

# Brothers Townsville FC

## Child Safe Policy

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Effective from 9 December 2025

Safeguarding & Integrity | Approved by: Executive Committee



## Acknowledgement of Country

Brothers Townsville FC acknowledges the Traditional Custodians of the land on which we play and gather, and pays respect to Aboriginal and Torres Strait Islander peoples, their Elders past and present. We recognise the contribution First Nations peoples make to our community and our game.

## Document Details

Policy owner: Child Safety Champions (Executive Committee)

Approved by: Executive Committee

Effective date: 9 December 2025

Updated by: Vice President

Review schedule: Annually (or earlier if legislation or FQ/FA requirements change)

## 1. Policy Overview

### 1.1 Purpose.

Brothers Townsville FC is unwavering in its commitment to protecting children and young people from harm, abuse, grooming and exploitation. Every child has the right to be safe and to enjoy football in a respectful and inclusive environment. This policy sets out the standards, obligations and practices that all members and officials must follow to uphold child safety at all times.

This Policy outlines prohibited conduct, establishes clear reporting and response procedures, embeds safer recruitment and screening, and sets child-focused supervision and behaviour expectations. It aligns with Football Australia's Safeguarding Policy and Football Queensland's Member Protection frameworks and initiatives.

### 1.2 Scope

This policy applies to all Brothers Townsville FC officials, committee members, coaches, managers, referees, volunteers, players, parents/guardians, contractors, visitors and any other person engaged in club-sanctioned activities, including training, matches, events, travel, online communications, and use of facilities.

## 2. Child Safe Obligations.

All persons bound by this policy must:

- Treat all children and young people with respect.
- Comply with the Child Safe Practices in Appendix B.
- Comply with Queensland child protection and Blue Card laws.
- Be familiar with mandatory reporting obligations for suspected child sexual offences.
- Promptly report any allegation, disclosure or concern relating to child safety, including prohibited conduct.

Prohibited conduct includes child abuse in any form (physical, sexual, emotional/psychological, neglect), grooming, harmful or humiliating training methods, bullying, discrimination, harassment or vilification, inappropriate photography or filming, supplying alcohol or drugs to a child, secret communications or attempts to isolate a child, and any sexual behaviours toward or in the presence of a child.

**3. Accountabilities and Responsibilities.** Child safety is a shared responsibility. The following role-based duties apply:

### **3.1 Executive Committee**

- Act as the Accountable Authority for child safety at the club.
- Approve and resource this policy and its implementation.
- Ensure annual compliance reviews and quarterly Blue Card audits.
- Appoint and support the Child Safety Officer/Member Protection Information Officer (MPIO).
- Oversee investigations and ensure reporting to authorities, Football Queensland and Football Australia where required.

### **3.2 Child Safety Officer / Member Protection Information Officer (MPIO)**

- Primary contact for child safety concerns and disclosures; maintains confidential records.
- Provides advice on reporting to Police and government agencies.
- Coordinates safeguarding training and awareness; supports risk controls.
- Contact: Mr John Duiker - [mpio@brotherstownsvillefc.com](mailto:mpio@brotherstownsvillefc.com)

### **3.3 Safeguarding & Integrity Lead (Club Secretary)**

- Review the policy annually and after significant incidents or legislative changes.
- Monitor Blue Card register currency; assist sections to identify child-related positions.
- Coordinate training compliance and manage child safety reports.
- Contact: [Team@brotherstownsvillefc.com](mailto:Team@brotherstownsvillefc.com)

### **3.4 Coaches**

- Hold a valid Blue Card (18+) before commencing any child-related activities.
- Provide safe, inclusive sessions; use age-appropriate methods; never harmful or humiliating.
- Maintain professional boundaries; follow two-adult rule and avoid secluded one-on-one situations.
- Watch for grooming indicators (attempts to isolate, gifting, secret communications) and report immediately.

### **3.5 Team Managers & Officials**

- Manage attendance, medical information and emergency contacts.
- Control change-room access; enforce photography/device rules.
- Manage transport and away trips with appropriate supervision ratios and documented plans.
- Escalate behaviour or safety concerns to the Child Safety Officer.

### **3.6 Players**

- Treat others with respect; report unsafe behaviour to a trusted adult.
- Use social media responsibly; never share sensitive images.
- Speak up if uncomfortable with any interaction from adults or peers.

### **3.7 Parents & Guardians**

- Model respectful sideline behaviour; support safe transport and supervision.
- Inform the club of relevant medical/wellbeing needs; engage in briefings and inductions.
- Use club reporting channels promptly if concerns arise.

The club will conduct an annual child safety risk assessment to identify contact points with children, evaluate risks (physical spaces, travel, online), and implement controls. Additional risk assessments will be undertaken when programs change or incidents highlight new risks. Child safety risks must be considered in all project plans and operational risk frameworks.

## **5. Recruitment and Screening.**

The club will implement safer recruitment processes, role descriptions, child-safety weighted selection criteria, targeted interview questions, and referee checks. It is a condition of engagement in child-related roles that adults hold and maintain a current Queensland Blue Card. Failure to attain or maintain a Blue Card will result in immediate removal from child-related duties and may lead to termination of engagement. Contractors in child-related work must meet the same requirements.

A secure Blue Card Register will record names, roles, card numbers, status, issue and expiry dates, verification details and audit history. Quarterly audits will be conducted and documented.

## **6. Induction and Training.**

All volunteers and staff must complete safeguarding induction prior to commencing child-related work and annually thereafter. Training covers recognising and responding to harm, boundaries and communication, cultural safety, reporting procedures, and the prevention of grooming and predatory behaviour. Trauma-informed approaches will be incorporated where relevant.

## **7. Engagement with Children and Families.**

Children and families will be informed of rights and reporting pathways. The club will seek consent for participation, communicate behaviour expectations clearly, and engage families in decision-making and feedback processes. Information will be accessible, age-appropriate and inclusive of diverse needs.

## **8. Responding and Reporting for Child Safety.**

Immediate danger: call 000.

All persons must recognise, respond to and report allegations, disclosures or concerns. Reports can be made in person, via confidential email, QR form, or directly to the Child Safety Officer/MPIO. Mandatory reporting obligations apply to suspected child sexual offences. The club will manage complaints in line with child-focused processes, protect reporters from victimisation, and maintain confidentiality while acting promptly.

## **9. Contracts and Agreements.**

Child safety clauses will be included in agreements with contractors or third parties providing services to children. The club will require assurance of compliance with child safety obligations and the Blue Card system.

## 10. Procedures.

- This policy is supported by procedures and guidelines covering:
- Annual Risk Assessment;
- Complaint Handling, Responding and Reporting;
- Filming and Photography;
- Recruitment and Screening;
- Change-room supervision;
- Transport and away trips; and
- Online communications.

## 11. Definitions.

- Child: a person under 18 years.
- Child Abuse: physical, sexual, emotional/psychological abuse, grooming and neglect.
- Grooming: behaviours that build trust with a child (and sometimes their family) to facilitate future abuse, including isolation attempts, secret communications, excessive gifts or favouritism.
- Harm: actions or omissions causing detriment to a child's wellbeing.

**Board Child Safe Commitment Statement.**

Brothers Townsville FC has an absolute expectation that children are protected from harm, abuse, grooming and exploitation. We will embed child safety in governance, ensure cultural safety for Aboriginal and Torres Strait Islander children and families, encourage reporting, and equip our people with ongoing education and training. We will maintain and improve our policies and practices and undertake annual risk assessments and compliance reviews.



### Brothers Townsville FC Child Safe Practices

#### Physical Contact with Children.

Any physical contact must be necessary and appropriate (e.g., adjusting technique, administering first aid). Prohibited contact includes touching intimate areas (except lawful medical care), contact with sexual connotation, corporal punishment, overly physical horseplay, unnecessary assistance (e.g., toileting when not required), or contact against the wishes of the child (unless to prevent harm). Incidents must be recorded and reported to the Child Safety Officer.

#### Professional Boundaries.

Maintain professional boundaries at all times. Do not provide personal support unrelated to your role (e.g., loans, babysitting), use personal devices to photograph children, exhibit favouritism, transport children without approval, give gifts (except official awards and with visibility), engage in adult conversations in children's presence, use inappropriate language, discriminate, have one-on-one contact outside authorised activities, or accept social invitations from children or families where no pre-existing relationship exists.

#### Use, Possession or Supply of Alcohol or Drugs.

Never be under the influence of alcohol or illicit substances while supervising children. Do not supply alcohol, tobacco or drugs to children. Medicines may only be administered with parental consent and under valid prescription at the prescribed dosage.

#### Transporting Children.

Transport only with prior written parental/guardian consent (unless in emergency). Drive responsibly, be licensed, and avoid being alone with a single child. Adhere to manufacturer capacity and Australian Standards for restraints. Document travel plans and supervision ratios.

#### Photography and Filming.

Obtain written consent from parents/guardians (and where appropriate, from children). Ensure appropriate dress and context. Capture images/footage in the presence of others. Store securely and delete when no longer required. Never publish or share images without consent and club approval. No devices in change rooms.

## **Supervision.**

Provide constant, active and diligent supervision based on age, gender and group size. Avoid one-on-one situations; if required for service delivery or emergency, record the situation. Report any unauthorised one-on-one contact within 24 hours. Allow parents to be present where practicable.

## **Overnight Stays and Sleeping Arrangements.**

Require written parental consent. Provide adult supervision. Ensure privacy and appropriate dress standards; no exposure to adult nudity or pornographic material. Do not leave children under supervision of unauthorised persons. Do not be alone in accommodation rooms with a child.

## **Change Room Arrangements.**

Supervise change rooms while respecting privacy. Adults must not shower or change at the same time as supervising groups of children. Provide adequate supervision in public change rooms; prohibit phones/cameras while children are dressing. Do not be alone in change rooms with a child.

## **Drop-off and Pick-up.**

Maintain procedures for drop-off/pick-up, an accessible register of emergency contacts and an operational phone. Make reasonable attempts to contact parents if late; do not transport children home if parents are late. Do not leave the site until all children are collected.

## **Communication: Language and Tone.**

Use age-appropriate, respectful language that provides clear direction and encouragement. Do not use discriminatory, belittling, threatening, profane or sexual language. Address negative language and reinforce positive behaviour.

## **Digital Communication.**

Use a “two-deep” model: copy a supervisor and a parent/guardian on communications. Limit content to team logistics; avoid personal social content. Do not befriend children on personal social media. Do not request secrecy in communications. Report any contact initiated by a child that is outside your role.

**Club Child Safe Reporting.**

Immediate danger: call 000.

For concerns related to Brothers Townsville FC activities, report to the Child Safety Officer/MPIO (Mr John Duiker - [mpio@brotherstownsvillefc.com](mailto:mpio@brotherstownsvillefc.com)). Use the club's confidential email or QR reporting form. Where reasonable grounds exist of actual or suspected child abuse or neglect, the club will notify Police and/or the relevant child protection agency. Matters involving breaches of this Policy will be referred to the Safeguarding & Integrity Lead for assessment and action.

### Relevant Standards and Legislation

- Queensland Blue Card system (Working with Children Check) - obligations and offences.
- Child Safe Organisations Act 2024 (Queensland) - Child Safe Standards and Reportable Conduct Scheme.
- Criminal Code offences (Failure to Report; Failure to Protect).
- Football Australia Safeguarding Policy; Football Queensland Member Protection Policy and Protect Our Game.
- National Principles for Child Safe Organisations; Sport Integrity Australia safeguarding guidance.

### National Principles for Child Safe Organisations.

The club acknowledges and implements the 10 National Principles: leadership and culture; child participation; family/community engagement; equity and diversity; suitable and supported staff; child-focused complaints; staff knowledge and skills; safe physical and online environments; continuous improvement; and documented policies and procedures:

- Leadership & Culture. Child safety and wellbeing must be embedded in the organisation's governance, policies, and everyday culture. Leadership must publicly prioritise safeguarding, set clear expectations, and make it a standing board/executive agenda item.
- Children & Young People Are Empowered. Children and young people should be informed of their rights, encouraged to speak up, and actively involved in matters that affect them. Their feedback must be taken seriously.
- Family & Community Engagement. Maintain open, transparent, and collaborative relationships with parents, carers, families, and community members. Families are essential partners in ensuring child safety.
- Equity & Diversity. Create inclusive environments that acknowledge and cater to the needs of diverse groups of children, including Aboriginal and Torres Strait Islander children, those with disability, and LGBTQIA+ youth.
- Suitable & Supported Staff. Ensure safe recruitment, screening, induction, and supervision of all staff and volunteers. Ongoing support and monitoring are essential for child safety.
- Child-Focused Complaints Processes. Implement simple, accessible, and child-centred systems for raising and resolving complaints and concerns, ensuring timeliness and fairness.
- Staff Knowledge & Skills. Provide continuous training and development for all staff and volunteers to ensure awareness of child safety practices and their responsibilities.
- Safe Physical & Online Environments. Assess and mitigate risks in all physical spaces (e.g., change rooms, transport, events) and online settings. Ensure policies cover use of devices, social media, and privacy.
- Continuous Improvement. Regularly evaluate and improve child safety systems, including governance practices, training uptake, incident management, and stakeholder feedback.
- Policies & Procedures. Document robust policies and procedures that clearly outline child protection measures, expectations, staff responsibilities, and compliance monitoring.

### Blue Card Compliance Checklist

- ✓ Create/maintain organisational profile in Blue Card Services Portal.
- ✓ Define child-related roles and position descriptions.
- ✓ Pre-screen volunteers (ID, references) and confirm Blue Card status.
- ✓ Record details in the Blue Card Register and set renewal reminders.
- ✓ Issue visible ID/badges for coaches/managers once verified.
- ✓ Restrict engagement in child-related work until Blue Card is verified (No Card, No Start).
- ✓ Conduct quarterly audits and rectify any gaps immediately.
- ✓ Report non-compliance to the Executive Committee and take corrective action.

### Blue Card Register Template

Full Name	Role	Blue Card Number	Status (Current/Expired/Pending)	Issue Date	Expiry Date	Application Submitted (Y/N)	Verified By	Verified Date	Review date	Details Loaded online Y/N
John Smith	U12 Boys Coach	56398XX	Current	1/01/2025	1/01/2028		Jayne Jones (Registrar)	1/01/2025	1/01/2026	Y

### Volunteer Quick Guide

Why this matters: Every child deserves a safe, respectful and inclusive football experience. Your actions protect children, build trust with families and uphold the club's values.

### Your 6 Essentials

- Hold a valid Blue Card (18+) - No Card, No Start.
- Follow the Codes of Conduct - zero tolerance for abuse, bullying or harassment.
- Keep boundaries - use approved channels; avoid one-on-one secluded situations; two-adult rule.
- Supervise safely - manage change rooms, travel and social media appropriately.
- Speak up - report any concern immediately via the club's Child Safety Officer or QR form.
- Keep learning - complete induction and annual refresher training.

### How to Report

- Immediate danger: call 000.
- Non-urgent concerns: contact the Child Safety Officer/MPIO (confidential).
- Use the club's online report/QR code or email the dedicated address.
- Document what you saw/heard (dates, times, people involved).



### Boundaries & Examples

- Never use harmful training methods or humiliating language.
- Avoid private messaging with children; keep communications transparent.
- Photography requires consent and must never occur in change rooms.
- Transport: avoid situations where a single adult is alone with a single child.

Child Protection Posters

# WE EMPOWER CHILDREN TO HAVE A VOICE



WE LISTEN TO CHILDREN AND TAKE WHAT THEY SAY SERIOUSLY



CHILDREN KNOW HOW TO MAKE A COMPLAINT OR WHO TO TALK TO IF THEY ARE CONCERNED ABOUT SOMETHING OR SOMEONE



WE INVOLVE CHILDREN IN DECISIONS THAT AFFECT THEIR SAFETY



WHEN WE RUN PROGRAMS WE MAKE SURE THAT IT IS RIGHT FOR ALL PEOPLE AND FOR ALL ABILITIES

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ChildSafe™



# WE TAKE THE SAFETY OF CHILDREN SERIOUSLY



OUR STAFF AND VOLUNTEERS  
ARE CHECKED AND SCREENED



WE TAKE CHILDREN'S  
COMPLAINTS SERIOUSLY AND WE  
RESPOND TO THEM



WE INVOLVE CHILDREN,  
PARENTS/CARERS AND THE  
COMMUNITY IN IMPLEMENTING  
CHILD SAFETY POLICIES AND  
PRACTICES



OUR POLICIES AND CODE OF  
CONDUCT ARE UP TO DATE AND  
CONTINUOUSLY REVIEWED

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ChildSafe™

# HELP US KEEP CHILDREN **SAFE!**

When you are visiting this venue and you wish to take photos or videos, please...



Obtain permission from the child or young person's parent/carer before taking any photos or videos.



Obtain consent from the child or young person.



Ensure the context of any photos involving children or young people is directly related to their participation in sport.



Ensure the child or young person is appropriately dressed and posed.



Delete the images as soon as they are no longer required, and do not distribute or publish the photos without permission from the child's parent/carer.



Speak up if you see someone acting suspiciously.

**To keep kids safe, it's important that we all work together to protect their images and identity.**



For any questions or concerns, please contact:

[team@brotherstownsvillfc.com](mailto:team@brotherstownsvillfc.com)

Keep our  
Kids Safe

Play Your  
Part

Stay Alert

If in doubt  
Report!



## Child Protection Awareness

Our priority is protecting children from harm,  
grooming and abuse.

What to Watch For: attempts to isolate a child;  
excessive gifts; private messaging; secret interactions;  
unsupervised one-on-one situations.

If You See Something: Act Immediately by stopping  
the action or call 000 for immediate danger.

Report: If you have report to any Club official or to  
our MPIO (Mr John Duiker)  
[mpio@brotherstownsvillefc.com](mailto:mpio@brotherstownsvillefc.com) document what you  
observed.