	CHILD AND YOUNG PERSONS (UNDER 18) RISK MANAGEMENT PROCEDURE
Endorsing Policy	Child and Young Persons (Under 18) Safety and Wellbeing Policy
Procedure Owner	Chief People Officer
Contact Officer	Chief People Officer (for staff)
	University Registrar (for students)
Endorsement Authority	Chief Operating Officer
Date of Next Review	15 February 2026

1. PURPOSE AND OBJECTIVES

Bond University embeds a culture of 'zero tolerance' for child abuse by ensuring Children and Young Persons' safety and wellbeing is prioritised in Bond University's organisational leadership, governance, and culture.

This Procedure sets out the Bond University Child and Young Person (Under 18) Risk Management Strategy, with the purpose of helping to identify potential Risks of harm to Children and Young Persons; to implement strategies to minimise these Risks; and to ensure the University's compliance with the *Child Safe Organisation Act 2024* (Qld) the *Working with Children (Risk Management and Screening) Act 2000* and the *Child Protection Act 1999* (Qld).

2. AUDIENCE AND APPLICATION

Bond University Staff, Students, and Volunteers.

This Procedure should be read in conjunction with the Child and Young Persons' Safety and Wellbeing Policy, the Gender-based Violence Prevention and Response Policy, the Gender-based Prevention and Response Procedure, the Anti-Discrimination and Anti-Racism Policy, and other policies and procedures that address behavioural standards and conduct expected at Bond University (refer to Clause 9).

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Chief People Officer	▪ Oversight of Working with Children procedural requirements as they relate to Staff and Volunteers, including managing breaches of the Child Safe Code of Conduct and terminating appointments if required ▪ Member of the Safer Communities Response Team for staff matters ▪ The principal point of contact for Child protection matters involving staff
University Registrar	▪ Overarching responsibility and accountability for the general welfare and support of students under the age of 18, including oversight of procedural arrangements for under 18 students on a student visa under the *ESOS Act* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Standard 5) ▪ Delegated as the Convenor of Safer Communities Response Team ▪ The principal point of contact for Child protection matters involving students ▪ Oversight of Working with Children procedural requirements as they relate to students, including managing breaches of the Child Safe Code of Conduct and considering options for students issued with a negative notice
Designated Unit Contact Person	▪ Ensure that staff in their Unit who have regular contact with Children and Young Persons have attended specialised education and training on responding to Disclosures and Working with Children or Young Persons specific induction ▪ Ensure staff manage Disclosures of harm in accordance with university procedures ▪ Review Risk Management Plan on an annual basis ▪ Manage student/employee/volunteer Blue Card requirements, ensuring adherence to 'No Card, No Start' legislation ▪ Ensure staff complete a High Risk Activities and Special Events Risk Management Plan for any planned special events or high risk activities within their Unit that involve children
Staff and Volunteers working with Under 18's	▪ Ensure adherence to the Staff Code of Conduct Policy (Clause 6.2.2 Child Safe Conduct)

Safer Communities Response Team	▪ Operationalises the University's response to incidents of Gender-based Violence and Child Harm including receiving Disclosures and Formal Reports, undertaking initial risk assessments, and determining pathways of response
People & Talent Staff	▪ Ensure compliance with Blue Card Procedure, including maintaining Blue Card Register ▪ Ensure Blue Card requirements are included in the recruitment processes ▪ Provide online working with Children training module for staff

4.   PROCEDURE

Bond University requires employees, Volunteers, and students who are engaged in child-related employment or child-related academic studies to comply with the identified legislation. Compliance will require staff, Volunteers and students to comply with the Risk Management Strategy for Working with Children and Young Persons.

5.   RISK MANAGEMENT STRATEGY FOR WORKING WITH CHILDREN AND YOUNG PERSONS (UNDER 18)

Bond University's Risk Management Strategy for Working with Children and Young Persons consists of the following components:

- ▪ Statement of Commitment
- ▪ Child Safe Code of Conduct that includes:
  - ▪ What constitutes harm?
  - ▪ Strategies to minimise Risk when working with Children and Young Persons
  - ▪ Disclosure procedures
  - ▪ Support Strategies
- ▪ Guidelines for Risk Management - Identifying potential areas of Risk
- ▪ Compliance with the Blue Card Procedure

5.1.   Statement of Commitment

Bond University is committed to the safety and wellbeing of Children and Young Persons (Under 18) embedding child safety and wellbeing in organisational leadership, governance and culture. Bond University employees, students and Volunteers will take all reasonable steps to keep Children and Young Persons safe from harm by following the Risk Management Strategy for Working with Children and Young Persons including: the Child Safe Code of Conduct; following the Guidelines for Risk Management when working with Children and Young People; and complying with the Blue Card Procedure.

5.2.   Child Safe Code of Conduct

The Child Safe Code of Conduct outlines the standards of behaviour expected by Bond University staff, students and Volunteers when engaged in child-related employment or child-related academic studies, or support students who are minors. By identifying what constitutes harm and inappropriate behaviour in accordance with the *Child Safe Organisations Act 2024* and National Principles and the *Child Protection Act 1999* (Qld), management strategies can be implemented to reduce the element of Risk whilst engaging with Children and Young Persons.

5.2.1 What Constitutes Harm?

The *Child Protection Act 1999* Part 3, Division 1, Section 9 states:

(1) Harm to a child, is any detrimental effect of a significant nature on the child's physical, psychological, or emotional wellbeing.

(2) It is immaterial how the harm is caused.

(3) Harm can be caused by -
   a.   physical, psychological, or emotional abuse or neglect; or
   b.   sexual abuse or exploitation.

(4) Harm can be caused by –
   a.   a single act, omission, or circumstance; or
   b.   a series or combination of acts, omissions, or circumstances.

5.2.2.1 Physical Harm

Involves a physical act that is hard enough to leave a mark and/or to the extent that there are lasting physical effects. The administration of illegal or inappropriate drugs and medications is also a form of harm. Inappropriate physical behaviour includes, but is not limited to, the following:

- ▪ beating; shaking; hitting; burning; biting; grabbing; throwing; strangling or restraining.

5.2.2.2 Emotional Harm
Involves the failure to provide the appropriate psychological nurturing for a Child or Young Person's physical and emotional growth and development. Inappropriate emotional harm includes, but is not limited to, the following:

▪ constant criticism; belittling; teasing and yelling; withholding of praise; ignoring; use of unusual or demeaning punishment, inappropriate unauthorised communication.

5.2.2.3 Neglect
Includes the ongoing failure to provide a Child with the basic necessities of life and adequate supervision needed for optimal growth and development.

5.2.2.4 Sexual Harm
Sexual harm takes many forms, from sexual jokes, innuendo in conversation and showing pornographic images to a Child or Young Person, Grooming, to sexual touching and invasive acts. Inappropriate sexual harm includes, but is not limited to, the following:

▪ sexual jokes and innuendo; showing pornographic images; physical contact via touching and fondling; invasive acts and sexual intercourse; exposure of sexual body parts; voyeurism and exhibitionism; child prostitution.

5.2.2 Strategies to Minimise Risk When Working with Children and Young Persons

5.2.2.1 Comprehensive Prevention Child Safety Education
Specialised education and training on responding to Disclosures, developed in consultation with experts in the field, will be provided annually to Student leaders, Leadership, Staff (including those in student accommodation), and student residences that addresses:
▪ Person-centred and Trauma-informed approaches to responding to Disclosures
▪ the effects of trauma on a person's behaviour, memory, health, and wellbeing
▪ the needs of all members of the Bond Community, particularly groups that are disproportionately affected by Gender-based Violence
▪ safe management of any Disclosures that may arise during the education and training (by providing information about internal and/or external support services and available reporting channels).

5.2.2.2 People & Talent Recruitment and Training Responsibilities
The Office of People & Talent will:
▪ include values-based questions when interviewing job applicants to endeavour to identify any unsuitable attitudes
▪ ensure compliance with the Blue Card Procedure for staff and Volunteers
▪ investigate referred reports of harm where staff or Volunteers are involved through the grievance policies framework
▪ report outcomes of investigations to the relevant Designated Contact Person including where a staff member or Volunteer has been suspended or dismissed
▪ provide online training on the iLearn website.

5.2.2.3 Faculty/Unit Responsibilities
Designated responsible officers:
▪ ensure that staff in their Unit who have regular contact with Children and Young Persons have attended specialised education and training on responding to Disclosures and Working with Children or Young Persons specific induction.
▪ have unit-specific protocols in place that include information on:
  o access to an interpreter (https://www.tisnational.gov.au/)
  o where an incident needs to be reported i.e., University Registrar (student); Chief People Officer (staff); and reporting timelines for the Reportable Conduct Scheme
  o Support services where needed – Medical, Psychological, Accessibility and Inclusion
  o Disclosure reporting information which is available to students.

5.2.2.4 All Staff, Students and Volunteers Responsibilities
In addition to the University's policies that apply to all staff/student interactions, Bond requires employees, Volunteers and students to comply with the Child Safe Code of Conduct.

In order to minimise the Risk when working with Children and Young Persons, Safe Conduct Methods (SCM) should be adopted by all Staff, Students and Volunteers.

5.2.2.5 Safe Conduct Methods

SCM 1: Environment:
Staff, students, and Volunteers faced with working in a one-on-one situation in an enclosed environment, should take steps to minimise the Risk of inaccurate allegations. Avoiding the one-on-one situation, where practicable, is the best solution. Techniques of avoidance include:

- Rescheduling the situation to occur at a time where additional persons can be present.
- Taking the discussion to an open space.
- Leaving the door open in the office space; or
- Inclusion of other staff members in the discussion.

SCM 2: Language:
Staff, students, and Volunteers need to adjust their language when working with Children and Young Persons. The following must be avoided when involved in discussions with Children and Young Persons:

- Sexual jokes.
- Belittling and teasing.
- Sexual innuendo in conversation.
- Abusive language and swearing.

SCM 3: Behaviour:
Staff, students, and Volunteers need to be aware of their own behaviour when working with Children and Young Persons. Whilst working in situations with Children and Young Persons, it is recommended:

- To avoid forms of physical contact or restraining
- To be aware of your own body language and responses.

5.2.3 Disclosure Procedures
When confronted with disclosures of harm, Bond University staff and Volunteers should respond professionally and in the best interests of the Child or Young Person subjected to the alleged harm. Any disclosure of harm must be acted on in a prompt and appropriate manner.

5.2.3.1 Suspicion of Harm:
'Reasonable grounds' to suspect harm include if:
- A Child or Young Person tells you they have been harmed.
- Someone else, for example another child, parent, or staff member, tells you that harm has occurred or is likely to occur.
- A Child or Young Person tells you they know someone who has been harmed (it is possible that they may be referring to themselves).
- You are concerned at significant changes in behaviour of a Child or Young Person, or the presence of new unexplained and suspicious injuries; or
- You see harm happening.

Disclosures of harm may sound like:
- "I think I saw ..."
- "Somebody told me that ..."
- "Just think you should know ..."
- "I'm not sure what I want you to do, but ..."

Any Disclosure of harm is important and must be acted upon, regardless of whether:
- The harm to a Child or Young Person has been caused by a person from within or outside Bond University; or
- The Child or Young Person disclosing the harm to you is from within or outside Bond University.

5.2.3.2 What to do When a Disclosure is Made
There is no set of procedures to follow when a Child or Young Person tells you that harm has occurred to them, or another person discloses an incident of harm to a Child or Young Person. Ideally, suggest the Child or Young Person accompanies you to a member of the Safer Communities Response Team

who have received specialised training. However, if the Child or Young Person only wants to talk to you, the following actions may be of assistance:

- ***Do not panic****:* your reaction may determine whether the person is making the Disclosure trusts you with the information. Do not react in a shocked or critical way, instead tell the person that you are glad they have told you.
- ***Find a private place to talk***: this may help the person making the Disclosure more comfortable and less concerned**.**
- ***Listen:*** reassure the person that they have done the right thing in telling; don't promise to keep it a secret; and let them know that you will need to tell the Designated Unit Contact Person about the Disclosure, as they are trained in being able to provide the most valuable assistance.
- ***Believe the person:*** it is not your place to judge the person, always act on the basis that what you have been told is the truth.
- ***Do not ask leading questions:*** leading questions are those that tend to suggest an answer and possibly put words into the person's mouth which could compromise an investigation. Let them tell you what happened, and if you need to clarify anything use questions such as 'what happened next?' It is not your role to investigate allegations of harm. Only ask enough questions to establish what occurred and then report the matter to the Designated Contact Person.
- ***Take detailed notes:*** at the first opportunity after the Disclosure has been made, make notes of what occurred by capturing the information in the Working with Children Incident Report Form (Appendix 1). Include information such as dates, times, location and who was present. Include a detailed description of exactly what the person disclosing said, using "I said," "they said" statements; any comments you made; and your actions following the Disclosure.
- **Confidentiality**: any reports or documentation on Disclosures of harm must be kept confidential and secure, with access strictly limited and on a 'need to know' basis.

5.2.3.3 Reporting Disclosures and Suspicions of Harm
The University provides multiple channels (i.e. in person, email, phone, and online) for individuals to make a Disclosure or Formal Report, including on an anonymous basis. While anonymity may limit the capacity of the University to respond, reasonable and proportionate action will still be taken.

5.2.3.3.1 Emergencies
All members of the University community have a responsibility to respond when it is suspected that a child has been harm or is at Risk of harm.

If you believe a child is in immediate danger or life-threatening situation, you must contact as soon as possible:
- Queensland Police Service: 000
- Bond Security: 5595 1234 (Main Campus) or
- Bond Security: 5595 1612 (Bond Institute of Health & Sport).

5.2.3.3.2 Reporting a direct incident of harm or a Disclosure
All instances of suspected, disclosed or witnessed Child Harm arising from activities, services, or special events conducted by the University, whether on campus or off campus, must be reported as soon as possible to the University Registrar as the Convenor of the Safer Communities Response Team (SCRT) as follows:

In person	Visit:
	- Office of the University Registrar Building 1, Level 6 (Campus Map)
	- Director, Student Success & Wellbeing, Building 9 (Campus Map)
	- Bond Security, Building 10, Level 1 (Campus Map)
Email	registrar@bond.edu.au
Phone	- 5595 1118 (Registrar's Office)
	- 5595 1234 (Bond Security - Main Campus)
	- 5595 1612 (Bond Security - Bond Institute of Health & Sport)
Online	BondCare online portal
Anonymously	BondCare online portal

The SCRT receive Disclosures and Formal Reports, undertaking initial Risk assessments, and determining the pathways of response. The SCRT reporting requirements will function within the legislative parameters of the *Child Protection Act 1999* (Qld); the *Criminal Code Act 1899* (Qld); the *Child Safe Organisation Act 2024* (Qld); the *Working with Children (Risk Management and Screening) Act 2000* (Qld); and the *National Higher Education Code to Prevent and Respond to Gender-based Violence 2025*

It is important to note that, irrespective of the source of the harm, that is, whether from within Bond University (internal) or outside Bond University (external), the SCRT should receive the Disclosure for consideration of the appropriate response.

5.2.2.3.3 Disclosures - Students on Placements
If Students are confronted with something that should be disclosed, the onus is on the student to make a Disclosure to the host organisation where they are conducting their placement. Individual organisations have policy and procedures to follow, and, in some instances Mandatory Reporting requirements. Students may also contact the University Registrar for guidance.

5.2.3.4 Responding to Formal Reports
All Child Harm Disclosures and Formal Reports will be managed as per the Gender-Based Violence Prevention and Response Procedure acknowledging Bond University has Mandatory Reporting obligations relating to Child Harm under the *Child Protection Act 1999* (Qld), the *Criminal Code Act 1899* (Qld) and the *Child Safe Organisations Act 2024* (Qld).

5.2.3. Managing Breaches of the Child Safe Code of Conduct
Breaches and alleged breaches by Bond University staff, students and Volunteers of the Child Safe Code of Conduct when working with Children and Young Persons will be taken very seriously.

Allegations of breaches of the Child Safe Code of Conduct, regarding staff members and Volunteers, will be dealt with under Bond University's grievance policies and may result in an investigation being undertaken. The investigation will be undertaken using Bond University's workplace investigation policies. Depending on the situation, a staff member or Volunteer may be relieved of duty while an investigation is underway.

Allegations of breaches of the Child Safe Code of Conduct by students will be dealt with under Student Code of Conduct Policy. Refer to the Gender-Based Violence Prevention and Response Policy and Procedure for further information.

5.2.4 Support Strategies
The University prioritises the safety and wellbeing of all members of the Bond Community affected by incidents of Child Harm, regardless of where the incident occurred, and facilitates access to support and advice as outlined below. Referrals to external support services can also be provided where appropriate.

5.2.4.1 Support for Students
This includes:
- BondCare referral system
- Bond Wellbeing Services
  - Student Wellbeing Advisors
  - Accessibility and Inclusion Advisor
  - Bond Counselling Services
  - Medical Clinic
- Bond Crisis Line – call 1300359504 or text 0485829136
- 24/7 Bond University Security
- Nyombil Centre for Indigenous students
- Residential Fellows for residential student support.

Staff members who are concerned about the welfare of a student relating to a Disclosure of harm, should notify the University Register, or member of the Safer Communities Response Team.
Associated Policies: Support for Students Policy (SS 5.8.2), Student Support Procedures (Section 1.1); Gender-based Violence Prevention and Response Procedure.

5.2.4.2   Support for Staff
This includes:

- 24/7 Bond University Security
- Employee Assistance Program
- Medical Clinic
- Bond Counselling Services

5.3 Guidelines for Risk Management - Identifying Potential Areas of Risk

Risk Management is being aware of potential Hazards and taking steps to remove or minimise them. Although Bond University cannot control all Risks, the aim is to minimise Risks that the organisation is aware of and establish procedures to reduce further Risks which may arise.

In the context of working with Children and Young Persons, it is the process of:
- considering the context
- identifying the Hazards and how, why and when harm could occur
- analysing those Hazards
- calculating the level of Risk
- analysing, evaluating and treating the Risk
- following procedures in the Child Safe Code of Conduct for handling Disclosures or suspicions of harm, including reporting guidelines
- ensure compliance with the Blue Card Procedure
- continually reviewing the implemented strategies

5.3.1 Context

Bond University has a small percentage of employees, students, and Volunteers who work directly with Children and Young Persons within child-related employment or child-related academic studies. Those employees, students, and Volunteers are required to adhere to this Risk Management Strategy and the Child Safe Code of Conduct . Employees, students, and Volunteers required to have a current Blue Card are listed in the Blue Card Procedure.

5.3.1.1 High Risk Activities and Special Events Risk Management Plan

If an event involves children and is therefore deemed high Risk, Bond University must document their mitigation plan using the attached Template: High Risk Activities and Special Events Risk Management Plan (Refer to Appendix 2b) with reference to the Risk Management Guidelines.

5.3.2 Hazards

Instances where harm may occur could include where an employee or Volunteer spends long periods of time alone with a particular Child or Young Person, or in the provision of special individual sessions by a lecturer to a Child or Young Person in an enclosed environment. Reasons for the possibility of such instances occurring include employees being unaware of the implications and may require specific training in this regard.

5.3.3 Analyse the Hazards

Consider the activities which have been identified as a Hazard and in which situation the Hazard would be of a higher Risk to an individual or the University. Different activities will rate higher than others depending on the likelihood and consequences of the incident. Questions to be considered are:

- What Hazards are involved?
- What events/incidents could arise from these Hazards?
- How likely is it that these incidents are going to occur?
- Are there policies and/or procedures in place to address these Hazards? If so, how well are they understood and applied by Employees, students, or Volunteers?
- Is there any legislation which requires a change in the way Bond University operates?

5.3.4 Calculate the Level of Risk

In consultation with other staff members and personal experience, the level of Risk can be calculated using the below table.
- Evaluate the likelihood of an event occurring, according to the ratings in the left-hand column.
- Evaluate the consequences if the incident occurred, according to the ratings in the top row.
- Calculate the level of Risk by finding the intersection between the likelihood and the consequences.

Consequences / Likelihood	Low	Moderate	Significant	High
Probable	Moderate	Significant	High	High

Likely	Low	Moderate	Significant	High
Possible	Low	Moderate	Moderate	Significant
Unlikely	Low	Low	Low	Moderate

(Adapted from Australian/New Zealand Standard for Risk Management AS/NZS 4360:2004)

5.3.5 Analyse the Risk

From the identified level of Risk for the incident/event, implementation of control methods should be investigated. For example, options for treating high Risk activities include:

- Avoiding the Risk by deciding not to start or continue with the activity that gives rise to the Risk (where practicable)
- Changing the likelihood of the Risk occurring
- Changing the consequences to reduce the extent of the event/incident
- Sharing the Risk with other parties (such as insurance arrangements)

5.3.6 Evaluate the Risk

Compare estimated levels of Risk with the suggested control methods against the original level of Risk identified. This enables decisions to be made about the extent and nature of treatments required.

5.3.7 Managing the Risk

Decide on the option for managing the Risk by selecting the most feasible and cost-effective option. Develop strategies to treat the Risk and implement those strategies including who, when and how the strategies will be implemented.

5.3.8 Review and monitor

The Risk Management strategies should be reviewed following every significant change, event or issue that occurs within Bond University. Document and store appropriately the changes made ensuring that there is an accurate review process.

5.4.   Compliance with the Blue Card System

Implementation of a Blue Card for Bond University staff, students, and Volunteers is not a fail-safe process. Additional to this implementation process, adherence to Safe Conduct Methods aids in the reduction for the opportunity of harm to Children and Young Persons.

This Procedure and its Appendices apply to those Bond University employees and Volunteers who are engaged in child-related employment, specifically where Children constitute the main target group. They are also applicable to Bond University students who are required to undertake placement which involves working with Children as part of their degree program. These Bond University students are required to obtain a Blue Card prior to commencing their placement.

In these instances, those individuals are required to obtain a Blue Card from Blue Card Services prior to carrying out those activities.

5.4.1 Blue Card Procedure

For information on Blue Card requirements and application processes refer specifically to the Blue Card Procedure.

6.   COMMUNICATION STRATEGY

This Procedure will be accessible to all staff, students, Volunteers and contractors through publication on the Bond University Policies and Procedures website page. It is also made available for consideration by parents of children and children who engage in any Bond University activities.

7.   REVIEW OF THIS PROCEDURE AND RELATED APPENDICES

The Risk Management Strategy for Working with Children and Young Persons will be reviewed annually in conjunction with the legislative self-assessment of the *Working with Children (Risk Management & Screening) Act 2000 (Qld)* and *Child Safe Organisations Act 2024*. If legislative changes are implemented prior to this scheduled date, revision will be brought forward.

8.   DEFINITIONS, TERMS, ACRONYMS

Blue Card	A card which is issued by Blue Card Services as a positive notice to an individual. The Blue Card check assesses a person's eligibility to work with Children based on their known past police and disciplinary information. The check assesses criminal history, Child protection

	prohibition orders, disqualification orders, if a person is subject to reporting obligations under the *Child Protection (Offender Reporting) Act 2004* or *Dangerous Prisoners (Sexual Offenders) Act 2003* as well as other police and disciplinary information.
Blue Card Services	A service with the Department of Justice & Attorney-General that undertakes working with Children checks and issue Blue Cards.
Child Harm	Harm to a Child is defined as any significant detrimental effect on their physical, psychological, or emotional wellbeing. This can result from a single act, omission, or a combination of them, caused by abuse (physical, psychological, emotional, or sexual) or neglect.
Child Safe Standards	Means s.9 of the *Child Safe Organisations Act 2024* (Qld). These are the National Principles for Child Safe Organisations.
Children and Young Persons	Any person under the age of 18 years. The terms 'Children' and 'Child" have a corresponding meaning.
Cultural Safety	Creating a safe and empowering environment where a Child's culture, identity and rights are respected and actively supported.
Discloser	A person who has shared information about their experience of Gender-based Violence, including Child Harm.
Disclosure	The sharing of information about a person's experience of Gender-based Violence, including Child Harm, to the Provider by the Discloser or another person. Generally, the purpose of a Disclosure is to seek advice, information, or support or for Mandatory Reporting purposes.
Faculty/Office	For the purposes of this Policy, Faculty includes Bond University College and Office includes the Sports Centre and Psychology Clinic.
Formal Report	The provision through Formal Reporting channels of information about a person's experience of Gender-based Violence, including Child Harm, to the Provider by the Discloser or another person in the expectation that the Provider will consider taking steps beyond the offer and provision of support services, including (without limitation) the commencement of an investigation and/or a disciplinary process in appropriate circumstances, as required by regulatory obligations.
Hazard	Any source, situation, or thing with the potential to cause harm, injury, illness, or damage to people, property, or the environment.
Mandatory Reporting	In Queensland, the *Child Protection Act 1999* (Qld) mandates certain professionals to report suspected Child abuse and neglect to government authorities. i.e. teachers, doctors, registered nurses.
	In addition to the Mandatory Reporting requirements for certain professionals under the *Child Protection Act 1999* (QLD), it is an offence under the *Criminal Code Act 1899* section 229BC (1)(a) for any adult not to report sexual offending against a Child by another adult to police. This means all adults have the responsibility to report sexual offences against Children to police—unless they have a "reasonable excuse" not to e.g., already believed it was reported. In this instance a Child means a person under 16 or a person under 18 with an impairment of the mind".
Reportable Conduct	This includes: • a Child sexual offence • sexual misconduct committed in relation to, or in the presence of a Child • ill-treatment of a Child • significant neglect of a Child • physical violence committed in relation to, or in the presence of a Child, or • behaviour that causes significant emotional or psychological harm to a Child.

Reportable Conduct Scheme	The Scheme requires organisations to report and investigate allegations or convictions of Child abuse or Child-related misconduct (Reportable Conduct) made about their workers and Volunteers.
Risk	Effect of uncertainty on objectives. Risk is measured in terms of the likelihood and impact/consequences of an event/circumstance.
Safer Communities Response Team (SCRT)	Comprised of the University Registrar (convenor), Chief People Officer, Director Student Success & Wellbeing, and Head of Campus Security, the SCRT is responsible for coordinating the University's response to Disclosures and Formal Reports of Gender-based Violence. Members: University Registrar (Convenor), Chief People Officer, Director, Student Success & Wellbeing, Campus Security Manager. Other Staff members may be included in the SCRT at the discretion of the University Registrar.
Universal Principle	In implementing and complying with the Child Safe Standards, a child safe entity must provide an environment that promotes and upholds the right to Cultural Safety of children who are Aboriginal persons or Torres Strait Islander persons (the universal principle).
Volunteers	A person employed by Bond University who is not paid, other than being reimbursed for out-of-pocket expenses.

9. AFFILIATED POLICIES AND PROCEDURES

- Accessibility and Inclusion Policy (SS 5.8.6)
- Academic Staff Workplace Investigation Policy (HR 2.8.8)
- Anti-Discrimination and Anti-Racism Policy (GOV 1.1.6)
- Blue Card Procedure
- Bullying & Harassment Policy (HR 1.8.2) (Staff)
- Gender-based Violence Prevention and Response Policy (GOV 1.9.3)
- Gender-based Violence Procedure
- Information Communication Acceptable Use Policy (INF 6.1.11)
- Information Security Policy (INF 6.5.3)
- Privacy Policy (INF 6.5.1)
- Professional Staff Grievance Policy (HR 2.10.1)
- Professional Staff Workplace Investigation Policy (HR 2.8.5)
- Social Media Policy (INF 6.1.1)
- Staff Code of Conduct Policy (HR 2.8.4)
- Student Code of Conduct Policy (SS 5.2.1)
- Support for Victims of Family and Domestic Violence Policy (HR 6.1.2)
- Welfare Arrangements for Students under the age of 18 Procedure
- Whistleblower and Public Interest Disclosure Policy (HR 2.8.3)
- Work Health & Safety Policy

10. RELATED DOCUMENTS, FORMS AND GUIDELINES

- Appendix 1: Working with Children Incident Report Form
- Appendix 2: High Risk activities and special events - Risk Management Plan Template

11. RELATED LEGISLATION

- *Child Protection Act 1999* (Qld)
- *Criminal Code Act 1899* (Qld)
- *Child Safe Organisation Act 2024* (Qld)
- *Working with Children (Risk Management and Screening) Act 2000* (Qld)
- *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004* (Qld)
- *Dangerous Prisoners (Sexual Offenders) Act 2003* (Qld)

12. RELATED TRAINING

Working with Children Training Module:

Staff:	log into iLearn and go to *Communities* hyperlink – click on Staff-Role Specific Modules for Staff and you will locate the *Working with Children* course within the table of contents on the right.
Students & Volunteers:	log into iLearn and go to *My Communities* – click on *Working with Children* hyperlink. A Working with Children PDF training module is also available.

13.   MODIFICATION HISTORY

Date	Sections	Source	Details
March 2026		University Registrar	V7: Policy converted to procedure under auspice of Child and Young Persons' Safety and Wellbeing Policy
August 2025	Appendix 2		V6.1: additional staff requirements for Blue Cards
26 August 2024	5.5	Office of HR	V6 Addition of clause regarding child actors
15 February 2023	Appendix 2	Office of HR	V5.1 Minor amendments
2 September 2020			V5
17 December 2014			V4
13 February 2009			V3
4 December 2006			Date First Approved

![Bond University]	**Working with Children Incident Report Form**

Name/s of the person or people involved in the incident:

Description of the incident:

Date incident occurred:	Time incident occurred:	AM PM	Location where incident occurred:
		○ ○	

Immediate action taken:

If no action taken - reason:

Name of person completing form:

Contact telephone number:	Signature:

Date:	Time:	AM PM	Name of person reported to:
		○ ○	

SAFER COMMUNITIES RESPONSE TEAM |Child and Young Persons' Risk Management Procedure
(@January 2026)

Faculty/Office	Contact Person	Title	Phone
Office of the Registrar	Brenda Marshall	University Registrar and the principal point of contact for Child protection matters involving students.	51055
Office of People & Talent	Mark Cox	Chief People Officer and the principal point of contact for Child protection matters involving staff.	51100

Office of Student Success and Wellbeing	Stephanie Taylor	Director, Student Success & Wellbeing	53341
Crisis Support Team (after hours)	1300359504		
Security Services	John Anderson	Campus Security Manager	55050
Accommodation Centre	Anthony Spegel	Director, Campus Life (Student Residences	55070

High Risk activities and special events - Risk Management Plan			Name of Organisational Area:		Date:

Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
Describe the activity Identify all elements of the event from beginning to end	**Identify Risks** Something that could happen, resulting in harm to a child or young person	**Analyse the Risk** **Likelihood** (probable, likely, possible, unlikely) **Consequences** (high, significant moderate, low)	**Evaluate the Risk** **The level of Risk (using the Risk Analysis Matrix)**	**Manage the Risk** Assess the options	**Review** Nominate who will review after the event/activity
School students who are under 18 years of age attending a Bond Science Camp stay in on-campus accommodation for the weekend.	*There is a claim of sexual harassment by a fellow young person.*	*Unlikely/High*	*Moderate*	1. Control the environment, i.e. ensure Discloser is safe 2. Assess the level of the incident, i.e. offensive language, gesture or physical attack. *Inform the Designated Unit Contact Person*	*Head of Unit will review the event procedures to limit a repeat of this type of incident in the future.*
		Choose likelihood Choose consequence	Choose level of Risk.		