

Child Safe & Wellbeing Manual

(V1.0 for adoption by trial ABK Clubs by 1 October 2025, V2.0 for adoption by all ABK Clubs by 1 April 2026)

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Child Safety & Wellbeing Manual - SUMMARY

Overview

This manual provides the framework for Anderson Bushi Kai (ABK) clubs to meet the **Queensland Child Safe Standards** and to uphold the **National Principles for Child Safe Organisations**. It consolidates all required documents into one cohesive package, enabling consistency across ABK clubs.

Definitions

The Act	<i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld) Requires any person above the age of 18 to hold a Blue Card if holding a position of power over young people.
Child Safe Organisation	A child safe organisation is one that creates a culture, adopts strategies and takes action to promote wellbeing and prevent harm to young people. A child safe organisation consciously and systematically: <ul style="list-style-type: none">• creates an environment where young people’s safety and wellbeing is the centre of thought, values and actions• places emphasis on genuine engagement with, and valuing of young people• creates conditions that reduce the likelihood of harm to young people• creates conditions that increase the likelihood of identifying any harm• responds to any concerns, disclosures, allegations or suspicions
Child Safe Standards	Means the child safe standards identified in the <i>Child Safe Organisations Act 2024</i> (QLD)
Children/Child	Pursuant to section 8 of the <i>Child Protection Act 1999</i> (QLD), means an individual under 18 years
Instructor	Any person, whether formally ranked as an instructor or not, who teaches, guides, or trains others and holds a position of authority and responsibility over students - if over 18 and working with or around children, must legally hold and carry a Blue Card linked to the Anderson Bushi Kai Organisation Portal.

Ranked Instructor	A person in the ABK organisation holding a title of Sempai or above - must legally hold and carry a Blue Card linked to the Anderson Bushi Kai Organisation Portal
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Core Documents in this Manual

- Part A (Child Safety & Wellbeing Policy)
- Part B (Code of Conduct)
- Part C (Recordkeeping & Reporting Protocols)
- Part D (Equity & Diversity Policy)
- Part E (Complaints Handling)
- Part F (Risk Management Framework)
- Part G (Recruitment & HR)
- Part H (Supporting Tools & Templates, with links intact)
- Part I (Review & Continuous Improvement)

Supporting Tools

- Reporting templates (incidents, complaints, risk register)
- Training & induction registers
- Self-assessment & review tools
- Child-friendly posters and summary sheets

Alignment

This manual addresses **all 10 National Principles** and supports ABK's Blue Card eligibility, insurance requirements, and reputation as a safe, inclusive martial arts organisation.

This manual provides ABK with a complete, legally compliant framework for child safety, aligned with Queensland law and the National Principles, effective 1 October 2025.

Part A Summary – Child Safety & Wellbeing Policy

Statement of Commitment

Anderson Bushi Kai is committed to ensuring that all children and young people who participate in our clubs are safe, respected, and supported. Child safety and wellbeing are core to our martial arts values of respect, discipline, and honour.

Scope

This policy applies to:

- All instructors, assistant instructors, and volunteers.
- All children and young people enrolled in ABK clubs.
- Parents, guardians, and visitors to our clubs.
- ABK leadership and club managers.

Principles

ABK recognises and embeds the **10 National Principles for Child Safe Organisations**, ensuring:

1. Child safety is embedded in leadership, governance, and culture.
2. Children and young people are empowered to participate and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld, diversity respected, and special needs supported.
5. People working with children are suitable and supported.
6. Processes are safe, transparent, and well-understood.
7. Complaints are child-focused and child-friendly.
8. Staff and volunteers are equipped to keep children safe (training and support).
9. Physical and online environments are safe.
10. Implementation is reviewed and improved regularly.

Responsibilities

- **Club leaders:** implement and monitor this policy, ensure compliance.
- **Instructors & volunteers:** follow the Code of Conduct, report concerns, complete training.
- **Parents & guardians:** partner with clubs in creating safe environments.
- **Children:** are encouraged to speak up, make suggestions, and raise concerns.

Review

This policy is reviewed annually by ABK leadership and each club.

Part A – Child Safety & Wellbeing Policy

(Anderson Bushi Kai – Draft, September 2025)

1. Purpose

The purpose of this policy is to ensure that Anderson Bushi Kai (ABK) provides a safe, inclusive, and supportive environment where all children and young people feel valued, respected, and protected from harm.

This policy sets out ABK's commitment to child safety and wellbeing, defines the responsibilities of all adults and young people within our organisation, and establishes the principles by which we operate. It applies to all ABK clubs, instructors, volunteers, contractors, students, families, and visitors.

2. Statement of Commitment

ABK is committed to the safety, participation, and empowerment of all children and young people. We:

- Place child safety and wellbeing at the centre of our culture, governance, and daily practice.
- Actively listen to and take seriously the views of children and young people.
- Respect and support the diverse needs of all children, including Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, and LGBTQ+ young people.
- Value families and communities as partners in safeguarding.
- Take all allegations and concerns of harm, abuse, or neglect seriously and respond promptly, consistently, and transparently.
- Uphold our legal obligations under Queensland legislation, including the **10 Child Safety Standards effective from 1 October 2025**, and maintain our eligibility with Blue Card Services.

3. Scope

This policy applies to:

- All ABK clubs operating under the Anderson Bushi Kai name.
- All instructors, assistant instructors, volunteers, and contractors.
- All children, young people, families, and guardians engaged with ABK.
- ABK leadership responsible for governance and oversight.

4. Principles

This policy is guided by the **National Principles for Child Safe Organisations**. ABK will:

1. **Embed child safety in leadership and governance** – Our leaders set the tone by prioritising child safety in all decision-making.
2. **Empower children and young people** – We provide opportunities for children to express their views, contribute to decision-making, and be taken seriously.
3. **Engage families and communities** – Families are informed, welcomed, and encouraged to participate in child safety initiatives.
4. **Promote equity and respect diversity** – We support children of all abilities, backgrounds, and identities.
5. **Ensure suitable people work with children** – We apply rigorous screening, recruitment, and supervision processes.
6. **Create safe physical and online environments** – We minimise risks in dojos, competitions, travel, and online spaces.
7. **Use child-focused complaints processes** – Children and families know how to raise concerns, and we respond appropriately.
8. **Equip staff and volunteers** – All instructors and volunteers receive training, guidance, and ongoing support in child safety.
9. **Improve continuously** – We review our practices regularly and learn from feedback and incidents.

10. **Maintain transparent governance and accountability** – Policies, procedures, and outcomes are documented and accessible.

5. Roles & Responsibilities

- **ABK Leadership (HQ):**
 - Develop, review, and monitor this policy and related procedures.
 - Ensure all clubs implement the standards consistently.
 - Maintain centralised records and compliance registers.
- **Club Leaders:**
 - Promote a culture of child safety in their club.
 - Ensure all instructors and volunteers have Blue Cards/WWCC and induction.
 - Implement child-friendly reporting mechanisms at club level.
 - Complete annual child safety reviews.
- **Instructors, Volunteers, Contractors:**
 - Abide by the Code of Conduct at all times.
 - Complete mandatory training and refresher modules.
 - Report any concerns, breaches, or suspicions of harm immediately.
 - Model respectful, safe behaviour on and off the mat.
- **Parents & Guardians:**
 - Partner with ABK in promoting safe participation.
 - Provide consent for travel, photography, and special arrangements.
 - Raise concerns in line with the complaints process.
- **Children & Young People:**
 - Are encouraged to participate actively in their club.
 - Can speak up about safety, fairness, or wellbeing.
 - Will be supported and taken seriously when they do so.

6. Procedures

- **Policy Access:**
 - This policy is published on the ABK website and displayed in every club.
 - A child-friendly summary is provided on posters and handouts.
- **Implementation:**
 - Clubs must ensure all instructors and volunteers sign the Code of Conduct annually.
 - Training records must be maintained at club level and reported to HQ.

- Complaints processes must be explained to children and families.
- **Reporting Concerns:**
 - Any suspicion, allegation, or disclosure of harm must be documented and reported immediately to Police or Child Safety Services, and notified to ABK HQ.
 - Failure to act will be treated as a serious breach of duty.

7. Related Documents

This policy links to the following ABK documents:

- ABK Code of Conduct (Part B)
- Complaints Handling Policy (Part E)
- Risk Management Framework (Part F)
- Recruitment & HR Policy (Part G)

8. Review

This policy is reviewed annually by ABK HQ, with input from clubs, families, children, and young people. Updates are communicated to all clubs, and new versions are published online.

This Child Safety & Wellbeing Policy ensures that ABK meets its legislative obligations under the Queensland Child Safety Standards and upholds the National Principles for Child Safe Organisations.

Part B Summary – Code of Conduct

Purpose

The ABK Code of Conduct sets clear expectations for safe and respectful behaviour by adults and young people in all clubs.

Adults must:

- Always act in the best interests of children.
- Respect physical boundaries when demonstrating martial arts.
- Ensure physical contact is necessary, explained, and appropriate.
- Communicate with children in ways that are respectful and transparent.
- Ensure parents/guardians are included in communication and consent processes.
- Use social media responsibly — no private direct messaging with minors.
- Ensure supervision at all times, including during travel and events.

Adults must not:

- Engage in unnecessary physical contact.

- Use offensive, aggressive, or discriminatory language.
- Isolate or favour particular children.
- Photograph or film children without parental consent.
- Transport children alone without prior arrangement and consent.

Children are expected to:

- Show respect for instructors, peers, and dojo spaces.
- Follow safety rules and dojo etiquette.
- Speak up if they feel unsafe, uncomfortable, or unfairly treated.

Breaches

Breaches of this Code will be investigated and may lead to warnings, suspension, or termination of involvement with ABK. Where necessary, matters will be reported to relevant authorities.

Part B – Code of Conduct

(Anderson Bushi Kai – Draft, September 2025)

1. Purpose

The purpose of this Code of Conduct is to set clear expectations for safe, respectful, and appropriate behaviour by everyone involved in Anderson Bushi Kai (ABK). It provides guidance for instructors, volunteers, parents, visitors, and students on how to create and maintain a child safe and child-friendly environment.

This Code is to be read in conjunction with the **Child Safety & Wellbeing Policy (Part A)** and forms a core part of ABK's compliance with the **Queensland Child Safe Standards** and the **National Principles for Child Safe Organisations**.

2. Scope

This Code applies to:

- All instructors, assistant instructors, volunteers, and contractors.
- All parents, guardians, and visitors to ABK clubs.
- All children and young people who participate in ABK activities, including training sessions, camps, competitions, travel, and online engagement.

3. Guiding Principles

- All children and young people have the right to feel safe, respected, and empowered.
- Adults hold a position of authority and trust and must act in the best interests of children at all times.
- ABK's Code of Conduct reflects the values of respect, discipline, safety, and inclusion.

- Breaches of this Code will be treated seriously and may lead to disciplinary action, removal from ABK, or referral to external authorities.

4. Standards of Behaviour

4.1 Expectations for Adults

All instructors, volunteers, parents, and visitors must:

- Act in the best interests of children and prioritise their safety and wellbeing.
- Treat all children with respect, regardless of their background, abilities, or identity.
- Respect physical boundaries when demonstrating martial arts techniques. Physical contact must be:
 - Necessary for the demonstration, correction, or safety of the child.
 - Explained clearly before it occurs.
 - Appropriate to the child's age, gender, and cultural background.
- Ensure transparency in all communication with children, including:
 - No private social media contact or direct messaging with minors.
 - Emails or messages must include parents/guardians where possible.
- Obtain written consent from parents or guardians for:
 - Transporting children.
 - Taking or publishing photos/videos.
 - Participation in events or excursions.
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- Maintain appropriate supervision during classes, competitions, and travel.
- Report any concerns, breaches, or suspicions of harm immediately, following ABK procedures.

Adults must not:

- Engage in unnecessary, secretive, or harmful physical contact.
- Use language or behaviour that is abusive, discriminatory, threatening, or sexually suggestive.
- Develop relationships with children that could be seen as favouritism, special treatment, or grooming.
- Photograph, video, or share images of children without consent.
- Share images or posts that depict individuals without a Blue Card in a way that could be perceived as the individual having involvement in child-related activities
- Transport a child alone in a vehicle unless in an emergency and with immediate notification to the parent/guardian and club leader.
- Ignore or minimise concerns raised by children or families.

4.2 Expectations for Children and Young People

Children and young people involved in ABK are encouraged to:

- Respect instructors, volunteers, peers, and the dojo environment.
- Follow safety rules during training and events.
- Speak up if they feel unsafe, uncomfortable, or unfairly treated.
- Support peers by including others and respecting differences.

Children must not:

- Bully, exclude, or intimidate other participants.
- Engage in unsafe behaviour that places themselves or others at risk.
- Use disrespectful or discriminatory language.

5. Breaches of the Code

- **Reporting:** Any breach of this Code must be reported to the club leader or ABK HQ. Where the breach involves suspected harm, abuse, or neglect, it must be reported to the relevant authorities.
- **Consequences:** Depending on the severity of the breach, consequences may include:
 - Verbal or written warning.
 - Suspension or removal from activities.
 - Termination of involvement with ABK.
 - Referral to Police, Child Safety Services, or Blue Card Services.

6. Implementation

- All instructors, volunteers, and contractors must sign a copy of this Code of Conduct annually.
- Clubs must keep signed copies on file and provide a register of compliance to ABK HQ.
- The Code must be displayed in every dojo and provided to all new families at enrolment.
- A child-friendly version of the Code will be created and displayed alongside the full version.

7. Review

This Code of Conduct will be reviewed annually as part of ABK's child safety review cycle, with input from children, families, and instructors.

8. Possible Consequences for Non-Compliance

Criminal Consequences

In serious cases, individuals (and sometimes organisations) may face:

- Criminal prosecution
- Fines
- Imprisonment (for individuals)

- Charges for failure to report abuse

Civil Liability

If a child is harmed and the organisation failed to meet child safe standards, it may face:

- Civil lawsuits
- Significant compensation payments
- Public liability claims

The Royal Commission reforms have strengthened survivor rights, making it easier to pursue organisations.

This would also lead to raised insurance premiums, possibly for any club associated with the style.

Reputational Damage

Even without prosecution, consequences may include:

- Media exposure
- Loss of community trust
- Loss of enrolments or membership
- Withdrawal of sponsorship

Reputation damage can be financially devastating and would affect the entire style.

This could also have associated repercussions for anyone associated with ABK in other areas of their lives, professional and private.

Leadership Accountability

Board members and executives may:

- Be removed
- Be personally investigated
- Be disqualified from governance roles

Child safety is now considered a governance responsibility, not just an operational one.

Regulatory action and loss of funding are also consequences, however, are less relevant for ABK as we are not under a larger regulatory body and most clubs run independently without use of government funding or grants.

If Harm Has Occurred

If non-compliance contributes to actual harm:

Consequences escalate significantly:

- External investigations
- Public inquiries
- Royal Commission-level scrutiny (as seen previously)
- Mandatory reporting to oversight bodies

Important Distinction

There is a difference between:

- Minor administrative non-compliance (e.g., missing documentation)
- Systemic cultural failure
- Failure that contributes to abuse

The more serious the breach, the more severe the consequences.

This Code of Conduct is a binding commitment to uphold child safety and wellbeing across all ABK clubs and ensures compliance with the Queensland Child Safe Standards and the National Principles for Child Safe Organisations.

Part C Summary – Protocols for Recordkeeping, Information Sharing & External Reporting

- **Record keeping:**
 - All incident and complaint reports must be documented using ABK templates.
 - Records are kept securely for a minimum of 7 years.
 - Access is limited to designated child safety officers and leadership.
- **Information Sharing:**
 - Information relevant to child safety will be shared with parents, guardians, and authorities as appropriate.
 - Confidentiality is maintained unless disclosure is required by law.
- **External Reporting:**
 - All staff and volunteers must immediately report suspected harm or abuse to Child Safety Services or Police.
 - Blue Card Services must be notified of relevant changes or incidents.
 - Failure to report may result in disciplinary action and potential legal consequences.

Part C – Protocols for Recordkeeping, Information Sharing & External Reporting

(Anderson Bushi Kai – Draft, September 2025)

1. Purpose

This section establishes how Anderson Bushi Kai (ABK) will manage records, share information responsibly, and meet external reporting obligations in order to protect children and young people. Proper recordkeeping and reporting are essential to transparency, accountability, and compliance with the **Queensland Child Safe Standards** and the **National Principles for Child Safe Organisations**.

2. Scope

These protocols apply to:

- All ABK clubs.
- All instructors, assistant instructors, volunteers, and contractors.
- All records relating to children, child safety, complaints, incidents, risk management, training, and recruitment.

3. Guiding Principles

- Information about children and families will be handled with respect, sensitivity, and confidentiality.
- Records will be accurate, complete, and stored securely.
- Only authorised personnel will have access to sensitive records.
- Information will be shared with external agencies whenever required by law or where it is in the best interests of child safety.
- Children, families, and staff will be informed of how information is managed.

4. Recordkeeping Protocols

- **Incident and Complaint Records:**
 - All concerns, complaints, or disclosures must be documented on the official ABK Incident/Concern Report Form or Complaints Form.
 - Records must include details of the issue, actions taken, persons involved, and outcomes.
- **Training Records:**
 - Completion of mandatory child safety training (e-learning modules, induction) must be recorded in a central register maintained by each club and reported to ABK HQ.
- **Code of Conduct Records:**
 - Signed copies of the Code of Conduct must be collected from all instructors, volunteers, and contractors annually, and stored securely at club level.
- **Risk Management Records:**
 - Each club must maintain a local risk register, updated annually, with copies forwarded to HQ.
- **Storage:**
 - Records must be kept for a minimum of seven years.
 - Paper records will be stored in locked cabinets.
 - Digital records will be stored in secure, password-protected systems with restricted access.

5. Information Sharing Protocols

- **Internal Sharing:**

- Club leaders may share relevant information with instructors and volunteers only where necessary to ensure a child's safety.
- **With Families:**
 - Parents and guardians will be informed of incidents affecting their child, unless doing so would place the child at further risk.
- **External Agencies:**
 - ABK will cooperate fully with Police, Child Safety Services, Blue Card Services, and other authorities when information is requested.
 - Personal information will only be disclosed to external bodies where required or authorised by law.
- **Confidentiality:**
 - All individuals involved in managing information must maintain confidentiality and only share details on a need-to-know basis.

6. External Reporting Obligations

- **Mandatory Reporting:**
 - Instructors and volunteers must immediately report suspected harm, abuse, or neglect to Police or Child Safety Services.
 - Failure to report is a breach of this policy and may also be a criminal offence.
- **Blue Card Services:**
 - ABK HQ will notify Blue Card Services of any changes to the eligibility or status of instructors, volunteers, or contractors.
- **Critical Incidents:**
 - Serious matters (such as allegations of abuse within ABK clubs) must be reported immediately to ABK HQ, who will escalate to external authorities.
- **Escalation Pathways:**
 - Where there is uncertainty, instructors and volunteers must seek immediate guidance from the club leader or ABK HQ — reporting must never be delayed.

7. Responsibilities

- **Club Leaders:** ensure that all records are kept, stored securely, and shared with HQ when required.
- **Instructors & Volunteers:** complete and submit incident reports promptly, maintain confidentiality, and comply with reporting obligations.
- **ABK HQ:** maintain central registers, oversee compliance across all clubs, and act as the main liaison with external agencies.

8. Implementation

- All clubs will use ABK standardised forms for incidents, complaints, and risk registers.
- Training will be provided to all instructors and volunteers on how to complete records accurately and responsibly.

- A secure centralised system will be maintained by HQ to track compliance and record submissions.

9. Review

These protocols will be reviewed annually, or earlier if required by changes in legislation or following a critical incident. Updates will be communicated to all clubs and reflected in ABK training.

⚖️ **These protocols ensure ABK maintains transparent, accountable, and legally compliant processes for recordkeeping, information sharing, and reporting, in line with the Queensland Child Safe Standards and National Principles.**

Part D Summary – Equity & Diversity Policy

- ABK clubs will provide inclusive, culturally safe, and accessible environments.
- We respect the rights of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, and LGBTQ+ young people.
- Adjustments will be made where needed (e.g., visual learning aids, interpreters, sensory breaks, accessible training modifications).
- Discrimination, racism, or harassment will not be tolerated.

Part D – Equity & Diversity Policy

(Anderson Bushi Kai – Draft, September 2025)

1. Purpose

The purpose of this policy is to ensure that Anderson Bushi Kai (ABK) clubs are inclusive, respectful, and culturally safe environments where all children and young people feel welcome, supported, and able to participate fully. This policy sets out ABK's commitment to equity, diversity, and inclusion in line with the **Queensland Child Safe Standards** and the **National Principles for Child Safe Organisations**.

2. Scope

This policy applies to:

- All ABK clubs.
- All instructors, assistant instructors, volunteers, and contractors.
- All children, young people, families, and guardians engaged with ABK.
- All ABK activities, including training, events, competitions, and travel.

3. Guiding Principles

- Every child has the right to feel safe, respected, and included.
- Equity means recognising and responding to the different needs of children to ensure fair access and participation.
- Diversity includes (but is not limited to) cultural background, language, disability, gender, sexual orientation, neurodiversity, and family circumstances.
- ABK recognises that Aboriginal and Torres Strait Islander children and families have unique cultural needs and rights.
- Discrimination, racism, harassment, and exclusion are not tolerated in ABK clubs.

4. Commitment to Equity & Diversity

ABK will:

- **Cultural Safety:** Ensure that Aboriginal and Torres Strait Islander children and families feel respected, included, and safe in all clubs. Clubs are encouraged to acknowledge Country, respect cultural protocols, and build partnerships with local Indigenous communities.
- **Disability Inclusion:** Provide reasonable adjustments to support participation by children with disability. Examples include adapting training drills, using visual supports, and allowing for rest breaks or sensory regulation strategies.
- **Language & Communication:** Provide information in plain English and use interpreters or visual aids where needed to ensure children and families can access and understand our processes.
- **Gender & Sexuality:** Respect the identities of LGBTQ+ children and young people and use correct pronouns and names. Ensure uniforms, change spaces, and activities are managed with sensitivity and flexibility.
- **Socioeconomic Equity:** Where possible, reduce barriers to participation (e.g., payment plans, equipment loan pools).
- **Cultural Diversity:** Celebrate diversity in club communities and provide an environment free from racism or prejudice.

5. Responsibilities

- **ABK Leadership:**
 - Develop and review policies to ensure inclusivity across all clubs.
 - Provide guidance and resources to support equity and diversity.
- **Club Leaders:**
 - Promote inclusive practices in their dojo.
 - Ensure all staff and volunteers are aware of their obligations under this policy.
- **Instructors & Volunteers:**
 - Adapt teaching practices to support children with diverse needs.
 - Intervene and report if discrimination, racism, or exclusion occurs.
- **Parents & Guardians:**

- Share relevant information about their child's needs so ABK can support inclusion.
- **Children & Young People:**
 - Are encouraged to respect diversity and support inclusion among peers.

6. Procedures

- Clubs must:
 - Display a statement of inclusion in the dojo.
 - Provide an environment where children can safely disclose their needs.
 - Record and address any incidents of discrimination or harassment using ABK reporting procedures.
 - Ensure uniforms, training activities, and expectations are adapted to accommodate individual needs where appropriate.
- ABK HQ will:
 - Provide training resources on cultural safety, disability inclusion, and diversity awareness.
 - Support clubs with complex inclusion needs through specialist advice or external referral pathways.

7. Child & Family Participation

- Children and families will be consulted on what inclusion and safety mean for them.
- Feedback will be actively sought through surveys, suggestion boxes, and regular check-ins.
- Clubs will encourage children to contribute to dojo rules and values to promote ownership and respect for diversity.

8. Review

This policy will be reviewed annually, with input from children, families, and instructors. Updates will reflect emerging best practice in equity and inclusion.

This Equity & Diversity Policy ensures ABK creates culturally safe, inclusive, and supportive environments for all children and families, fulfilling National Principle 4 and the Queensland Child Safe Standards.

Part E Summary – Child-Focused Complaints Handling Policy & Procedure

- **Pathways for raising concerns:**
 - Direct to instructor or club leader.
 - Direct to ABK HQ via email/phone.

- Anonymous option via online form or suggestion box.
- Direct to external agencies (Police, Child Safety Services, Kids Helpline).
- **Process:**
 1. Complaint received (verbal or written).
 2. Complaint documented using ABK form.
 3. Initial response within 5 working days.
 4. Investigation conducted (club or HQ level).
 5. Outcome shared with complainant.
 6. Record filed securely.
- **Child-Friendly Support:**
 1. Posters with “What to do if you feel unsafe” in plain language.
 2. Kids can talk to any instructor or volunteer they trust.
 3. Access to independent support (helplines, external bodies).

Part E – Child-Focused Complaints Handling Policy & Procedure

(Anderson Bushi Kai – Draft, September 2025)

1. Purpose

The purpose of this policy is to provide safe, accessible, and child-friendly ways for concerns, complaints, and allegations to be raised and addressed within Anderson Bushi Kai (ABK). This ensures transparency, accountability, and responsiveness, and aligns ABK with the **Queensland Child Safe Standards** and **National Principle 7: Complaints Processes are Child Focused**.

2. Scope

This policy applies to:

- All ABK clubs.
- All instructors, volunteers, contractors, and club leaders.
- All children, young people, parents, guardians, and community members who engage with ABK.

It covers complaints and concerns about:

- Child safety or wellbeing.
- Breaches of the Code of Conduct.
- Discrimination, harassment, or exclusion.
- Behaviour of instructors, volunteers, or other participants.
- ABK policies, procedures, or practices.

3. Guiding Principles

- Children and young people must be able to raise concerns in ways that are safe, respectful, and supportive.
- Complaints will be taken seriously, responded to promptly, and resolved fairly.
- All parties will be treated with dignity and respect.
- Complaints will be handled confidentially, with information shared only on a need-to-know basis.
- Retaliation against anyone who makes a complaint is prohibited.
- Serious complaints involving harm or abuse will be referred to Police, Child Safety Services, or Blue Card Services.

4. Pathways for Raising Concerns

Children, families, and staff may raise complaints through any of the following:

- **Direct to an Instructor or Club Leader** – verbal or written.
- **ABK HQ** – via phone, email, or post.
- **Anonymous Pathway** – via a secure online form or written note in a club suggestion box.
- **Child-Friendly Options** – children may use simplified forms, posters, or speak with a trusted adult in the club.
- **External Pathways** – Police, Child Safety Services, Kids Helpline (1800 55 1800), or other relevant authorities.

5. Complaints Handling Procedure

1. Complaint Received

- Complaint may be verbal, written, or anonymous.
- All complaints must be documented on the ABK Complaints Form.

2. Acknowledgement

- Complainant will receive acknowledgement within five (5) business days, unless anonymous.

3. Initial Review

- The club leader or ABK HQ will assess the complaint to determine:
 - Is immediate action required to ensure safety?
 - Does the complaint involve suspected abuse or criminal conduct (requiring referral to Police/Child Safety)?

4. Investigation

- For internal matters, a designated person not involved in the incident will investigate.
- The investigation will be fair, impartial, and timely.

5. Outcome

- Findings and actions will be communicated to the complainant (where known).
- Possible outcomes include:
 - Apology and corrective action.
 - Training or supervision requirements.
 - Disciplinary action, suspension, or termination.
 - Referral to external authorities.

6. Closure

- Complaint records will be finalised and stored securely.
- Learnings will be documented for continuous improvement.

6. Responsibilities

- **Instructors & Volunteers:** Take all complaints seriously, document them, and escalate promptly.
- **Club Leaders:** Ensure complaints are handled fairly and reported to ABK HQ.
- **ABK HQ:** Maintain a central complaints register, oversee investigations, and ensure external reporting obligations are met.

7. Child-Friendly Practices

- Posters in each dojo explaining “What to do if you feel unsafe” in simple language and visuals.
- Children encouraged to talk to any adult they trust.
- Simplified complaint forms for children (tick boxes, drawings, or short statements).
- Regular reminders during classes that children can speak up if something feels wrong.

8. Confidentiality & Recordkeeping

- Complaints will be documented in the ABK Complaints Register.
- Access to records will be limited to those managing the complaint.
- Records will be kept for at least seven years.

9. Review

This policy and procedure will be reviewed annually, with feedback from children, families, and clubs.

This Child-Focused Complaints Handling Policy ensures ABK provides safe, accessible, and effective processes for raising and resolving concerns, meeting Queensland legal requirements and National Principles.

Part F Summary – Risk Management Framework

- **Key Risks:**
 - Change rooms and private spaces.
 - Physical contact in martial arts training.
 - Transport to/from events.
 - Online communication and social media.
 - Photography and filming.
- **Mitigation Strategies:**
 - Two-adult rule wherever possible.
 - Clear boundaries around physical contact.
 - Travel consent forms and supervision ratios.
 - Social media protocols and consent forms for photos.
 - Regular safety audits in dojos.
- **Annual Risk Review:**

Each club maintains a risk register and submits updates annually to ABK HQ.

Part F – Risk Management Framework

(Anderson Bushi Kai – Draft, September 2025)

1. Purpose

This framework ensures Anderson Bushi Kai (ABK) identifies, assesses, and manages risks to children’s safety and wellbeing across all clubs. It provides a structured approach to prevent harm, respond effectively to incidents, and create safe martial arts environments. This framework aligns with the **Queensland Child Safe Standards** and **National Principle 6: Processes to Respond to Complaints and Concerns are Child Focused** and **National Principle 9: Physical and Online Environments are Safe**.

2. Scope

This framework applies to:

- All ABK clubs.
- All instructors, assistant instructors, volunteers, and contractors.
- All ABK activities including dojo training, grading, competitions, travel, social events, and online communications.

3. Guiding Principles

- Risk management is proactive, not reactive.

- Risks are regularly reviewed and updated to reflect new environments, activities, and emerging issues.
- Mitigation strategies are embedded into daily practice and club operations.
- Children, families, and staff are encouraged to identify and report risks.

4. Risk Classes in ABK

4.1 Class 1 - High Risk (Critical Child Safety Risk)

Definition: situation has potential to cause serious harm, abuse, or ongoing trauma to a child, including risk to life, severe injury, or long-term psychological harm

Examples (dojo context):

- Sexual, physical, or emotional abuse
- Serious boundary violations by adults or older students
- Unsafe supervision leading to significant harm
- Exposure to violence, intimidation, or exploitation

Required response:

- Immediate action required
- Incident reported to relevant authorities as required, and ABK leadership
- Child safety procedures activated

4.2 Class 2 - Medium Risk (Significant Child Safety Risk)

Definition: Situation has the potential to cause physical injury, emotional distress, or harm to a child's wellbeing, but is unlikely to result in permanent or life-threatening harm if addressed promptly

Examples (dojo context):

- Inadequate supervision
- Inappropriate language, jokes, or behaviour
- Unsafe training practices or equipment use
- Poorly managed changing or waiting areas

Required Response:

- Prompt corrective action required
- Issue recorded and monitored
- Procedures or supervision adjusted

4.3 Class 3 - Low Risk (Minor Child Safety Risk)

Definition: Situation has potential to cause minor discomfort, upset or low-level injury with no lasting impact on the child's safety or wellbeing

Examples

- Minor bumps or scrapes during supervised training
- Brief misunderstandings or minor behavioural issues

- Environmental annoyances that do not create danger

Required Response:

- Manage on the spot
- Reinforce expectations and safe practices
- Monitor to ensure risk does not increase

4.4 Important Note

- Any risk involving child abuse, grooming behaviour, or serious boundary concerns must always be treated as Class 1 – High Risk, regardless of perceived severity.

5. Risk Categories in ABK - [Link to more extensive Draft Risk Assessment](#)

5.1 Physical Environment

- Risks: training injuries, unsafe equipment, change room supervision, facility hazards, exit procedures, emergency procedures.
- Controls: regular safety checks, two-adult rule where possible, first aid kits, safe teaching methods, children do not leave the dojo without a parent/guardian, and visible supervision.

5.2 Martial Arts Training Contact

- Risks: inappropriate or unsafe physical contact during demonstrations or corrections.
- Controls: clear communication before contact, demonstrations in open view, adherence to Code of Conduct, consent from parent/guardian for close supervision when required.

5.3 Travel & Excursions

- Risks: transport incidents, inadequate supervision, being alone with a child.
- Controls: written parental consent, ratios of adults to children, two adults present in vehicles where possible, safety briefings before trips.

5.4 Online & Social Media

- Risks: inappropriate communication, unauthorised sharing of images, cyberbullying.
- Controls: no private messaging with minors, parent consent for images, club-controlled accounts only, moderation of online groups.

5.5 Photography & Filming

- Risks: misuse of images, lack of consent, identifying children online.
- Controls: parent/guardian consent forms, no tagging or naming without permission, clear club photography protocols.

5.6 Events & Competitions

- Risks: large crowds, mixed supervision, unfamiliar venues.
- Controls: pre-event risk assessment, designated supervision roles, emergency procedures briefed, visible identifiers (club shirts, badges).

5.7 Inclusion & Diversity

- Risks: discrimination, exclusion of children with disability or from diverse backgrounds.
- Controls: inclusive teaching practices, adjustments for diverse needs, zero-tolerance stance on bullying or harassment.

6. Risk Management Process

1. **Identify Risks** – through observation, feedback, and incident reports.
2. **Assess Risks** – evaluate likelihood and potential impact.
3. **Control Risks** – implement strategies to reduce likelihood and impact.
4. **Monitor & Review** – check controls are effective and update as needed.
5. **Record** – maintain a Risk Register at each club, with copies sent to ABK HQ annually.

7. Responsibilities

- **ABK HQ:** provide tools, templates, and oversight of risk management processes across clubs.
- **Club Leaders:** ensure risk assessments are conducted annually, maintain a Risk Register, and implement mitigation strategies.
- **Instructors & Volunteers:** follow safety protocols, identify and report risks promptly.
- **Children & Families:** are encouraged to raise safety concerns with instructors or club leaders.

8. Documentation & Tools

- **Risk Register Template:** maintained at each club and submitted to HQ annually.
- **Incident Report Forms:** used to capture emerging risks and issues.
- **Annual Risk Review Checklist:** to ensure consistent monitoring across clubs.

9. Review

- Risk Registers must be reviewed annually at club level.
- ABK HQ will conduct an organisation-wide risk review every 12 months.
- Critical risks may trigger immediate review and updated procedures.

This Risk Management Framework ensures ABK minimises risks and creates safe environments for children across all clubs, activities, and online spaces, fulfilling Queensland Child Safe Standards.

Part G Summary – Recruitment & HR Processes

- **Recruitment:**
 - Blue Card/WWCC mandatory for all instructors and volunteers.
 - Referee checks and interview questions on child safety.
- **Duty Statements:**
 - All roles include explicit child safety responsibilities.
- **Induction:**
 - All staff/volunteers inducted on child safety policies.

- Must complete e-learning modules before starting.
- **Performance Reviews:**
 - Annual reviews assess child safety responsibilities.
 - Breaches may result in disciplinary action or removal.

Part G – Recruitment & HR Processes

(Anderson Bushi Kai – Draft, September 2025)

1. Purpose

This policy ensures that Anderson Bushi Kai (ABK) only recruits and retains people who are safe, suitable, and committed to working with children and young people. It establishes clear standards for recruitment, induction, training, supervision, and performance management.

This framework aligns with the **Queensland Child Safe Standards**, the **Working with Children (Blue Card) system**, and **National Principle 5: People Working with Children are Suitable and Supported**.

2. Scope

This policy applies to:

- All ABK clubs.
- All instructors, assistant instructors, volunteers, contractors, and administrative staff.
- Recruitment, induction, supervision, and performance management processes.

3. Guiding Principles

- Child safety is a primary consideration in all recruitment and HR decisions.
- Suitability is assessed through screening, interviews, and ongoing monitoring.
- All roles include explicit responsibilities for child safety and wellbeing.
- Training and support are essential for maintaining safe practices.
- Unsuitable behaviour is addressed promptly and transparently.

4. Recruitment & Screening

- **Advertising Roles:** All recruitment materials must state ABK's commitment to child safety and require a valid Blue Card.
- **Application Process:** Applicants must submit a written application including work history, references, and disclosure of any relevant criminal history.
- **Interviews:** All interviews will include questions on child safety, boundaries, and suitability for working with children.

- **Referee Checks:** At least two referee checks are required, with questions about the applicant's suitability for working with children.
- **Blue Card/WWCC:**
 - Mandatory for all instructors, volunteers, and contractors before commencing.
 - Ongoing monitoring of card status is required.
- **Exclusions:** Applicants who fail to meet suitability standards or whose Blue Card is suspended/withdrawn cannot engage with children in ABK.

5. Duty Statements & Role Descriptions

Each role must include explicit responsibilities for child safety and wellbeing. Examples:

- **Instructors:** Maintain safe training environments, follow Code of Conduct, report concerns.
- **Assistant Instructors/Volunteers:** Support instructors, act as positive role models, report risks or concerns.
- **Club Leaders:** Oversee implementation of child safety standards, ensure staff are trained and compliant.

Duty statements must be provided in writing to all personnel and signed to confirm understanding.

6. Induction & Training

- All new staff and volunteers must complete an **induction program** before starting, which includes:
 - ABK Child Safety & Wellbeing Policy.
 - ABK Code of Conduct.
 - Complaints handling and reporting procedures.
 - Risk management protocols.
- **Mandatory Training:**
 - Completion of the Child Safe Organisations e-learning modules.
 - Annual refresher training for all staff and volunteers.
- **Records:** Training completion must be recorded in the club Training Register and submitted to HQ.

7. Supervision & Support

- Club Leaders must provide regular supervision of instructors and volunteers.
- Junior or assistant instructors must always be supervised by a qualified instructor.
- Volunteers must never be left in sole charge of children without direct oversight.
- ABK HQ will provide ongoing guidance and resources to support child-safe practice.

8. Performance Management & Review

- **Annual Reviews:** All instructors and volunteers will participate in a performance review which includes assessment of child safety responsibilities.
- **Feedback:** Children and families will be invited to provide feedback on staff behaviour and child safety practices.
- **Concerns:** Concerns about staff conduct must be documented, investigated, and addressed promptly.
- **Disciplinary Action:** Breaches of policy or Code of Conduct may result in retraining, warnings, suspension, or removal.

9. Responsibilities

- **ABK HQ:** Oversees recruitment policy, maintains central compliance records, ensures consistency across clubs.
- **Club Leaders:** Conduct local recruitment, supervise personnel, and ensure induction and reviews are completed.
- **Instructors & Volunteers:** Maintain valid Blue Cards, complete training, and uphold ABK policies and Code of Conduct.

10. Review

This policy will be reviewed annually or earlier if required by changes to child safety legislation or Blue Card Services requirements.

This Recruitment & HR Policy ensures ABK recruits, trains, and supports suitable people, while monitoring and addressing performance to protect children and meet the Queensland Child Safe Standards.

Part H Summary – Supporting Tools & Templates

(Appendices – to be finalised and rolled out across clubs)

1. Incident/Concern Report Form
2. Complaints Form (child & adult versions)
3. Risk Register template
4. Training Register template
5. Self-Assessment Checklist
6. Child-friendly Posters (rights, complaint pathways, dojo rules)

Part H – Supporting Tools & Templates

- including references to the posters and child-friendly resources provided through the Australian Human Rights Commission's Child Safe Organisations training.

1. Purpose

This section provides the practical tools required for consistent implementation of ABK's Child Safety Framework. These tools support recordkeeping, reporting, monitoring, and child-friendly communication, ensuring every club is equipped to meet its obligations under the **Queensland Child Safe Standards** and the **National Principles for Child Safe Organisations**.

2. Standardised ABK Templates

2.1 Incident / Concern Report Form

- Used whenever an incident, injury, disclosure, or concern about a child's safety or wellbeing occurs.
- Captures: date, time, people involved, description, immediate response, and next steps.
- Must be completed within 24 hours of the incident.
- Stored securely and forwarded to ABK HQ if serious.

2.2 Complaints Form

- For families, children, or staff to raise a concern or complaint.
- Two versions provided:
 - **Standard Form** (for adults/families).
 - **Child-Friendly Form** (simple language, checkboxes, space for drawings).
- Available in both paper and online versions.

2.3 Risk Register Template

- Each club maintains a register of identified risks, controls, and responsible persons.
- Updated annually or after major events/incidents.
- Submitted to HQ as part of the annual review.

2.4 Training Register Template

- Tracks completion of required e-learning modules, induction, and refresher training.
- Includes instructor, volunteer, and contractor names, dates, and outcomes.
- Reviewed annually by club leaders and reported to HQ.

2.5 Code of Conduct Acknowledgement Form

- Signed annually by all instructors, volunteers, and contractors.
- Confirms they have read, understood, and agree to follow the Code of Conduct.

2.6 Consent Forms

- **Photography/Filming Consent** – parents/guardians provide written approval for use of images.
- **Travel/Excursion Consent** – required for off-site activities or transport.
- **Medical Consent** – permission to seek medical treatment in emergencies.

3. Posters & Child-Friendly Resources

ABK clubs will display **official posters from the Australian Human Rights Commission’s Child Safe Organisations resources**, along with ABK-specific versions.

3.1 Official Posters

Available at: childsafe.humanrights.gov.au/tools-resources/practical-tools

- **Child Safety & Wellbeing Policy Poster** – child-friendly summary of rights and protections.
- **Code of Conduct Poster** – simplified expectations for adults and children.
- **Complaint Pathways Poster** – explains in child-friendly language what to do if you feel unsafe or need to make a complaint.
- **12 Key Rights Poster** – from the Australian Human Rights Commission, highlighting children’s rights in plain language.

3.2 ABK-Specific Posters (to be developed)

- **“In Our Dojo, Children Are Safe”** – states ABK’s child safety commitment.
- **“Who Can You Talk To?”** – shows photos/names of club leaders and instructors who children can approach.
- **“Respect, Safety, Inclusion”** – visual summary of ABK’s values and diversity commitments.
- **Complaint Pathways Flowchart** – simple diagram showing step-by-step reporting options.

4. Self-Assessment & Review Tools

- **Annual Self-Assessment Checklist** – adapted from the **Introductory Self-Assessment Tool** (Australian Human Rights Commission).
- **Club Review Template** – club leaders reflect on progress, challenges, and improvement actions.
- **ABK HQ Consolidated Review** – compiled annually to form the ABK Child Safety Annual Report.

5. Implementation Guidance

- All templates and posters will be provided electronically to each club.
- Clubs must print and display posters in visible locations (dojo entry, noticeboards, waiting areas).
- Completed forms must be stored securely and submitted to HQ where required.
- HQ will update templates annually to reflect best practice and legislative changes.

🛡️ **This suite of supporting tools ensures ABK clubs have consistent, practical resources to uphold child safety, empower children, and demonstrate compliance with the Queensland Child Safe Standards.**

Part I Summary – Review & Continuous Improvement

- Annual **self-assessment** against the National Principles.
- Club-level reports submitted to ABK HQ.
- ABK HQ produces an **annual Child Safety Report** shared with families and members.
- Feedback from children, families, staff, and volunteers is actively sought and used to improve policies and practices.

Part I – Review & Continuous Improvement

(Anderson Bushi Kai – Draft, September 2025)

1. Purpose

This section sets out how Anderson Bushi Kai (ABK) will continuously monitor, evaluate, and improve its child safety and wellbeing practices. Regular review ensures that ABK not only complies with the **Queensland Child Safe Standards** but also maintains a culture of safety, responsiveness, and accountability.

2. Scope

This review process applies to:

- All ABK clubs.
- All instructors, volunteers, contractors, and club leaders.
- ABK HQ governance.

3. Guiding Principles

- Child safety is a dynamic responsibility that requires ongoing vigilance.
- Reviews must consider the voices of children, families, staff, and volunteers.
- Improvement actions must be documented, communicated, and implemented across all clubs.
- Transparency is key: outcomes of reviews will be shared with members and families.

4. Review Processes

4.1 Club-Level Reviews

- Each club must conduct an **annual self-assessment** against the **National Principles for Child Safe Organisations** using the official **Introductory Self-Assessment Tool**.
 - Tool link: [Organisational Self-Assessment Tool](#) .
- Clubs must review and update:
 - Risk Registers.
 - Training Registers.
 - Incident and Complaints Registers.

- Clubs must submit their completed review to ABK HQ by 30 September each year.

4.2 ABK HQ Review

- HQ will consolidate all club-level reviews into an **ABK Annual Child Safety Report**.
- This report will:
 - Summarise achievements and compliance.
 - Identify trends, risks, and gaps.
 - Recommend system-wide improvements.
 - Be shared with families and posted on the ABK website.

4.3 Continuous Feedback

- Feedback loops will be created through:
 - Annual surveys of families and children.
 - Suggestion boxes and online anonymous forms.
 - Consultations with instructors and volunteers.
- Feedback will be logged and considered in annual reviews.

5. External Reference & Benchmarking

ABK will maintain alignment with best practice by referencing:

- **National Principles for Child Safe Organisations:**
[National Principles Overview](#) .
- **Royal Commission into Institutional Responses to Child Sexual Abuse (Final Report, Vol. 6):**
[Making Institutions Child Safe](#) .
- **Queensland Blue Card Services – Child & Youth Risk Management Strategies:**
[Blue Card Services Resources](#)

6. Responsibilities

- **ABK HQ:** Oversees the review cycle, collates HQ reports, and publishes the ABK Annual Child Safety Report.
- **Club Leaders:** Conduct annual self-assessments and submit findings to HQ.
- **Instructors & Volunteers:** Contribute feedback and follow through on improvement actions.
- **Children & Families:** Provide input through surveys, consultation, and feedback processes.

7. Timeline

- **Ongoing:** Clubs maintain registers, report incidents, and collect feedback.
- **30 September annually:** Clubs submit self-assessments and risk reviews to HQ.
- **By 31 October annually:** HQ finalises and publishes the ABK Annual Child Safety Report.

8. Review of the Manual

This Child Safety Manual (Parts A–I) will itself be reviewed annually by ABK HQ, updated as required by legislative changes, and redistributed to clubs.

This review framework ensures ABK continually improves its child safety practices, strengthens compliance, and maintains a culture of accountability and learning.

Consolidated Appendix List

The following forms, templates, and resources will be standardised across ABK clubs. **All clubs will require both printable versions and access to digital/online forms (e.g., Google Forms, Microsoft Forms).**

A. ABK Templates

1. Incident / Concern Report Form

https://docs.google.com/document/d/1-T6oGYY0rceZti7KU-FbxITidaTTZ4Rx/edit?usp=drive_link&oid=117775276672556246491&rtpof=true&sd=true

2. Complaints Form (Adult version)

3. Complaints Form (Child-friendly version)

https://docs.google.com/document/d/16rF0uHohvSFhKYuFlqIBa4q0rEJD1Uwi/edit?usp=drive_link&oid=117775276672556246491&rtpof=true&sd=true * *This draft document is to be further updated.*

4. Risk Register Template

5. Training Register Template

6. Code of Conduct Acknowledgement Form

and Blue Card Acknowledgement Form

** shift this title to an ideal location **

https://docs.google.com/document/d/16sdREo8mc1Ev1eGB5zocb2FPKt_BvDO/edit?usp=drive_link&oid=117775276672556246491&rtpof=true&sd=true Non- Blue-Card Instructor Holding

7. Consent Forms:

- Photography/Filming
- Travel/Excursion
- Medical/Emergency Treatment

B. Posters & Child-Friendly Resources

From Australian Human Rights Commission (official resources):

- [Child Safety and Wellbeing Policy Template & Poster](#)
- [Example Code of Conduct & Poster](#)
- [Complaints Handling Poster \(child-friendly\)](#)
- [12 Key Rights Poster – Australian Human Rights Commission](#)

To be developed ABK-specific versions:

- “In Our Dojo, Children Are Safe” Poster.
- “Who Can You Talk To?” Poster (with local leaders’ photos).
- “Respect, Safety, Inclusion” Poster (dojo values).
- Complaint Pathways Flowchart Poster.

C. Self-Assessment Tools

- [Organisational Self-Assessment Tool \(Child Safe Organisations\)](#)
- [National Principles for Child Safe Organisations](#)

D. Reference Resources

- [Practical Tools for Implementing the National Principles](#)
- [Royal Commission: Making Institutions Child Safe](#)
- [Queensland Blue Card Services – Risk Management Strategies](#)

⚖️ **All appendices are essential for full compliance. ABK HQ will provide finalised forms, templates, and posters to every club in both hard copy and online formats.**

A. ABK Templates

1. Incident / Concern Report Form
2. Complaints Form (Adult version)
3. Complaints Form (Child-friendly version)
4. Risk Register Template
5. Training Register Template
6. Code of Conduct Acknowledgement Form
7. Consent Forms (Photography/Filming, Travel/Excursion, Medical/Emergency)

B. Posters & Child-Friendly Resources

- Child Safety & Wellbeing Policy Template & Poster: <https://chidsafe.humanrights.gov.au/tools-resources/practical-tools>
- Example Code of Conduct & Poster: <https://chidsafe.humanrights.gov.au/tools-resources/practical-tools>
- Complaints Handling Poster (child-friendly): <https://chidsafe.humanrights.gov.au/tools-resources/practical-tools>
- 12 Key Rights Poster: <https://www.humanrights.gov.au/our-work/childrens-rights/about-childrens-rights>

C. Self-Assessment Tools

- Organisational Self-Assessment Tool: <https://chidsafe.humanrights.gov.au/learning-hub/organisational-self-assessment>
- National Principles: <https://chidsafe.gov.au/national-principles>

D. Reference Resources

- Practical Tools: <https://chidsafe.humanrights.gov.au/tools-resources/practical-tools>
- Royal Commission: <https://www.childabuseroyalcommission.gov.au/making-institutions-child-safe>
- Blue Card Risk Management: <https://www.qld.gov.au/law/crime-and-police/crime-prevention-and-community-safety/for-child-protection-and-safety-organisation>

Appendices – ABK Templates & Forms

Incident / Concern Report Form

Purpose: To be completed whenever an incident, injury, disclosure, or concern about a child’s safety or wellbeing occurs.

Fields to complete:

- Date & Time of Incident
- Club Location
- Name(s) of Child/Children Involved
- Description of Incident/Concern (what happened, how, where, and who was involved)
- Immediate Action Taken (first aid, support, separation, reporting)
- Names of Staff/Volunteers Present
- Reported To (Name & Role of person notified)
- Next Steps Planned (follow-up, monitoring, escalation)
- Signature of Person Completing Form
- Date

Instructions: Must be completed within 24 hours and stored securely. Serious matters must also be escalated to ABK HQ and external authorities if required.

Complaints Form (Adult Version)

Purpose: To be used by parents, guardians, staff, volunteers, or community members to raise a complaint or concern.

Fields to complete:

- Name of Complainant
- Contact Details (phone, email, address)
- Name of Child (if relevant)
- Description of Complaint/Concern (what happened, dates, who was involved)
- What Outcome Would You Like? (apology, action, change, investigation)
- Date Submitted
- Signature

Instructions: Complaints may be submitted in writing, online, or verbally (to be transcribed). They must be acknowledged within five business days.

Complaints Form (Child-Friendly/Easy-Read Version)

Purpose: A simple form for children, young people and those with specific needs to share concerns in their own words. May be used with drawings, tick boxes, or with help from a trusted adult.

Fields to complete:

- My Name (if I want to share it)
- Today's Date
- What Happened (draw or write)
- How Did It Make Me Feel? (tick boxes: sad, angry, worried, scared, left out, other)
- Who Was Involved?
- What Would Help Fix This?

Instructions: Children can hand this to any instructor, put it in a safe box, or ask an adult to submit it on their behalf.

Risk Register Template

Purpose: To record risks to child safety and wellbeing in the dojo and how they are managed. Must be updated annually and whenever risks change.

Fields to complete:

- Risk Description (e.g., unsupervised change rooms, travel arrangements, online communication)
- Likelihood (Low/Medium/High)
- Impact (Low/Medium/High)
- Controls in Place (policies, supervision, signage, rules)
- Further Actions Required (new controls, training, reminders)
- Responsible Person (club leader, instructor, volunteer)
- Review Date

Instructions: A Risk Register must be kept at each club and submitted to HQ annually.

Training Register Template

Purpose: To keep track of all instructors', volunteers', and contractors' child safety training and compliance.

Fields to complete:

- Name
- Role
- Blue Card Number and Expiry
- Date of Induction Completed
- Date of Child Safety e-Learning Course Completion
- Annual Refresher Training Date
- Reviewed By (Club Leader or HQ Representative)

Instructions: Must be updated whenever new training is completed and checked annually.

Code of Conduct Acknowledgement Form

Purpose: To confirm that all instructors, volunteers, and contractors understand and agree to follow the ABK Code of Conduct.

Fields to complete:

- Full Name
- Role/Position
- Date Reviewed the Code of Conduct
- Signature
- Date

Instructions: Signed annually. Forms are kept on file at the club and a register is submitted to HQ.

Consent Form – Photography/Filming

Purpose: To obtain parent/guardian consent before photographing or filming a child for training, promotional, or event purposes.

Fields to complete:

- Child's Name
- Parent/Guardian Name
- Consent Given (Yes/No)
- Purpose of Photography/Filming (training records, promotion, social media, newsletters, etc.)
- Signature of Parent/Guardian
- Date

Instructions: No photography/filming without signed consent. Consent must be specific to purpose.

Consent Form – Travel/Excursion

Purpose: To obtain parent/guardian consent before children attend off-site events, competitions, or excursions.

Fields to complete:

- Child's Name
- Destination/Event
- Date of Activity
- Mode of Transport (car, bus, train, other)
- Emergency Contact Details (name, phone number)
- Medical Conditions/Needs (allergies, medication, disability support)
- Parent/Guardian Signature
- Date

Instructions: Must be signed and returned before participation. Emergency contacts must be available during the event.

Consent Form – Medical/Emergency Treatment

Purpose: To authorise ABK to seek medical treatment in case of an emergency.

Fields to complete:

- Child's Name
- Parent/Guardian Name
- Medicare Number (if applicable)
- Allergies/Medical Conditions

- Emergency Contact Name & Number
- Consent to Medical Treatment (Yes/No)
- Signature of Parent/Guardian
- Date

Instructions: A copy of this form must be accessible during classes, excursions, and competitions.

⚠ **All forms must be kept securely, either in locked storage (paper) or password-protected systems (digital), and retained for a minimum of 7 years.**

Complaint Pathway Flowchart (Adult / Staff Version)

1. Receive a concern or complaint

- May be verbal, written, anonymous, or child-disclosed.
- Take it seriously.
- Remain calm and supportive.
- Document it immediately on the **ABK Incident/Complaint Form**.

2. Assess for immediate safety

- Is the child in danger right now?
 - If **YES** → Call **Police (000)** or **Child Safety Services** immediately.
 - If **NO** → Continue to Step 3.

3. Report internally

- Inform **Club Leader** as soon as possible.
- Club Leader informs **ABK HQ** (within 24 hours).
- Submit completed Incident/Complaint Form.

4. Escalation if required

- If the complaint involves suspected abuse, grooming, or criminal behaviour:
 - **Mandatory Reporting** → Police and/or Child Safety Services.
 - **Blue Card Services** notified if the allegation relates to a person with a Blue Card.
- Club Leaders must not investigate allegations themselves beyond initial documentation.

5. Internal response & support

- HQ oversees next steps: may include fact-finding, mediation, disciplinary action, or external referrals.
- Provide support to the child, family, and staff involved.
- Ensure confidentiality (share only on a need-to-know basis).

6. Outcome & communication

- Club Leader/HQ updates the complainant (where appropriate).

- Actions and decisions documented in the **Complaints Register**.
- File securely for minimum 7 years.

7. Continuous improvement

- Review complaint trends annually.
- Use feedback to improve policies, training, and supervision.

Important:

- Staff/volunteers must **never ignore a complaint**.
- **Failure to report** suspected harm or abuse is a breach of ABK policy and may be a criminal offence.
- All complaints must be documented and escalated according to this pathway.

This should be displayed in staff-only areas (e.g. dojo office, noticeboard) and included in induction packs, so every adult knows their exact responsibilities.

Blue Card Application/linking process

If you are an adult instructor and haven't yet applied for a Blue Card:

- Please do so immediately – it only takes a few minutes to initiate the process (you may have to take extra steps in advance if you haven't had a recent driver's licence photo taken).
- When applying, please ensure you nominate **Anderson Bushi Kai** as the organisation so your application can be linked correctly.
- Please email us your **reference number and date of birth** so we can confirm the link
- If you already hold a blue card — send your **Blue Card number and date of birth** so we can link it to ABK.
- If you have any questions or concerns — or if you receive any notice affecting your Blue Card status — notify us immediately.
- Remember to keep your Blue Card on hand whenever you're involved in any **child-related ABK activities**.

Thank you for helping us protect our children and uphold a child-safe environment.

Any and all communication regarding ABK Blue Cards needs to go to the below email address, please: abkbluecard@gmail.com

Apply for a Blue Card or Exemption Card:

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

Links and Resources

ABK Links - ABK Posters, Child Safety Training, Free Trainings, Resources and More

- ABK Posters, Child Safety Training, Free Trainings, Resources and More

Topic/Module	Resource Description	Link/URL
Printable Posters	Canva Template ABK POSTERS (Canva link) ABK Child Safe	Canva Design

	Related Links/Posters - Adjust with your club colours	
	<p>Child Safe & Wellbeing Policy Template & Poster</p> <p>The Official Gov National Standards Poster</p>	https://humanrights.gov.au/_data/assets/pdf_file/0013/21244/Poster-National-Principles-for-CSO-1.pdf
	<p>Neutral Look Child Safeguarding Laws Have Begun</p> <p>Qld Gov Official Resource</p>	https://nginx-feature-civic-theme-qfcc-qld-d9.govcms7.amazee.io/sites/default/files/images/resource-cso-social-tile-1.png
	<p>Raising Child Safe Standards Official</p> <p>Qld Gov Official Resource</p>	https://nginx-feature-civic-theme-qfcc-qld-d9.govcms7.amazee.io/sites/default/files/resource-cso-raising-the-standards-campaign-posters2.pdf
	<p>Sporting Flyer for Parents Advising them to check with their child's organisations</p> <p>Qld Gov Official Resource- Flyer</p>	https://nginx-feature-civic-theme-qfcc-qld-d9.govcms7.amazee.io/sites/default/files/resource-cso-flyer-parents.pdf
Government's Official Example Documents	<p>Code of Conduct & Poster</p> <p>The Official Human Rights Gov Child Safe Example</p>	https://humanrights.gov.au/_data/assets/pdf_file/0013/21253/CSO-Example-Code-of-Conduct.pdf
	<p>Child Safety and Wellbeing Policy Template</p> <p>Official Human Rights Policy Template Example</p>	https://humanrights.gov.au/_data/assets/pdf_file/0012/21252/CSO-Child-Safety-and-Wellbeing-Policy-template_1.pdf
	<p>Cultural Safety Aboriginal Children Tip Sheet for Child Safe</p>	https://ccyp.vic.gov.au/assets/resources/tipsheet-cultural-safety-aboriginal-children.pdf
Blue Card	<p>Printable Rights and Obligations of Blue Card Holders - Fact Sheet</p>	https://share.google/y7f4XDF5DJVEJ5Rly
	<p>Internal Record of Blue Card / Blue Card Exemption Card</p>	https://www.publications.qld.gov.au/dataset/99adb7c1-05d1-4751-9b29-

	<p>Details</p> <p>This document is to help organisations record their employees' blue or exemption card details, as well as those relying on an exemption to work with children and staff who do not require screening.</p>	b76d24c6fd9d/resource/c92d1c0b-5381-4993-a502-b4e2c96e5978/download/employee-register-template.xlsx
	Blue Card Website	Blue Card Services Your rights, crime and the law Queensland Government
Child Safe Training	Child Safe Organisations (Standards Info & Free Training)	Queensland Family and Child Commission, AHRC Learn (Modules)
	Child Safe Standards (Implementation dates: 1 Oct 2025/1 Apr 2026)	Queensland Family and Child Commission - Standards
	Child Safe Standards (Resource, not primary training)	Protecting Queensland Children
Reference Resources	Royal Commission	: https://www.childabuseroyalcommission.gov.au/making-institutions-child-safe
Policy & Procedure Help	<p>Templates and Resources</p> <p>The social service sector in Queensland</p> <p>Strengthening non government organisations</p> <p>Governance</p> <p>Embracing diversity in early childhood education</p> <p>Energy literacy for community service workers</p> <p>National Disability Insurance Scheme</p>	Community Door
	Child Safe Standards Official Self Assessment Tool	https://childsafeforhumanrights.gov.au/learning-hub/organisational-self-assessment

	Real Example of Safeguarding Commitment from PCYC	Safeguarding Commitment - PCYC Queensland
	Real Example of Policies and Procedures from C&K Childcare and Kindergarten	Policies and Procedures C&K Childcare and Kindergarten
Free Trainings	Courses from Community Door (Social Service, Governance, NDIS, etc.)	Community Door eTraining
	Free Compliance, GRC & HR Webinars by Sentrient	Sentrient Webinars
	Free Concussion Management in Australian Sports Courses	FAST Training Australia , Australian Pacific Training Solutions , Brisbane First Aid
	Concussion Short Course (General Education) - Free or add \$10 for certificate	Connectivity - Traumatic Brain Injury
	Mandatory Training (NSW Combat Sports)	NSW Government Sport
	HeadCheck App (Concussion identification resource)	HeadCheck
Anaphylaxis	First Aid/Anaphylaxis Training (ASCIA)	ASCIA Training
	Individualised care plan template for clubs	Allergy Aware
	Orange ASCIA First Aid Plan for Anaphylaxis (General use poster)	ASCIA Anaphylaxis Information
Epilepsy	Epilepsy Australia Resources	Epilepsy Resources - Epilepsy Smart Australia
Asthma	Asthma Australia Resources	Asthma in Children Care & Support for Kids in Australia
Additional Training & Wellbeing	Training Hub (Qld Family and Child Commission)	QFCC Training Hub

	University of Tasmania (Children's Rights/Safety Short Course)	Course Page
	Emerging Minds Learning Portal (Child wellbeing pathways)	Emerging Minds Learning portal
Child Safety Modules	Module 1 (National Principles, Royal Commission Vol. 2, 6, 13, 14, 16)	Child Safe Organisations, National Principles, Royal Commission Final Report
	Module 2 (Child Participation, Indicators of Sexual Abuse)	General Comment 12: Right of the child to be heard, Royal Commission Vol. 4
	Module 3 *to edit*	
	Module 4 (Diversity, Cultural Safety, Discrimination)	Cultural Safety for Aboriginal/Torres Strait Islander children, Guidelines for inclusion of transgender and gender diverse people in sport
	Module 5 (HR and Screening, WWCC, Reporting)	Royal Commission Vol. 7, Working With Children Checks Research, Mandatory Reporting Info
	Module 8 (Online Safety, Risk Management)	eSafety Commissioner Resource Centre, UNICEF: Children's online privacy
	Module 9 & 10 (Policies, Review, Action Plans)	Policy Template / Code of Conduct Example, Guide for Creating a Child Safe Organisation (VIC)
Legalisation	Working with Children (Risk Management and Screening) Act 2000 (QLD)	Queensland Legislation
Anglican Schools Training	a.) Child Development and Trauma Guide (WA Gov)	WA Government Publication
	b.) Sexual development and behaviour in children	NSPCC Learning
Children's Rights		

United Nations
Convention on the Rights
of the Child

<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

Child friendly versions of
the Convention on the
Rights of the Child

https://www.unicef.org/rightsite/484_540.htm

Australian Human Rights
Commission, children's
rights work

<https://www.humanrights.gov.au/our-work/childrens-rights>

Work in Progress:

ABK Links and Further Resources (further formatting still required) -

https://docs.google.com/document/d/1X93xa_evTQWjAXIdeVpjIApHBpFbm_xF/edit?usp=drive_link&oid=117775276672556246491&rtpof=true&sd=true

Module Resources (further formatting still required)-

https://docs.google.com/document/d/1B0xO7XqvWxyk5P_dc9YSxXDbuhUV1Sba/edit?usp=drive_link&oid=117775276672556246491&rtpof=true&sd=true