

CHILD SAFEGUARDING POLICY

1. Purpose

Keppel Bay Sailing Club Limited (KBSC, the Club) is committed to the safety, wellbeing, and empowerment of all children and young people who participate in or are associated with Club activities. This policy establishes the framework through which KBSC fulfils its obligations under Queensland's child safeguarding laws and embeds a culture of child safety across all operations.

This policy applies to all sport and recreational programs, junior and youth events, hospitality functions attended by children, and any other Club activity where children are present.

2. Scope

This policy applies to:

- All Board members, Committee members, and office holders
- All paid staff (full-time, part-time, and casual)
- Volunteers, coaches, and instructors
- Contractors and service providers engaged by the Club
- Students on placement
- Any other person who works with or is present around children in a Club context

A full list of terms and definitions can be found in Appendix 1.

3. Legislative Framework

KBSC operates in accordance with the following legislation and standards:

- *Child Safe Organisations Act 2024 (Qld)* – including the Child Safe Standards and Universal Principle as they apply to KBSC
- *Child Safe Organisations Regulation 2025 (Qld)*
- *Working with Children Check Act 2000 (Qld)* – including applicable Blue Card and risk management obligations
- *Working with Children (Risk Management and Screening) Regulation 2020*
- *Child Protection Act 1999 (Qld)* – mandatory reporting obligations
- *Criminal Code Act 1899 (Qld)* – failure to report offences
- *Gaming Machine Act 1991 (Qld)* – restrictions on children's presence in gaming areas
- *Liquor Act 1992 (Qld)* – restrictions on children's access in licensed premises
- *Corporations Act 2001 (Cth)* – director duties applicable to the Club as a public unlisted company

- The Queensland Family and Child Commission (QFCC) – oversees implementation of the Child Safe Standards and the Reportable Conduct Scheme.

4. Universal Principle - Cultural Safety for Aboriginal and Torres Strait Islander Children

KBSC recognises the importance of cultural safety for Aboriginal and Torres Strait Islander children. The Club is committed to ensuring that Aboriginal and Torres Strait Islander children and their families feel safe, respected, and included in all Club activities. This Universal Principle is embedded across all 10 Child Safe Standards below and is not treated as a standalone or optional consideration.

5. The 10 Child Safe Standards

5.1. Leadership, Governance and Culture

The Board of Directors is responsible for embedding child safety as a governance priority. This includes:

- Adopting and reviewing this policy at least annually.
- Ensuring child safety is a standing agenda item at Board meetings.
- Nominating a designated Child Safety Officer (see section 8).
- Allocating adequate resources to child safety training and compliance.
- Modelling child-safe behaviour and holding all personnel accountable.
- Ensuring this policy and related documents are accessible to all staff, volunteers, and parents.

5.2. Child Participation and Empowerment

KBSC values the voices of children and young people. The Club will:

- Provide age-appropriate information to children about their rights and how to raise concerns.
- Create opportunities for junior members to provide feedback on programs and activities.
- Ensure children understand they can speak to any trusted adult, including the Child Safety Officer, if they feel unsafe.
- Seek feedback from junior members and their families when reviewing programs and this policy.

5.3. Family and Community Engagement

KBSC will:

- Communicate this policy to parents and guardians of junior members.

- Provide parents and guardians with clear information about supervision arrangements, codes of conduct, and how to raise concerns.
- Actively involve families in the design and review of junior programs where practicable.
- Seek feedback from junior members and their families when reviewing programs and this policy.

5.4. Equity and Inclusion

KBSC is committed to ensuring all children, regardless of background, ability, gender, or cultural identity, can participate safely and equitably in Club activities. Reasonable adjustments will be made to support inclusion.

5.5. Staff Suitability and Support

5.5.1. Blue Card Requirements

KBSC will assess every role against the *Working with Children Check Act 2000 (Qld)* and current Blue Card Services guidance to determine whether the role involves regulated child-related work

The assessment will consider the person's actual duties, the setting in which duties are performed, the frequency of work, the nature and level of contact with children, and whether any statutory exemption applies.

A person must not rely on an exemption if they are a restricted person or are otherwise prohibited by Queensland law from relying on that exemption.

KBSC will document the legal basis for any exemption relied upon, including for:

- volunteers under 18 years of age.
- parent volunteers whose own child participates in the relevant activity.
- persons providing services for no more than the period permitted by the applicable statutory exemption.
- any other person claiming an exemption (including persons helping, supervising, or working alongside a child employee where the role is not regulated employment).

Roles limited to food or beverage service, equipment supply, maintenance, or similar duties do not automatically require a Blue Card. Each role must be assessed according to its actual duties and whether those duties constitute regulated child-related work under the *Working with Children Check Act 2000 (Qld)*.

Directors, committee members, executive officers, and other office holders must hold a current Blue Card before commencing the role if their usual functions include regulated child-related work as defined by the *Working with Children Check Act 2000 (Qld)*.

KBSC will:

- verify and link each required Blue Card or exemption card before the person commences regulated child-related work.
- maintain an access-controlled register of card details, expiry dates, verification dates, role assessments, and exemption decisions.
- monitor card status and renewal dates.
- require personnel to immediately notify the Child Safety Officer of any change to their Blue Card or exemption card status; and
- immediately remove a person from regulated child-related work if their required card is suspended, cancelled, expired or otherwise invalid.

Note: The *Working with Children Check Act 2000 (Qld)* was formerly known as the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* prior to 1 April 2026.

5.6. Child-Focused Complaints Handling

KBSC will maintain a clear, accessible, and child-friendly complaints process:

- Children, parents, and staff can raise concerns verbally or in writing with the Child Safety Officer or, in their absence, the Sailing Manager, General Manager or Governance Officer /Company Secretary (see section 8 for contact details).
- All complaints will be taken seriously, recorded in the complaints register, and responded to promptly. An acknowledgement will be provided to the complainant within 2 business days of receipt.
- Complainants will be kept informed of progress and outcomes at reasonable intervals throughout the process.
- No person will be disadvantaged or victimised for raising a concern in good faith.
- Complaints involving alleged abuse, harm, or misconduct toward a child will be escalated immediately in accordance with section 7 (Risk Management) and section 11 (Reportable Conduct Scheme).
- Where a complaint involves a member of the key contacts, or if preferred by the complainant, the matter can be referred to the Board of Directors directly.

Refer to the Club's *Grievance and Complaints Policy* for the full process. Until that policy is adopted or updated to address child safety complaints specifically, this section governs child-related complaints.

5.7. Staff Training and Awareness

All personnel within scope of this policy must complete:

- Induction training on this policy, the Code of Conduct, and child safeguarding obligations before commencing work with children.
- Refresher training at least every two years, or when this policy is materially updated.

- Any mandatory training required by Queensland law or the QFCC.

5.8. Safe Physical and Online Environments

5.8.1. Physical Safety

KBSC will ensure that:

- A documented child-safety risk assessment and supervision plan will be completed for Club activities involving children.
- The responsible activity manager must approve the supervision plan before the activity begins. Higher-risk activities, including overnight activities or activities involving isolated locations, require review and approval from the Child Safety Officer.
- Wherever practicable, at least two authorised adults must be available during activities involving children.
- One-on-one interactions must occur in an open, visible, or observable location unless privacy, safety or an emergency requires otherwise.
- Changing rooms, toilets and other private spaces must be managed in a way that respects children's privacy while reducing the risk of unsupervised adult-child interaction.
- Physical contact with a child must be necessary, reasonable, and appropriate to the activity or the child's immediate safety. The adult must explain the contact and seek the child's consent where practicable.

5.8.2. Children's Access to Gaming and Liquor Areas

Under the *Gaming Machine Act 1991 (Qld)* and the *Liquor Act 1992 (Qld)*, unaccompanied children are not permitted in licensed liquor areas or gaming machine areas.

- Displaying clear signage that gaming machine play and consumption of alcohol is restricted to persons aged 18 years and over.
- Training staff to enforce these access restrictions and to take appropriate action if an unaccompanied child is found in any restricted area.

5.8.3. Online Safety

- Club communications with junior members will occur through official Club channels only, with parents/guardians copied where appropriate.
- Staff and volunteers must not communicate with children via personal social media accounts or private messaging.
- Photography and filming of children at Club events is governed by the Club's Photography and Media Policy or until its adoption the Club's interim rules (see section 12) shall provide guidance.

5.9. Continuous Review and Improvement

KBSC will:

- Review this policy annually or following any child safety incident or near-miss or material change in legislation.
- Use the QFCC self-assessment tool to evaluate compliance with the 10 Child Safe Standards at least annually.
- Report on child safety compliance to the Board at least annually.
- Incorporate learnings from incidents, complaints, and audits into policy updates.
- Benchmark against peak body guidance where relevant.

5.10. Documented Policies and Procedures

This policy, together with the Club's Child Safeguarding Commitment Statement, Code of Conduct, and Grievance and Complaints Policy, forms the Club's documented child safeguarding framework.

The following companion documents are required to give full effect to this policy. Where a companion document has not yet been adopted, the interim provisions in this policy apply until the companion document is in place:

- Grievance and Complaints Policy: governs the full complaints process, including child safety complaints. Until adopted or updated to address child safety complaints, section 5.6 of this policy applies.
- Photography and Media Policy govern the photography and filming of children at Club activities. Until adopted, the interim rules in section 12 of this policy apply.
- Code of Conduct: sets out behavioural standards for all personnel working with children. The Code of Conduct in section 6 of this policy applies until a standalone document is adopted.
- Child Safeguarding Commitment Statement: a public-facing statement of KBSC's commitment to child safety, to be published on the Club's website and displayed on relevant noticeboards.

All documents in the child safeguarding framework will be:

- accessible to staff, volunteers, and parents on request.
- published on the Club's website.
- reviewed and updated regularly, and at least annually.
- version-controlled and approved by the Board prior to release; and
- cross-referenced with each other to ensure consistency.

6. Code of Conduct for Working with Children

All persons within scope of this policy must always adhere to the following standards of conduct:

Continue to:

- Treat all children with respect and dignity
- Maintain appropriate professional boundaries at all times
- Ensure another adult is present or visible when working one-on-one with a child where possible
- Report any concerns about a child's safety or wellbeing immediately to any delegated Club representative or the Child Safety Officer
- Follow the Club's supervision, communication, and photography protocols

Do not:

- Engage in physical contact with a child beyond what is necessary for safety instruction.
- Communicate with children via personal social media, messaging apps, or email.
- Photograph or film children without appropriate consent (see section 12).
- Use language that is demeaning, threatening, or inappropriate toward children.
- Consume alcohol or be under the influence of any substance when responsible for supervising children.
- Develop relationships with children that could be perceived as grooming or preferential treatment.
- Share personal contact details with children or solicit contact details from children.

Breaches of this Code of Conduct will be managed in accordance with the Club's disciplinary procedures and, where required, escalated to regulatory bodies.

7. Risk Management

KBSC will maintain a Risk Register that identifies risks to children across all Club activities, including:

- Junior sailing and lawns bowls programs
- Regattas and youth events
- Hospitality areas accessible to children
- Online and social media environments

Risk controls will be documented, assigned to responsible persons, and reviewed at least annually or following any incident.

8. Child Safety Officer & Key Contacts

KBSCs Child Safety Officer is responsible for:

- Maintaining records of all concerns, complaints, and incidents
- Coordinating internal reporting obligations
- Overseeing Blue Card compliance and training records
- Reporting to the Board on child safety matters at least annually and as required following any incident

Child Safety Officer: Nakita Milzewski (Human Resources Manager)
Phone: 07 4939 9500 (Main Switchboard)
Email: Nakita.Milzewski@kbsc.com.au

In the absence of the Child Safety Officer, concerns can be directed to any of the following:

Sailing Manager: Conrad Byrt
Phone: 07 4939 9500 (Main Switchboard)
Email: Conrad.Byrt@kbsc.com.au

General Manager: Mal Cochrane
Phone: 07 4939 9500 (Main Switchboard)
Manager@kbsc.com.au

Governance Officer / Company Secretary: Joella Curtis
Contact: Ph: 07 4939 9500 (Main Switchboard)
Email: Secretary@kbsc.com.au

Alternatively, if the matter involves any of the key contacts, the matter can be directed to the Board of Directors.

9. Mandatory Reporting Obligations

Under Queensland's *Child Protection Act 1999*, only certain professionals (such as doctors, registered nurses, teachers, police officers, child advocates and early childhood education and care professionals) are "mandatory reporters". They must send a written report to the Chief Executive of the Department of Child Safety, Seniors and Disability Services (the Chief Executive) if, in the course of that professional work, they form a "reportable suspicion" that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm from physical or sexual abuse.

For KBSC, the Act does not automatically make coaches, volunteers, hospitality staff, or board members mandatory reporters just because of their club role. The Act section 13G reporting duty only applies if a person is one of the listed professionals and forms the suspicion while acting in that professional capacity (for example, a teacher forming a suspicion while teaching, not merely while volunteering at the club).

If you are a mandatory reporter and do form a reportable suspicion in the course of your professional work, the Act section 13G requires you to make your own written report to the Chief Executive, including the basis for your suspicion and prescribed details about the child and the harm. This legal duty is personal, cannot be delegated to KBSC's Child Safety Officer, and sits alongside (but is not replaced by) any internal KBSC reporting process.

For more information or clarification about who is a mandatory reporter and how to report, see the Queensland Government's child protection legislation pages or contact the Department of Child Safety, Seniors, and Disability Services directly.

10. Permissive reporting by any person

Any person (whether or not they are a mandatory reporter) may inform the Chief Executive if they reasonably suspect a child may be in need of protection. KBSC encourages all personnel to exercise this right where they have a genuine concern for a child's safety.

11. Reportable Conduct Scheme

11.1. Applicability to KBSC

The Reportable Conduct Scheme under the *Child Safe Organisations Act 2024 (Qld)* commenced on 1 July 2026 and is now in effect. The scheme applies to "reporting entities" as defined in the Act.

Under Queensland Government guidance, a sport or recreation organisation is a reporting entity if it provides camps or excursions with overnight stays as part of its primary functions. Organisations that do not provide overnight-stay camps or excursions as a primary function are not classified as reporting entities under the scheme.

KBSC has assessed its current activities and determined that it is not a reporting entity, on the basis that:

- KBSC does not provide overnight camps or excursions for children as part of its primary activities; and
- KBSC's junior sailing programs, regattas, and youth events do not fall within the categories of regulated service listed in Schedule 2 of the Act that would bring KBSC within the reporting-entity definition.

This determination has been made as at the date of this policy. KBSC will review it annually against the Act's current definitions and any updated Queensland Government or QFCC guidance and will seek legal advice if any new services or activities alter that assessment. If KBSC's status changes, the Club will immediately implement the full statutory obligations of a reporting entity.

The following sections (11.2 to 11.6) set out internal best-practice governance processes that KBSC adopts to reflect the spirit of the Act and to ensure the Club is prepared should its reporting-entity status change.

Please refer to Appendix 2 and 3 for reporting quick guides.

11.2. Immediate Safety

Call 000 where a child is in immediate danger, secure the child from further harm, and prevent the alleged subject from having access to children where lawful and practicable.

11.3. Internal Investigation Triggers

As a matter of best-practice governance, KBSC will investigate allegations of the following conduct toward a child:

- a child sexual offence.
- sexual misconduct committed in relation to, or in the presence of, a child.
- ill-treatment of a child (including emotional abuse, neglect, or physical abuse).
- significant neglect of a child.
- physical violence committed in relation to, or in the presence of, a child.
- behaviour that causes significant harm to a child's physical, psychological, or emotional wellbeing; and
- any other conduct that would constitute reportable conduct under the Act.

A child, parent or caregiver, staff member or volunteer or another person (witness) may report concerns or observations to the Child Safety Officer (or delegate outlined in section 8).

If a child discloses that they have been, or are at risk of being, abused or harmed, the person receiving the disclosure must:

- Listen calmly and without expressing shock, disbelief, or alarm.
- Reassure the child that they have done the right thing by telling you and that the matter will be taken seriously.
- Not investigate; do not ask leading questions or probe for details beyond what the child volunteers.
- Not promise confidentiality: explain that you may need to tell someone else to keep them safe.
- Document what was said as accurately as possible, using the child's own words, including the date, time, and location of the disclosure. Do not paraphrase or interpret.

Once a disclosure is received, the receiver must:

- Report it immediately to the Child Safety Officer (or delegate) as soon as possible.
- Ensure confidentiality is maintained. Do not discuss the disclosure with colleagues, other children, or the child's family unless directed to do so by the Child Safety Officer or delegate

11.4. Queensland Police Notification

Where a disclosure involves an allegation of a criminal offence against a child (including sexual abuse, physical assault, or grooming), the Child Safety Officer (or delegate) must notify Queensland Police Service as soon as practicable, unless doing so would place the child at immediate risk.

The Child Safety Officer (or delegate) must record the decision to notify police, the reasons for that decision, and the date and time of notification. Where police are notified, all internal investigative activity related to the alleged offence must be suspended until police advise that it is safe to resume or that no further action will be taken.

11.5. Internal Reporting Process and Escalation Thresholds

Once a disclosure is received, the Child Safety Officer (or delegate) shall assess and determine, within one (1) business day:

- what immediate protective measures are needed for the child.
- whether the matter constitutes a reportable allegation; or
- if the matter is to be managed through existing Grievance & Complaints Policy, Code of Conduct, or other relevant Club policy.

The Child Safety Officer will document each decision and the reasons for it. Where the Child Safety Officer is the subject of the allegation, the General Manager (or delegate) assumes all escalation responsibilities.

11.6. Reportable Allegation

When a reportable allegation arises, the Child Safety Officer (or delegate) shall apply the following process:

- Notification to QFCC: The Child Safety Officer shall voluntarily notify the QFCC of a reportable allegation within three (3) business days of becoming aware of it.
- Interim report: An interim report shall voluntarily be provided to the QFCC within thirty (30) business days of notification, unless the QFCC agrees to an extended timeframe.
- Final report: A final report shall voluntarily be provided to the QFCC as soon as practicable after the investigation is complete.

11.7. Record Retention

Records of all reportable conduct investigations must be retained for a minimum of 7 years from the date of the final report, or until the subject child turns 25 years of age, whichever is later. This period is adopted from the Act's prescribed standard for reporting entities as a best-practice benchmark and will be updated if the Act or Regulation is amended, or if KBSC's reporting-entity status changes.

Note: The record retention period above is adopted from the Act's prescribed standard for reporting entities as a best-practice benchmark. This period will be updated if the Act or Regulation is amended, or if KBSC's reporting entity status changes.

11.8. Confidentiality and Procedural Fairness

All investigations under this policy will uphold confidentiality, procedural fairness, and the safety of children while ensuring no one is disadvantaged for raising concerns in good faith.

- Investigations will be conducted confidentially and with procedural fairness to all parties.
- The subject of an allegation will be informed of the allegation and given a reasonable opportunity to respond before any finding is made.
- The safety of the child remains the paramount consideration throughout any investigation.
- Where appropriate, the subject of an allegation may be stood down from duties involving children during the investigation period, on a without-prejudice basis.
- No person will be disadvantaged or victimised for raising a concern in good faith.

12. Photography and Media

Photography and filming of children at KBSC activities is subject to the Club's Photography and Media Policy (or, until that policy is adopted, the following interim rules):

- Written consent from a parent or guardian is required before photographing or filming an identifiable child at any Club activity.
- Images of children must not be published on social media, the Club website, or any public platform without prior written consent.
- Consent forms will be collected at the start of each program season, retained on file by the activity coordinator, and carried to all relevant activities by the relevant program coordinator.
- Sailing department shall collect photography consent on annual membership proposal and renewal forms for members.
- Sailing department shall include photography consent on indemnity form for course participants that are not current members.

13. Breaches of This Policy

Breaches of this policy will be taken seriously and may result in:

- Disciplinary action, including termination of employment or volunteer engagement
- Referral to Blue Card Services for assessment
- Reporting to Queensland Police or the QFCC as required
- Reporting under the Reportable Conduct Scheme

The severity of the response will be proportionate to the nature and circumstances of the breach. All breach investigations will be conducted with procedural fairness.

14. Document Review

This policy must be reviewed at least annually by the Child Safety Officer and approved by the Board. The review must consider any changes to Queensland legislation, QFCC guidance, Australian Sailing or Bowls Queensland requirements, or incidents that have occurred during the review period.

This policy is to be read in conjunction with the *Child Safe Organisations Act 2024 (Qld)*, the *Child Safe Organisations Regulation 2025 (Qld)*, and current QFCC guidance materials available at qfcc.qld.gov.au.

15. Document Information

Version Control				
Version	Author	Approver	Date	Changes
0.1	Governance Officer			Initial Draft
0.2	Governance Officer			Update Child Safety Officer details
0.3	Sailing Manager			Section 12 added how sailing department currently collect photography consent
1.0	Governance Officer	Board of Directors	Aug 2026	Adjust section numbering, simplified language throughout and added definitions. Published

APPENDIX 1 – Terms & Definitions

Abuse - Any act or omission that causes harm or risk of harm to a child, including physical abuse, sexual abuse, emotional or psychological abuse and neglect.

Blue Card - A working with children check clearance issued under the Working with Children Check Act 2000 (Qld), including exemption cards where applicable.

Board - The Board of Directors of KBSC.

Child - A person under 18 years of age.

Child Safe Standards - The 10 standards prescribed under the Child Safe Organisations Act 2024 (Qld) that relevant organisations must implement to promote child safety and wellbeing.

Child Safeguarding Commitment Statement - A public-facing statement of KBSC's commitment to child safety, to be published on the Club's website and displayed on noticeboards.

Child Safety Officer (CSO) - The person nominated by the Board to lead child-safety compliance, maintain records, coordinate reporting and report to the Board on child-safety matters.

Chief Executive - The Chief Executive of the Queensland Department responsible for child safety (currently the Department of Child Safety, Seniors and Disability Services), to whom mandatory and permissive reports are made under the Child Protection Act 1999 (Qld).

Club (KBSC) - Keppel Bay Sailing Club Limited, a public unlisted company under the Corporations Act 2001 (Cth).

Code of Conduct - The behavioural standards for all personnel working with children, currently set out in Section 6 of this policy until a standalone document is adopted.

Committee - Any committee established by the Board, including but not limited to sub-committees with delegated authority.

Complaint - Any expression of dissatisfaction, concern or allegation raised by a child, parent, guardian, staff member, volunteer or other person about the safety, wellbeing or treatment of a child in a Club context.

Contractor / service provider - A person or entity engaged by the Club under a contract for services, including coaches, instructors, consultants and other third-party providers.

Cultural safety - An environment where Aboriginal and Torres Strait Islander children and their families feel safe, respected and included, and where their cultural identity is recognised and supported.

Delegate - A person authorised in writing by the Child Safety Officer or Board to perform specific child-safety functions in the CSO's absence.

Exemption - A statutory exemption under the Working with Children Check Act 2000 (Qld) that means a person does not require a Blue Card for particular work, such as certain parent volunteers or short-term volunteers.

Grooming - Behaviour by an adult or older young person that builds an emotional connection with a child to gain their trust for the purpose of sexual abuse, exploitation or other harm.

Grievance and Complaints Policy - The Club's policy governing the handling of complaints, including child-safety complaints.

Harm - Any detrimental effect on a child's physical, psychological or emotional wellbeing, including abuse, neglect, violence and exposure to unsafe environments.

Incident - An event or circumstance that results in, or could reasonably have resulted in, harm or risk of harm to a child, including near-misses.

Mandatory reporter - A person who, under section 13G of the Child Protection Act 1999 (Qld), is required by law to report a reportable suspicion to the Chief Executive of the Department responsible for child safety. Currently includes doctors, registered nurses, teachers, police officers, child advocates and early childhood education and care professionals, when forming the suspicion in the course of that professional work.

Near-miss - An incident that did not result in harm to a child but had the potential to do so.

Neglect - A failure by a parent, caregiver or person responsible for a child to provide adequate care, supervision or protection, resulting in harm or risk of harm to the child.

Office holder - A person holding an official position in the Club, including directors, committee members, executive officers and other appointed officers.

Personnel - All persons within the Scope of this policy, including Board members, office holders, staff, volunteers, contractors, students on placement and any other person who works with or is present around children in a Club context.

Photography and Media Policy - The Club's policy governing photography, filming and publication of images of children at Club activities.

QFCC - The Queensland Family and Child Commission, the independent body that oversees implementation of the Child Safe Standards and the Reportable Conduct Scheme in Queensland.

Regulated child-related work - Work that, under the Working with Children Check Act 2000 (Qld), involves prescribed contact with children and requires a Blue Card or exemption card.

Reportable Conduct Scheme - The scheme established under the Child Safe Organisations Act 2024 (Qld) that requires certain “reporting entities” to notify the QFCC of reportable allegations involving children and to investigate and report on those allegations.

Reportable allegation - An allegation that a person has engaged in reportable conduct under the Child Safe Organisations Act 2024 (Qld), including sexual offences, sexual misconduct, ill-treatment, neglect, physical violence and behaviour causing significant harm to a child.

Reportable conduct - Conduct of a type described in the Child Safe Organisations Act 2024 (Qld) that, if substantiated, would constitute a child sexual offence, sexual misconduct, ill-treatment, neglect, physical violence or behaviour causing significant harm to a child.

Reportable suspicion - A suspicion, formed in the course of professional work by a mandatory reporter under the Child Protection Act 1999 (Qld), that a child has suffered, is suffering or is at unacceptable risk of suffering significant harm from physical or sexual abuse.

Reporting entity - An organisation that, under the Child Safe Organisations Act 2024 (Qld), is required to comply with the Reportable Conduct Scheme because it provides one or more regulated services to children as defined in the Act and its regulations.

Restricted person - A person who, under Queensland law, is prohibited from holding a Blue Card or from working in regulated child-related employment.

Risk Register - A documented register maintained by KBSC that identifies risks to children across Club activities, assigns controls and responsible persons, and is reviewed at least annually or after any incident.

Staff - All paid employees of KBSC, including full-time, part-time and casual employees.

Universal Principle - The requirement under the Child Safe Organisations Act 2024 (Qld) that organisations ensure cultural safety for Aboriginal and Torres Strait Islander children, embedded across all Child Safe Standards.

Volunteer - A person who performs work for the Club without pay, including coaches, instructors, helpers and parent volunteers.

Young person - A person aged 12 to 17 years who participates in or is associated with Club activities.

APPENDIX 2 – Child Safety Reporting Process Poster

Child Safety Reporting Process



Keppel Bay Sailing Club
Phone: 07 4939 9500
Postal Address: PO Box 32, Yeppoon Qld 4703



Remember, always call 000 if a child is in immediate danger



WHO MIGHT
REPORT A
MATTER?



PARENT OR
CARER



CHILD OR
YOUNG PERSON



STAFF
MEMBER OR
VOLUNTEER



OTHER
PERSON
(WITNESS)



WHAT TO
REPORT

Tell us if you notice or experience any of the following:

- **Abuse, harm, or feeling unsafe** – Any situation where a child has been hurt, might be hurt, or feels unsafe or uncomfortable.
- **Concerns, suspicions, or things you've noticed** – Anything that worries you, even if you're not sure it's serious or you don't have proof.
- **Misconduct, rule breaches, or safety problems** – Behaviour that breaks the Club's code of conduct or rules, or any situation that could put someone at risk.
- **Concerns about other people or formal complaints** – Worries about other members, staff, or volunteers, including formal complaints.
- **Problems with phones, computers, or social media** – Any unsafe or inappropriate use of devices or online platforms connected to the Club.
- **Unsafe places or supervision** – Times or places where supervision is not adequate or the environment does not feel safe (for example, on the water, in change rooms, or other areas around the Club).



HOW TO
REPORT



FACE TO FACE



EMAIL



PHONE CALL



LETTER



MEETING



WHO TO?

Child Safety Officer / HR Manager: Nakita Milzewski
Email: Nakita.Milzewski@kbsc.com.au

Governance Officer / Company Secretary: Joella Curtis
Email: Secretary@kbsc.com.au



Sailing Manager: Conrad Byrt
Email: Conrad.Byrt@kbsc.com.au

General Manager: Mal Cochrane
Email: Manager@kbsc.com.au



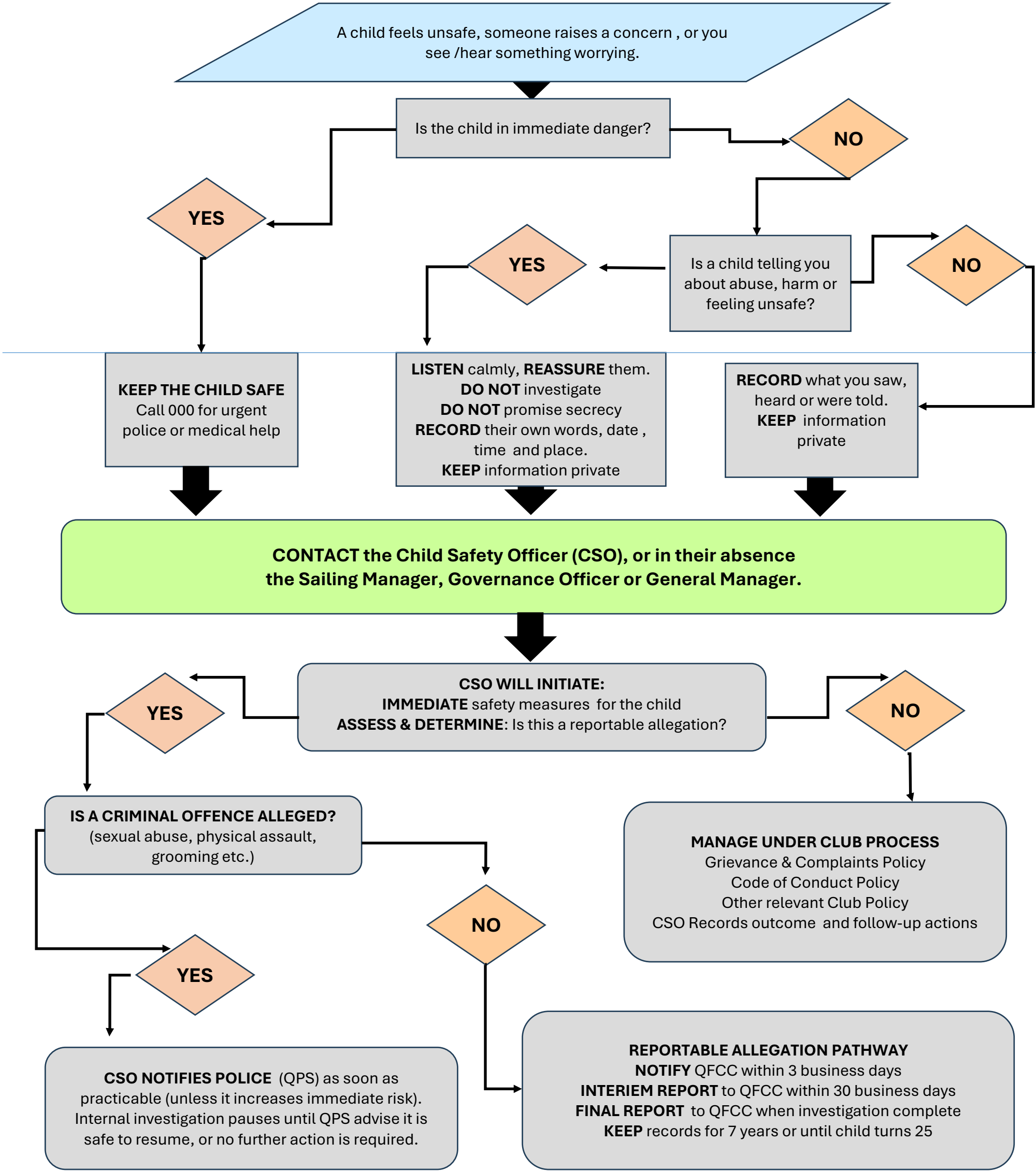
WHAT
HAPPENS
NEXT ?

What happens when you tell something is wrong:

- **Child safety comes first** – If your child tells us something that worries them, our first job is to make sure they are safe. We will also support you as their caregiver, and the person who told us about the problem.
- **We keep things private** – we only share the child's story with the adults who need to know to keep them safe. We do not talk about it with other children or people who don't need to be involved.
- **We tell the right adult in the Club** – we tell our Child Safety Officer (whose job is to keep children safe). If they can't help, we tell another senior staff member instead and they will commence the process.
- **Sometimes we must tell other helpers** – to keep your child safe, we may need to tell other important people, like police or child protection workers. We only do this when it is needed and we do it carefully.
- **We work with helpers and check what happened** – If police or child protection workers are involved, we work with them. Then, if they say it's okay, we look carefully at what happened so we can make sure your child stays safe.
- **We learn and improve** – We write down what we found out, what we did to help, and why we made those choices. This helps us be fair and helps keep all children safe.

APPENDIX 3 – Child Safety - Internal Reporting & Response Quick Guide

KBSC CHILD SAFETY – REPORTING & RESPONSE



CHILD SAFETY OFFICER – NAKITA MILZEWSKI | 07 4939 9500 | Nakita.Milzewski@kbsc.com.au
If the CSO is unavailable: Sailing Manager - Conrad Byrt • General Manager - Mal Cochrane • Governance Officer - Joella Curtis
or the Board if the matter involves a key contact.

Based on KBSC Child Safeguarding Policy v1.0 (Aug 2026). This poster is a quick-reference aid and does not replace the full policy.