

AP304 CHILD SAFE PROCEDURE

OVERVIEW

Brisbane City Council is committed to implementing the practical measures necessary to ensure full compliance with Queensland child safety legislation, including the [Child Safe Organisations Act 2024](#) (Qld). This commitment is underpinned by Council's overarching corporate standards, including the [HRP040 Code of Conduct](#), which sets the expected standards of ethical behaviour for all workers and reinforces Council's commitment to acting with integrity, professionalism and respect.

Council's Child Safe Procedure adopts a risk-based and proportionate approach to meeting Council's obligations under the Queensland child safe framework and legislative scheme. Council acknowledges its responsibility to identify, assess and manage child safety risks in circumstances where services, programs, facilities or activities involve children.

While some areas of Council do not involve workers undertaking child-related work as part of their standard duties, many areas do. Accordingly, this procedure provides a consistent framework for identifying when child safety obligations arise and for responding in a manner that is appropriate to the scale, nature and risk profile of Council operations, including the establishment of appropriate reporting arrangements.

Consistent with the [Child Safe Organisations Act 2024](#) (Qld), this procedure supports Council's commitment to promoting the safety, wellbeing and best interests of children, while ensuring Council activities align with legislative requirements.

Council takes its child safety obligations seriously and is committed to maintaining a safe workplace for all workers and a safe service environment for all customers. This procedure is informed by Council's compliance and child safety risk assessment processes, ensuring it remains fit for purpose and responsive to legislative and policy developments.

APPLICABILITY

This procedure is informed by, and should be read in conjunction with, the [Child Safe Organisations Act 2024](#) (Qld), and Council's corporate rules, including the [HRP040 Code of Conduct](#). Sub-ordinate procedures will demonstrate Council's commitment to the child safe standards and universal principle and reportable conduct scheme.

LEGISLATION

[Child Safe Organisations Act 2024](#) (Qld)

DEFINITIONS

Child means a person under 18 years of age.

Child-related work means work that involves, or is likely to involve, contact with children as part of Council services, programs, facilities or activities.

Child safety risk means any potential or actual risk of harm to a child arising from Council activities, services, programs or environments.



PROCEDURE

Council complies with Queensland child safety legislation and consistently identifies, assesses and manages child safety risks across its operations.

ROLES RESPONSIBILITIES

The Chief Executive Officer is responsible for:

- providing leadership and accountability for Council's child safety obligations;
- ensuring appropriate systems are in place to support compliance with legislative requirements, including reporting and response mechanisms;
- ensuring allegations or concerns relating to reportable conduct are addressed in accordance with applicable legislation and Council processes.

Council leaders and managers are responsible for:

- identifying and managing child safety risks within their areas of responsibility;
- ensuring workers understand and comply with this procedure and related procedures;
- embedding child safety considerations into service delivery, programs and activities where children may be involved;
- supporting appropriate reporting and escalation of child safety concerns.

The Child Safe Organisations Sub-Group is responsible for:

- overseeing and coordinating Council's implementation of the Child Safe Standards and the Reportable Conduct Scheme;
- monitoring Council's compliance with child safety obligations;
- reviewing and endorsing child-safety related corporate rules, policies and public-facing documents; and
- monitoring key child safety risks and continuous improvement activities.

All workers are responsible to ensure that they remain committed to achieving the outcomes of the legislation through necessary participation and endorsement of all aspects of this procedure and the direction of Council.

RELATED INFORMATION

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