

CHILD PROTECTION & SAFEGUARDING POLICY

Shield and Rebuild Charity LTD

Document	Child Protection & Safeguarding Policy
Version	2.0
Draft date	12 September 2026
Status	Draft for formal Board adoption
Policy owner	Board / Responsible People
Review cycle	At least annually and after material legal, operational or safeguarding change
Next scheduled review	September 2027

Important status

This document is an updated governance-policy draft prepared for Shield and Rebuild. It should be formally considered and adopted by the Board/Responsible People before being represented as an approved organisational policy. It is not an ACNC-approved document and is not legal advice.

1. PURPOSE

To protect children, young people and other vulnerable people connected with Shield and Rebuild from abuse, neglect, exploitation and avoidable harm, and to establish clear prevention, reporting and response responsibilities.

2. SCOPE

This policy applies to the Board/Responsible People, employees, volunteers, contractors, consultants, students, partner organisations and any person acting for or representing Shield and Rebuild. Contractual arrangements should require relevant third parties to meet equivalent standards where appropriate.

3. COMMITMENT

Shield and Rebuild adopts a zero-tolerance approach to child abuse, grooming, exploitation and retaliation against people who raise safeguarding concerns. The safety, dignity, participation and best interests of children and vulnerable people are central to decision-making.

4. QUEENSLAND CHILD-SAFE FRAMEWORK

Shield and Rebuild will determine which obligations under Queensland's Child Safe Organisations framework, Reportable Conduct Scheme and Working with Children (blue card) system apply to its activities and will maintain documented compliance. Where a role is regulated child-related work, required blue card/exemption-card status and organisational linking must be confirmed before the person starts that work.

5. SAFEGUARDING RESPONSIBILITIES

Board / Responsible People

Oversee safeguarding risk, approve policies, ensure adequate resources, review serious incidents and monitor compliance.

Leaders and coordinators

Assess activities and sites, ensure screening and induction requirements are met, brief workers and contractors, and escalate concerns.

Workers, volunteers and contractors

Follow this policy, maintain boundaries, report concerns immediately, protect confidentiality and comply with lawful directions and safety controls.

6. SAFE RECRUITMENT, SCREENING AND ENGAGEMENT

Roles involving children or vulnerable people must be risk assessed. Screening may include identity, reference, qualification, licence, police-history and blue-card checks where lawful and appropriate. Screening is not a substitute for supervision, training, safe systems of work or ongoing monitoring.

7. BEHAVIOUR AROUND CHILDREN

Adults must use respectful, age-appropriate communication; avoid unnecessary physical contact; never engage in sexualised behaviour, grooming, humiliation, threats or corporal punishment; avoid private or secret communications; and not take or publish images without appropriate authority. One-to-one contact should be avoided or controlled where reasonably practicable.

8. HOME VISITS AND SECURITY WORK

Before attendance, Shield and Rebuild should assess known violence, offender access, weapons, animals, environmental hazards, safe entry/exit and whether two-person attendance or coordination with police, housing or a support worker is required. Workers must leave if an unacceptable risk arises.

9. RESPONDING TO CONCERNS AND ALLEGATIONS

Immediate danger must be reported to emergency services. Suspected criminal conduct should be reported to police as appropriate. Child-safety concerns and allegations involving personnel must be promptly escalated internally and, where applicable, notified under the Queensland Reportable Conduct Scheme or other mandatory reporting obligations. Internal action must not compromise a police or regulatory investigation.

10. SUPPORT AND PROCEDURAL FAIRNESS

The safety of the child or vulnerable person comes first. People affected should be treated sensitively, informed about processes where appropriate and offered referral options. Allegations against personnel must be managed fairly without prejudging the outcome.

11. INFORMATION HANDLING

Safeguarding information is highly sensitive. Record factual information, restrict access to need-to-know personnel, preserve evidence, avoid unnecessary circulation, and handle records consistently with the Privacy and Confidentiality policies.

12. TRAINING, REVIEW AND CHILD-SAFE CULTURE

Relevant personnel will receive induction and refresher information proportionate to their role. Safeguarding risks, incidents, complaints and near misses should be reviewed to improve controls. Children and families should have accessible ways to raise concerns.

DOCUMENT CONTROL & REVIEW

The Board/Responsible People will review this policy at least annually and sooner following a serious incident, complaint trend, material change to services, legislative change, regulatory guidance, or identified control weakness. Superseded versions should be retained in accordance with the organisation's recordkeeping requirements.

Website: www.shieldandrebuild.com