ensuring the safety and wellbeing of children and young people.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Documents and Policies are housed on the QTF website, providing links to TFA Policy and guidelines: https://qldtouch.com.au/qtf-documents-policies/ <input type="checkbox"/> The Code of Conduct, risk assessment and management processes and QTF Child Safety & Wellbeing Policy demonstrates how the organisation ensures child safety and wellbeing <input type="checkbox"/> QTF has a Safeguarding Action Plan that is consulted regularly and reviewed annually <input type="checkbox"/> QTF will monitor understanding and implementation of its child safety and wellbeing policies and procedures by its leaders, staff and volunteers through an annual staff survey, with the results being used to advise updates to the Safeguarding Action Plan <input type="checkbox"/> QTF will engage with children and young people, families and communities to assess awareness of and confidence in its child safety policies and procedures through surveys, with the results being used to advise updates to the Safeguarding Action Plan
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Leading with Humility
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Fostering Fun



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