



Brisbane | Ipswich | Logan | Gold Coast

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Child Safe Policy

Business Structure: Sole Trader

Owner/Operator: Reed Buckley

Operating Locations: Brisbane, Ipswich, Logan, Gold Coast, and surrounding regions (outdoor sites – e.g. mountain bike tracks, hiking trails, rivers/lakes, camping grounds, ball sports facilities).

Participants: Individuals aged 8 years and older, including people with psychosocial and/or physical disabilities, including NDIS participants.

Policy Version: 1.0

Next Review Date: 1st October 2026

1. Purpose

Ironbark Adventure Mentoring is committed to creating a safe, inclusive, and supportive environment for all participants. This policy outlines how we protect children and young people from harm, abuse, neglect, and exploitation, and how we uphold their rights in line with Queensland legislation, NDIS Practice Standards, and the National Principles for Child Safe Organisations.

2. Scope

This policy applies to:

- The business owner (current sole operator)
- Any future staff, contractors, or volunteers
- All participants and their families/carers when engaging in services
- All service environments, including outdoor adventure locations, transport services, and overnight camps

3. Commitment to Child Safety

Ironbark Adventure Mentoring:

- Puts the safety and wellbeing of children and young people first
 - Provides services that promote physical health, mental wellbeing, and social connection in safe outdoor settings
 - Does not tolerate abuse, neglect, or exploitation
 - Ensures risks associated with outdoor, high-risk activities are assessed, managed, and minimised
 - Respects diversity and ensures inclusion of children and young people of all abilities, cultures, genders, sexual orientations, and backgrounds
 - Maintains comprehensive documentation of safety practices and staff compliance
 - Implements ongoing review and continuous improvement of child safety practices
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4. Roles & Responsibilities

Business Owner (Adventure Guide/Mentor):

- Holds ultimate responsibility for child safety, risk management, supervision, and compliance with relevant laws
- Ensures all policies and procedures are in place, regularly updated, and reviewed annually
- Responds to child safety concerns and mandatory reporting obligations
- Maintains records securely to demonstrate compliance with child safety and privacy obligations
- Ensures emergency and evacuation procedures are in place

Future Staff/Contractors:

- Must hold a valid QLD Blue/Yellow Card and (where relevant) NDIS Worker Screening clearance
- Must comply with this policy, the Code of Conduct, and risk management processes
- Report any child safety concerns immediately
- Follow all guidelines for physical contact, supervision, behaviour management, and emergency procedures
- Participate in ongoing child safety and risk management training
- Disclose any conflicts of interest

Parents/Carers:

- Provide accurate information about the child's needs, health, and risk factors
- Support adherence to safety rules and participant expectations
- Review and acknowledge this Child Safe Policy prior to participation

Participants:

- Follow safety instructions

- Respect themselves, others, the environment, and equipment
 - Understand that outdoor activities carry inherent risks
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5. Child Safe Standards

a) Recruitment & Screening (future staff/contractors)

- Mandatory QLD Blue/Yellow Card and NDIS Worker Screening (if applicable)
- National Police Check, reference checks, and qualification verification
- Induction and ongoing training in child safety, risk management, and professional boundaries

b) Supervision & Ratios

- Maximum 1 staff/guide per 4 children (Ratio: 1:4)
- For groups >4 participants, additional staff/contractors engaged
- Participants supervised at all times during sessions and transport
- Parents/volunteers assisting must comply with child safe practices and be supervised

c) Risk Management & High-Risk Activities

- Outdoor safety planning, leadership, and supervision are guided by the *Australian Adventure Activity Standards (AAAS)* and associated *Good Practice Guides* (Outdoor Council of Australia). These frameworks inform how Ironbark Adventure Mentoring assesses and manages risks, particularly when working with minors and dependent participants in outdoor environments.
- Risk assessments conducted for each activity and location
- Safety briefings conducted before all sessions
- High-risk activities require safety equipment, skill instruction, and site inspection
- Emergency and evacuation procedures in place
- Activities may be modified or cancelled due to adverse weather, environmental hazards, or unsafe conditions

d) Physical Contact, Health & Behaviour Management

- Physical contact only when necessary for safety, instruction, or first aid
- Mentors hold current First Aid and CPR certification
- Health information, allergies, and medications are documented and followed
- Vehicles comply with safety regulations (seatbelts, booster seats)
- Mentors enforce respectful behaviour and intervene to prevent bullying or unsafe conduct
- Persistent unsafe behaviour may result in removal from the activity

e) Digital, Photography & Media

- No unsupervised contact with children outside program delivery
- Digital communications conducted through secure, authorised channels
- No photography/video without signed parental/guardian consent
- Staff will not share participant information or images on personal social media
- With written consent, images may be used for promotion, reports, or training purposes

f) Professional Liability Disclaimer

- Ironbark Adventure Mentoring takes all reasonable precautions to ensure safety
- Participants and parents/carers acknowledge outdoor and high-risk activities carry inherent risks
- Liability is limited except as required by law

6. Responding to Concerns

- All suspicions of harm, abuse, neglect, or exploitation are taken seriously and responded to immediately
- Concerns can be raised with the business owner, via the complaints form, or discussions with parents/carers
- Mandatory reporting obligations apply under the Child Protection Act 1999 (QLD) and related legislation

7. Complaints & Feedback

- Formal complaints process in place, with acknowledgment within 5 business days and resolution aimed within 30 business days. Please see Complaints & Feedback Policy.
- Escalation options include:
 - NDIS Quality and Safeguards Commission
 - Queensland Ombudsman
 - Queensland Human Rights Commission

8. Review & Continuous Improvement

- Reviewed annually or after any incident
- Feedback from participants and families used to strengthen safety practices
- Policy updated if legislation, NDIS requirements, or best practices change

9. Related Documents

- Privacy Policy
- Staff Code of Conduct
- Participant Code of Conduct & Expectations
- Risk Assessment Template
- Incident Report Form
- Consent Forms
- Complaints & Feedback Policy

10. Parent/Carer Acknowledgment & Consent

By signing below, I acknowledge that I have:

1. Read and understood the Child Safe Policy
2. Provided accurate information about my child's needs, health, and risks
3. Given consent for my child to participate in outdoor mentoring, high-risk activities, transport, and overnight programs
4. Agreed to follow all safety instructions and program rules
5. Authorised emergency medical treatment if required

Child Name: _____

Parent/Carer Name: _____

Signature: _____

Date: _____

Approved By: Reed Buckley

Date: _____

Next Review Date: 01/10/2026