



LEGACY BRISBANE

Child Wellbeing and Safety Policy

Effective date: 31/03/2026

Approving authority: CEO

Sponsor: Community Services Manager

Web address: www.legateeguide.org.au

Date for review: 31/03/2029

Version History

Date	Description of Change	Version
27/06/2018	Initial release	1
22/01/2026	Full rewrite to meet Child Safe Organisations Act (2024) Qld and reporting standards	2

Introduction

Legacy is a child safe organisation committed to the protection, inclusion, and empowerment of all children and young people. We adopt a trauma-informed, person-centred approach that recognises the diverse needs and strengths of each child.

In line with the **Child Safe Standards and Universal Principle**, our commitment includes:

- **Embedding the 10 Child Safe Standards and Universal Principle** across all levels of our organisation to ensure a safe, inclusive and supportive environment for children.
- **Preventing harm and abuse** by ensuring children are never exposed to exploitation, violence, neglect, or unsafe practices.
- **Empowering children and young people** to have a voice in matters that affect them and encouraging active participation in shaping their experiences with Legacy.
- **Making it clear and accessible** for children to report concerns and seek support, with safe adults and clear procedures in place.

To uphold these commitments, Legacy:

- **Educates and equips all staff and volunteers** to understand, prevent, identify, and respond to child safety concerns through ongoing training and a clearly defined Code of Conduct.
- **Welcomes feedback** from children, families, and the wider community to continually improve our policies, culture, and practices.
- **Fosters a culture of shared responsibility**, where safeguarding children is embedded into every program, service, and interaction.
- **Is inclusive** of those from all backgrounds and vulnerable groups, such as Aboriginal and Torres Strait Islander, those living with a disability, members of the LGBTIQ+ community, and / or those from culturally and linguistically diverse backgrounds.

The Legacy Board endorses this commitment to keeping Legacy children and youth safe from abuse and neglect.

We also acknowledge three principal areas of obligation in our approach to child safety:

Children and Young People

We place children and young people at the centre of our work:

- Building enduring, trust-based relationships that foster resilience, confidence, and connection.
- Upholding their right to be heard and actively involving them in decisions.
- Practicing in trauma-informed and culturally respectful ways that nurture growth and agency.

Parents and Guardians

We recognise parents and guardians as essential partners in safeguarding:

- Maintaining open, respectful communication at all times.
- Obtaining informed, written consent for participation in all programs.
- Promptly informing families of any incidents and working collaboratively to ensure safety and wellbeing.

Legacy and Our People

All Legatees, staff and volunteers are responsible for maintaining safe, ethical, and transparent practices:

- Working within their roles and capabilities.
- Seeking support for activities that carry risk.
- Committing to ongoing reflection, supervision, and improvement of our child safe culture.

This statement, and our full suite of child safe policies and procedures, is available on our website at <https://www.legacy.com.au/> and displayed at all Legacy Club locations.

2. Roles and Responsibilities

Position	Responsibility
President, Vice President, Board Members, CEO, Senior Managers	• Implement policy and procedures across Legacy Brisbane. • Sign and adhere to the Code of Conduct • Ensure Legatees, volunteers and employees have access to and under this policy and related procedures. • Communicate any updates to this document and supporting resources with relevant stakeholders. • Provide training and advice in the application of this policy and supporting resources.
Group Chairs and Supervisors/Team Leaders	• Ensure the policy is followed and implemented. • Sign and adhere to the Code of Conduct • Assist in the training and advice in the application of this policy and supporting resources.
Legatees/Volunteers/Employees	• Compliance with this policy and any supporting resources. • Sign and adhere to the Code of Conduct • Complete relevant training • Report any breach of this policy by others or yourself.
All positions listed above	• Must immediately report a reasonable suspicion of abuse or neglect and any concerns about practices or the behaviour of Board members, Legatees, volunteers, and employees. • Must comply with all legislative obligations that they are subject to in relation to reporting of suspected Child Abuse or a WWCC. • Must follow a specified process when reporting abuse or neglect including who will receive reports and who fail to report a reasonable suspicion of abuse or neglect are in breach of this policy, and such breach constitutes serious misconduct.

3. Recruitment

Legacy will ensure that Child Safety is at the forefront of all recruitment (Legatee, staff and volunteer). This will include:

- Using the Child Safe Statement of Commitment in all recruitment advertising
- Commitment to child safety is written into all position descriptions
- Child Safe and behavioural questions in all interviews (including non-client facing roles)
- At least two reference checks, ensuring that one is the most recent manager

Legatees, staff and volunteers

All prospective Legatees, staff and volunteers:

- must provide two referees
- must commit to and abide by the Legacy Code of Conduct
- read, understand and adhere to the Child Wellbeing and Safety Policy and Procedure
- undergo a three yearly WWCC
- undergo a Police Check
- have completed all relevant LMS orientation modules including Child Safety

Additionally, staff must have relevant, professional qualifications.

Legacy will not induct applicants as Legatees, staff or volunteers who have a criminal conviction as a sex offender or other crimes against children and vulnerable people.

4. Training, Supervision and Support

Legacy has strategies in place to supervise, train and support Legatees, Employees and Volunteers to understand this child safety policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment.

Legacy requires that all Legatees, Employees and Volunteers who work with children and young people read and understand the Child Wellbeing and Safety Procedure.

Information sessions that focus on child safety and wellbeing are to be scheduled regularly including guest speakers where appropriate and distribution of pamphlets and other forms of information relevant to the topic. These sessions are to be made available to all Legatees, Staff and volunteers. In particular, Legatees with allocated children and families and Employees who work with children and families are required to attend at least one relevant training session each year and undertake the Legacy Brisbane online learning module as a minimum.

Records of attendance at training and information sessions are held by People and Culture. Additionally, selected Staff have their position description requirements recorded by the Advocacy Training and Development Program (ATDP) and those staff who are Australian Association of Social Work (AASW) members also have position descriptions recorded.

Child safety is to be included as a standing item on relevant meeting agenda, including staff and relevant committee meetings.

Regular performance appraisals are conducted with all employees, in particular the Community Services team members, to discuss child safeguarding.

The Community Services Manager, who has an educative role, is appointed as the Child Protection Officer.

Detailed information on training and development of Legatees, Employees and relevant Volunteers is available on request.

This policy and related documents are provided as part of the induction process for new Legatees, for employees following recruitment and for volunteers in situations involving children and young people.

New Legatees should read all policies, including child safe policies, within the first six months of becoming a Club member. Legatees with allocated children and families must be conversant with child safe policies and procedures and have completed the child safety online learning module before working with children and young people.

Employees should also read all policies and procedures relevant to their roles within the first six months of their recruitment, being the probation period and have completed the child safety online learning module as part of their orientation.

Volunteers who support Legacy on a regular basis are required to read the Child Wellbeing and Safety Policy and associated documents prior to their involvement in activities with Legacy children and youth. Volunteers are required to sign the Code of Conduct acknowledging their adherence to the code.

5. Communication

This Child Wellbeing and Safety Policy and related documents are available on the Legacy website and on request.

Legacy encourages and respects the views of children and young people and involves them in decision making as appropriate, particularly with respect to the style of Youth activities and programs, and other support arrangements that may benefit their education and development.

Legacy provides clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety and their right to be listened to. Children and young people can provide feedback or make a complaint to the Child Safety Officer if they have a concern to any Legatee, Employee or Volunteer, or their parent/guardian can do this on their behalf. Legacy will listen to, and act upon, any concerns or complaints raised.

Reporting Harm or Risk of Harm

Given this policy (and where adults in Legacy would not otherwise be 'Mandated Reporters' under state legislation) reporting of child abuse matters arising in the context of Legacy activities and situations where a child discloses or is at risk of abuse in situations outside Legacy (e.g. home), reporting is mandatory (Please see Child Wellbeing and Safety Procedure for reporting procedure).

7. Reporting and Responding to General Complaints or Feedback

Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected, and enables Legacy to improve the quality of service. Children, young people and their families are informed about how they can provide feedback or make a complaint at their first appointment, during their enrolment process (see Talk to Us Form).

8. Risk Management

Legacy events and activities involving children and young people will be preceded by a documented risk assessment (available to families on request) to ensure that any circumstances that might cause physical or emotional harm are avoided, such as assessment of location, equipment, participation, support arrangements, supervision etc.

The following are typical risks to children and young people, including physical and wellbeing:

- That harm may occur to a Legacy child or young person due to an organisational culture that is not focused on a child safe environment.
- That inappropriate or harmful physical contact or online communication involving a Legacy child or young person may occur because of a lack of processes, training, or supervision.
- That embarrassment or harm may occur to a Legacy child and/or a youth due to inappropriate or unauthorised information or imagery being created.
- That embarrassment or harm may occur to a Legacy child and/or young person due to a breach in privacy or confidentiality.
- That an incident of harm to a Legacy child and/or young person may go unreported because people involved with children and young people are unaware of reporting pathways or requirements.

These risks are managed in accordance with the Legacy Risk Management Policy and procedures. All risks are recorded in the Risk Register together with actions and mitigating strategies tailored to eliminate or minimise harm.

9. Evaluation and Review

Evaluation and review of this policy will be conducted by the Service Delivery Committee and the policy sponsor every three years or if legislations change. Following review, recommendations for change will be forwarded to the approving authority.

10. Related Documents

Doc Number	Title
PC-POL 001	Code of Conduct
WHS-POL 001	Workplace Health Safety and Wellbeing Policy
PC-POL 003	Privacy, Confidentiality, and Data Management Policy
PC-PRO 001	Recruitment, Onboarding and Cessation
PC -PRO 009	Workplace Discrimination, Bullying or Sexual Harassment
PC-PRO 002	Legatee, Employee and Volunteer Checks
	Child Wellbeing and Safety Procedure
	Child Safety Statement of Commitment
	Child Safety Allegations Record Form
	Talk to us Form

11. Legislation and Other Relevant Information

Aboriginal and Torres Strait Islander Act 2005 (Cth)
Australian Human Rights Commission Act 1986 (Cth)
Child Protection Act 1999 (Qld)
Child Safe Organisations Act 2024 (Qld)
Child Safe Standards and Universal Principle
Corporations Act 2001 (Cth)
Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020
Criminal Code Act 1899 (Qld)
Disability Discrimination Act 1992 (Cth)
Human Rights Act 2019 (Qld)
Privacy Act 1988 (Cth)
Work Health and Safety Act 2011 (Qld)
Working with Children (Risk Management and Screening) Act 2000 Qld
Working with Children (Risk Management and Screening) Regulation 2020 (Qld)