



Gordonvale Golf Club Inc.
Child Safe Policy February 2026

1. Child Safety & Wellbeing

Gordonvale Golf Club is committed to the safety and well-being of young people when they participate in coaching, competition and social play at our club.

We recognise that child safety and well-being is the shared responsibility of all involved in our club. This policy statement sets out what the club expects of members, management committee, volunteers, staff and family of participants. It includes:

- a code of conduct that all are expected to observe (see part 2 below);
- an explanation of what constitutes a reportable incident (see part 3 below);
- the reporting arrangements to be followed in the event there is a reportable incident (see part 3 below);
- the specific responsibilities of staff, members, management committee and those involved in the conduct and supervision of the junior development program (see part 4 below); and
- management's commitment to policy assessment to improve the protection of children and young people while engaged in the sport of golf at our club.

2. Code of Conduct for those Working with Children

All paid and unpaid staff, including volunteers and persons contracted from time-to-time by the golf club, are responsible for the safety and wellbeing of children and young people when they participate in activities at Gordonvale Golf Club.



The club's Code of Conduct sets out the behaviour expected of people who are likely to engage with children and young people while at the club. All paid and unpaid staff and contractors are expected to act in accordance with the [attached Code of Conduct](#) in their physical and online interactions with children and young people under the age of 18 years.

3. Lodging Complaints, Incident Management and Mandatory reporting

Queensland's Child Safe Organisations Act (2024) requires that Gordonvale Golf Club adhere to the state's Reportable Conduct Scheme. Detailed definition of a reportable act can be found at <https://www.qfcc.qld.gov.au/childsafe/reportable-conduct-scheme>. In brief, a reportable act includes:

- a child sexual offence;
- sexual misconduct committed in relation to, or in the presence of a child;
- ill-treatment of a child;
- significant neglect of a child;
- physical violence committed in relation to, or in the presence of a child; or
- behaviour that causes significant emotional or psychological harm to a child.

Any of the above acts committed by staff, members, green fee players, volunteers or contractors while engaged in play, work or any other club-related activity should be notified to the club's President and Secretary.

Those office holders and/or people to whom they delegate will treat the report in strictest confidence and will, if they consider the matter falls within the scope of the reportable conduct scheme, commence an internal investigation. They will also notify the Queensland Family and Child Commission (QFFC) of the matter within 3 business days of them being made aware of the matter.



The welfare and safety of the child is the priority when a reportable incident occurs. To this end the President or Secretary will facilitate the provision of professional support services to the child and family involved.

The President and Secretary or their delegate(s) will within 30 days of them being notified send a report of their investigation to QFFC. Procedural details and the required content of that report can be found at <https://www.qfcc.qld.gov.au/childsafe/reportable-conduct-scheme>

President and Secretary will make and retain all records created as part of their investigation and provide those records to QFCC if and when required.

President and Secretary will ensure that the person(s) who raised the concern and the family/guardian/carer of the child who is identified in the initial report are kept informed of the progress of the investigation and its outcome.

4. Recruitment, Screening & People Management

All staff and management committee members are required to hold a current blue card. The club also requires volunteers who interact with children – eg those running the junior development program – to hold a current blue card.

Recruitment

Gordonvale Golf Club's management committee and manager are involved in the staff recruitment process. For the purposes of this policy, that process includes two pre-employment checks: (1) reference checking and (2) a requirement that successful candidates hold a current blue card or have lodged an application for a blue card. That application entails the candidate declaring any relevant offences. For new employees who have lodged an application for a blue card, continued employment is subject to the issue of that card.

On-boarding

New employees will be required to read, sign and date the attached code of conduct prior to commencing employment.



Continued employment

Continued employment is subject to the retention of a blue card. Continued involvement in the junior development program is also subject to the retention of a blue card.

If the Secretary or President receives a report about a staff member or volunteer related to a reportable act, the staff member(s) or volunteer(s) involved will be suspended from duty pending the conclusion of an internal investigation.

5. Promoting Safe Environments

The club's management committee has recognised three areas of potential risk and identified specific risk mitigation measures associated with them.

Junior development program

- All activities are to be conducted in the open
- Coaching staff must hold a blue card and must have signed the code of conduct
- At least one parent of participants must remain on site for the duration of each of the coaching clinics.

Social and competition play

- Children under the age of 12 playing socially must be accompanied by a parent or guardian
- Children between the ages of 12- 17 must play in a group of 2 or more similarly-aged children OR be accompanied by a parent or guardian OR accompanied by a club member.

Taking and posting images

- Prior consent of parents or guardian must be obtained before taking photos or video of children playing golf or being coached. Posting photos and videos to social media of children playing on course or engaged in coaching is not permitted without the prior consent of a parent or guardian.



6. Monitoring our child safety efforts

To ensure this policy remains relevant, effective and implemented as required, the management committee commits to annual review of the policy as well as review following each and every incident they are notified of.

The review process will include a retrospective look at actions taken under this policy, the results of those actions and whether better outcomes could have been achieved had we done things differently. The review process will seek input from young people, families and others as required.

In the event the review process leads to substantial change in this policy, those changes will be advised to all parties affected.



CHILD SAFE POLICY CODE OF CONDUCT

I will contribute to the safety and well-being of children and the club's efforts to be an organisation that promotes and enables children's participation and that is a welcoming, culturally safe and an inclusive environment for children and their families.

I undertake to:

1. In the event I observe behaviour I reasonably believe is directly compromising a child's safety I will, without breaching any applicable law, promptly intervene to protect that child;
2. In the event I have concerns of, or become aware of the concerns of others, about child harm or abuse I will promptly report those concerns;
3. Report all observed, suspected or disclosed child harm or abuse as required by Queensland legislation and by the club's manager;
4. Promote the safety and wellbeing of all children while engaged in activities at the club;
5. Behave respectfully, courteously and ethically towards children and their families and towards other staff;
6. Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
7. Consider and respect the diverse backgrounds and needs of children, including children with disabilities;
8. If I am in a supervisory, management or committee position I will actively invite children, their parents or guardians to participate making decisions about activities, policies and processes that concern them;
9. Contribute, where appropriate, to the club's policies, discussions, learning and reviews about child safety and wellbeing.

I undertake not to:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Be alone with a child unnecessarily or arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the club's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by the club's reporting policies and procedures; [the organisation's] policy and procedure on reporting;
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material;
- Work with children while under the influence of alcohol or prohibited drugs;
- Ignore or disregard any suspected or disclosed child harm or abuse.

I agree to abide by this Code of Conduct during my employment/contract with Gordonvale Golf Club. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment/contract with the club. I understand that the club is required by law to comply with Queensland's Mandatory reporting and Reportable Conduct Scheme.

Signature

Full name

Date