



Child Protection Policy



**Child Protection and Risk
Management Policy
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Child Protection Policy

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1. Statement of Commitment

The Gladstone Eisteddfod Association (GEA) Child Protection Policy ('The Policy') is aimed at protecting Eisteddfod participants under the age of 18. The Policy is administered by the Gladstone Eisteddfod Association and maintained by the Association Secretary. It pertains to Committee Members, Adjudicators, Volunteers, Professionals contracted by GEA, participants, guardians (including but not limited to parents, teachers and carers), anyone intending to enter the backstage "performing" area and venue staff.

The purpose of the policy is to ensure all possible steps are taken towards the protection of children (less than 18 years of age) in the environment of an Annual Eisteddfod conducted by GEA in the Gladstone region. The policy relates to all disciplines of the Eisteddfod - Instrumental, Vocal, Speech and Drama, and Dance. The policy addresses all behaviour that may be perceived as violation of the right to a safe environment for all Eisteddfod participants and organisers, regardless of age.

2. Scope of the Policy

The policy will be adhered to by all organisers, participants, volunteers, parents and guardians of children during all Gladstone Eisteddfod Association activities.

3. Policy General

- To define and implement Child Safe Risk Management strategies across Gladstone Eisteddfod Association activities.
- To ensure that there is a shared understanding of what is expected.
- To ensure that clearly defined consequences will be implemented
- To substantially reduce the likelihood of incident or abuse within the Eisteddfod activities
- To implement systems to minimise the risk of 'harm' to a child
- To prevent situations where a person's motives or actions may be misinterpreted
- To respond promptly to resolve a situation or to ensure that a complaint is investigated by the appropriate authorities.
- This policy is to be reviewed annually.
- Gladstone Eisteddfod Association will meet its responsibilities and its Duty of Care for children's safety, wellbeing and protection by implementing relevant Action Plans for implementation during the Annual Eisteddfod
- Gladstone Eisteddfod Association will define procedures, actions and activities which endeavour to eliminate, minimise or contain the



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consequences to children of potential harmful actions or incidents during Eisteddfod activities.

- Gladstone Eisteddfod Association and its members will abide by the Code of conduct adopted by the Association for those working with children.
- Gladstone Eisteddfod Association will define responsibilities, procedures and consequences for non-compliance with the Child Protection Policy
- Gladstone Eisteddfod Association will:
 - provide an environment that avoids and discourages abuse and harassment
 - make members and volunteers aware of the accepted standards of conduct
 - encourage the reporting of any illegal or unacceptable behaviour to the appropriate authority = QPS
 - Take corrective action if necessary
 - Provide an effective process for handling complaints and disciplinary action
 - Establish a reporting process to the appropriate authority such as the Police
 - Protect volunteers from false accusations of impropriety.

The Venue for the Gladstone Eisteddfod Association Annual Eisteddfod will retain responsibility for the venue's management:

- Child Protection outside scope of the Gladstone Eisteddfod Association e.g. Foyer
- Building maintenance and adherence to workplace health and safety codes - e.g. Fire Act, Wearing of Enclosed Shoes
- Inherent Venue Disaster Management
- In-house operations outside the purview of the Gladstone Eisteddfod Association - theatre entry and exists, toilets, audience behaviours

4. Definitions - General

Sexual Harassment

Any behaviours that could be perceived to be threatening or uncomfortable to a child, including but not limited to touching, words, pictures, or movements near that child of a sexual nature. (Note: The perception may not necessarily be by that child).

All members of organisations in Queensland, in contact with persons under the age of 18 years, are required by law to report ANY such SUSPICION of behaviour immediately to Queensland Police Service. Ring 000, report the behaviour and then contact the Front Desk and continue to follow the Gladstone Eisteddfod Association Procedures.

Harm

Harm to a child is defined as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

Abuse

Unasked-for-treatment of a person that will endanger physical or emotional health, e.g. physical or emotional neglect.

Sexual Abuse

The exploitation of a person, particularly a child, for involvement in sexual activity

Harassment

Any form of unwelcome behaviour that makes a person feel uncomfortable or threatened. This may focus on a range of characteristics including racial and cultural background, sex, religious beliefs, age, disability, marital status, pregnancy, sexual preference and socio-economic circumstance. It may occur in many forms, and as overt or covert behaviour.

Risk

An action or incident occurring in association with the Gladstone Eisteddfod Association which places a child or young person at risk of physical or emotional harm.

Management

The culture and process for the application or procedure and practices to ensure children are protected from risks.

Assessment

The process used to determine risk management priorities by evaluating and comparing the level, degree and/or likelihood of a risk in conjunction with the Risk Assessment Matrix (Appendix One).

5. Code of Conduct (Also refer to Code of Conduct Policy)

- Respect the venue - all areas including but not limited to change rooms, basement area, convention rooms and foyer by keeping them tidy and clean
- Respect others' belongings (including but not limited to props, costumes, instruments)
- Comply with Eisteddfod Committee and Volunteer requests
- Comply with venue requirements and Friends of the Theatre and venue staff requests
- Abuse of any kind of committee members, volunteers, adjudicator, competitors, or non-competitors will not be tolerated. If someone is considered violent, abusive or intoxicated, other volunteers and staff will be asked to assist in the area until the police are contacted.
- Phones are to be on silent when in the auditorium
- Do NOT use flashlights, camera, audio and/or video recording equipment in the auditorium, side stage or in Dressing Rooms/Conference Rooms.
- Inappropriate language within the venue will not be tolerated - includes swearing, racist comments, sexually suggestive comments or jokes, insults, name calling, yelling or bullying
- School groups are to provide the appropriate number of supervisors for the number of children attending as stipulated in their school policies.

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- Groups and dance competitors, supervisors, parent/guardians must sign in via the basement entry. Solo and duo competitors and their accompanists are to sign in with the backstage coordinator via the stage door.
- Parents or Guardians that have not collected their children within 30 minutes of the end of session will be contacted on the phone number submitted at the time of entry. Children not collected within one hour of the end of session will be deemed abandoned and taken to the police station.
- Physical contact with a child is allowed if first aid is required (preference is that two blue carded adults undertake the first aid).
- For dressing and conference rooms - adults should announce their entry prior to entering. Adults should not be in dressing and conference rooms without another person present.
- In accordance with the venue policies, enclosed shoes are to be worn at all times in the backstage area. If shoes are not required for a dance performance, they should be removed at the side stage just prior to the performance and shoes put back on the feet, side stage at the completion of the performance.
- In the event of an emergency anyone involved in the Eisteddfod should follow the instructions provided by the venue staff. The basement coordinator will mark off the names at the emergency evacuation point and advise the warden of any unaccounted persons from the backstage area.
- First aid is to be provided by a competent first aid officer (either from GECC or the Eisteddfod committee). Queensland Ambulance will be contacted if deemed necessary.
- Eisteddfod and GECC will keep a record of all incidents including first aid administered.
- Volunteers should be advised of any medical conditions that may require additional care - i.e. anaphylaxis or epilepsy.
- Participants should carry their own medication for asthma, anaphylaxis etc.
- As per venue rules and due to copyright only contracted professionals are to take photos or videos in the auditorium
- No photography is allowed in dressing/conference rooms (or areas designated as dressing/conference rooms - i.e. the basement when used for this purpose), bathrooms or side stage.
- Photographs can only be posted to social media if media consent has been received for anyone under 18 in the photograph. This consent will be included as part of the entry process on Stardom. Any exclusions for photography are to be noted.
- Photographs are stored on a drive that the only members of the committee have access to.
- Parents/guardians are welcome to tag the Gladstone Eisteddfod page in any social media posts. Gladstone Eisteddfod will ensure consent is received for any photos posted directly to their page.

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- Cyberbullying will not be tolerated in any way. Any posts with cyberbullying will be removed.
- The venue has designated smoking areas for patrons and participants to utilize.
- Those volunteering as part of the Gladstone Eisteddfod events must ensure that they are not intoxicated or under the influence of drugs.
- Medications are to be carried by individual participants and volunteers. Should the individual require assistance with the medication they need to advise the committee of this as soon as they get to the venue and children requiring assistance from the committee or a volunteer, must carry guardian consent for this.
- Volunteers are required to check in with the Eisteddfod committee at the front desk.
- Volunteers will be provided with a copy of this policy and by volunteering agree to be bound by the code of conduct outlined. All volunteers will be required to sign on to the Code of Conduct.
- All persons at the venue (staff, committee, volunteers, audience members, participants) are expected to abide by the rules stipulated in this code of conduct.
- Confidential information is only to be accessed by authorised committee members for authorised use. Confidential information will (where possible) be stored in a locked room or cabinet.
- Electronic information is password protected.
- Records will be destroyed in accordance with the requirements for record keeping under the Incorporations Act.
- Comments to external stakeholders can only be provided by authorised committee members - President or Secretary.

Breach of the child protection items will result in removal from the venue and potential ban from future events.

6. Recruitment, Selection, Training and Management of Staff/Volunteers

- The committee will maintain role descriptions of all positions - to be updated at each annual general meeting.
- All committee members must hold a valid working with children (blue) card. This will be recorded on the blue card portal and the portal will be considered to be the Gladstone Eisteddfod Association's Employee Register
- All committee/volunteers to undertake venue inductions as directed by the venue.

7. Handling Disclosures of suspicions of harm

- Physical harm - when someone or something causes injury, damage, or pain to a person's body or property.
- Psychological or Emotional harm - includes verbal, non-verbal or physical acts by a perpetrator that are intended to exercise dominance, control or coercion over the victim, degrade the victim's emotional or cognitive abilities or sense of self-worth; or induce feelings of fear and intimidation in the victim.
- Neglect - depriving of basic needs
- Cultural Abuse - usually a pattern of behaviour over a period of time where an abuser might criticise, shame or belittle a person's beliefs to exert control over them
- Sexual Abuse - any act of sexual contact that a person suffers, submits to, participates in, or performs as a result of the force or violence, threats, fear, or deception or without having legally consented to the act.
- Reporting and disclosing of incidents is to be in writing to the committee as an incident report.
- Reports should be submitted within 48 hours of an incident occurring to the secretary. If the incident involves the secretary the report should be submitted to the president.
- Contact details for external authorities can be found in form 3.
- Incidents to be dealt with as per the procedures outlined below. All information is to remain confidential. Support will be provided where required for those involved in incidents.

8. Managing Breaches

- The risk management policy will be reviewed after actioning a disclosure or suspicion of harm to ensure its effectiveness and whether it requires any changes and/or follow up actions.
- The organisation will keep a record of all incidents for a period of five years.
- Investigations will be carried out by nominated committee members - President and Secretary
- See further information below on the types of breaches and how they are dealt with
- All information is to remain confidential

9. Compliance with the Blue Card System

- All committee members, volunteers, participants, those wishing to enter the basement (backstage area) over the age of 18 are required to hold a current blue card and this must be presented to the committee. In accordance with Blue Card requirements all cards are to be checked daily that they are valid

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cards (easiest way is via link on portal), however if a card is not linked on the portal then the Blue Card Queensland validity checker must be used.

- Blue cards (where possible) will be recorded on the organisation's blue card portal.
- The annual review of this document is to include a review of current legislation and ensure this document complies with the legislation. From October 2025 the Child Safe Standards apply to this document.
- The secretary is responsible for maintaining the blue card register for the organisation and assisting anyone requiring a blue card.
- Blue Cards will be linked via the portal when a new committee member, volunteer, parent or participant is engaged. Remember No Card, No Link, No Start as per the Blue Card requirements
- Reminders will be sent to affected persons about blue card renewals when notified via the portal
- Those issued with a negative notice, on a suspended card or that are considered a restricted person will not be able to volunteer for Eisteddfod events or enter the backstage/basement area.
- The parent exemption does not apply to the basement/backstage area due to children changing in this area.

10. High Risk Activities and Special Events - See Risk Management Area

11. Communication and Support Strategies

- This policy will be available on the Eisteddfod website and will be emailed as part of the syllabus release.
- A hard copy of the document will be available during the Eisteddfod
- The policy will be reviewed at each Annual General Meeting to ensure it remains current and complies with legislation.
- Consultation will be sought at the Annual General Meeting in relation to the document.

12. Responsibility

Everyone associated with staging the Gladstone Eisteddfod Association Annual Eisteddfod must accept and comply with this policy, and is responsible for the pro-active effective management of risk. This includes:



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- Management Committee
- Association members
- Volunteer helpers (who must meet the standards equivalent to an employee)
- Gladstone Eisteddfod Association contracted professional (e.g. Media, photographers)
- Parents, guardians and teachers
- Competitors
- Children and young people themselves

For risk management to be effective everyone is to act as individual Risk Managers to ensure the successful implementation of this policy.

13. Implementation

The Gladstone Eisteddfod Association Annual Eisteddfod will be conducted safely always.

All persons accessing or participating in the Gladstone Eisteddfod Association Annual Eisteddfod will comply with this policy.

The consequences for non-compliance will be stipulated and it may include mandatory reporting to the Queensland Police Service for further investigation and management.

A copy of policy will reside permanently in the Gladstone Eisteddfod Office.

Appendix One: Risk Management Matrix Gladstone Eisteddfod Association Child Protection Policy

Descriptor	Description
LIKELIHOOD/FREQUENCY:	
Almost Certain	There is little doubt that the event will occur.
	History of frequent and consistent occurrences at the Gladstone Eisteddfod Association or other Eisteddfods.
Likely	There is a strong possibility that the event will occur.
	History of frequent occurrences at Gladstone Eisteddfod Association or other Eisteddfods.
Possible	There is a possibility that the event will occur.
	History of occurrences at Gladstone Eisteddfod Association or other Eisteddfods.
Unlikely	There is a slight possibility that the event will occur.
	History of a casual occurrence at Gladstone Eisteddfod Association or other Eisteddfods.
Rare	It is highly unlikely that the risk event will occur.

CONSEQUENCE:	
Severe	Catastrophic: multiple injury, harm, loss, damage or deaths.
Major	Small group injury, harm, loss or damage, individual death.
Moderate	A significant degree of individual harm, loss or damage.
Minor	An incident of concern requiring attention and follow-up
Negligible	Unlikely to have a significant impact on the individual

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LIKELIHOOD	Severe Consequence	Major Consequence	Moderate Consequence	Minor Consequence	Negligible Consequence
Almost Certainly	Extreme Risk	Extreme Risk	High risk	High Risk	Low Risk
Likely	Extreme Risk	High Risk	High Risk	Medium Risk	Low Risk
Possible	High Risk	High Risk	High Risk	Medium Risk	Low Risk
Unlikely	High Risk	Medium Risk	Medium Risk	Low Risk	Low Risk
Rare	High Risk	Medium Risk	Medium Risk	Low Risk	Low Risk

ZONE	NOTIFY	FORM 3	SUBMIT TO:	FORM 3 TIMELINE
PURPLE	000 IN CHARGE COMMITTEE MEMBER. EXECUTIVE COMMITTEE MEMBERS OR PROXY	AFTER 000 IS NOTIFIED	IN-CHARGE COMMITTEE MEMBER then COMMITTEE	1.ENSURE THE SAFETY OF CHILD/REN FIRST. 2.AFTER EMERGENCY SERVICE PERSONNEL ARRIVE TO MANAGE THE SITUATION THEN COMPLETE AND SUBMIT FORM 3 TO IN-CHARGE COMMITTEE MEMBER 3.IN-CHARGE COMMITTEE MEMBER COMPLETES THEIR OWN FORM 3 AND ATTACHES IT TO THE FIRST FORM 3 4.ATTACH WRITTEN REPORT FROM THE EMERGENCY

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				SERVICES WHEN AVAILABLE. 5.SUBMIT ALL FORM 3'S & REPORT FROM THE EMERGENCY SERVICES TO THE GLADSTONE EISTEDDFOD ASSOCIATION COMMITTEE FOR THE NEXT COMMITTEE MEETING.
YELLOW	QPS on 000 In-Charge Committee Member	After 000 is notified	In-charge committee member, then Committee	1.As soon as is practical after Emergency Services arrive to manage the situation, complete and submit form 3 to the in-charge committee member. 2.In-charge committee members complete their own form 3 and attach it to the first form 3. 3.Attach a written report from the Emergency Services when available. 4.In-Charge committee member submits all form 3's and emergency services report to the Gladstone Eisteddfod Association Committee at the next committee meeting
ORANGE	In-charge committee member QPS	May assist in making decision to run QPS	In-charge committee member then Committee	1.In-charge committee member compiles a form 3 and submits it to the committee at the next committee meeting.

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BLUE	In-charge committee member only	Yes	In-charge committee member then Committee	In-Charge committee member completes a form 3 and submits it to the committee at the next committee member
GREEN	In-charge committee member only	Yes	In-charge committee member then Committee	In-charge committee member completes a form 3 and submits it to the committee at the next committee meeting.

Appendix Two: Risk Management Assessment and Action Plan

The evaluation process is in five steps, using the Risk Management Matrix developed (see appendix one):

1. Context Identifying categories of risk
2. Identify Selecting key risk issues - those causing most concern
3. Analyse Root causative factors giving risk to a risk occurring
4. Evaluate Consequence, likelihood and overall rating of a risk
5. Treat Applying action - where risk situations are identified

The outcome is the identification and implementation of action plans which will eliminate or reduce the risk of potential harm to children, by:

1. Avoiding the situation of risk
2. Reducing the likelihood of risk
3. Reducing the impact of risk
4. Transferring ongoing risk management to the appropriate authority = Queensland Police Service

Identified Knowable Safety Risks	Action Plan to Minimise Risk
Lack of a Child Protection Policy and Procedure	The policy is in place. The policy is to be reviewed annually to ensure it conforms to current legislation and community expectations. The Policy is to be presented to the committee for ratification at the next available Gladstone Eisteddfod Association committee meeting following each review.
Lack of understanding of the policy	The policy will be included in the training materials that are provided to all volunteers. The volunteer training documents will be reviewed annually in the February general committee meeting to ensure its currency.
Lack of Appropriate Insurance against Knowable Risks	The Gladstone Eisteddfod Association treasurer will report at the Annual Gladstone Eisteddfod Association Annual General Meeting about ongoing

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	insurances that are in place. The Gladstone Eisteddfod Association treasurer will investigate annually those insurances applicable to the Gladstone Eisteddfod Association are in place at event venues. (Also reported at the Annual General Meeting). As part of the annual negotiations for a venue for staging for the Gladstone Eisteddfod Association Annual Eisteddfod, the venue will confirm to the Gladstone Eisteddfod Association that their emergency procedures policy is in place and in line with current legislation.
Lack of Complaint Response Procedure	1) When a complaint is made to a Gladstone Eisteddfod Association committee members, the correct first response is: a) I am sorry this event happened to you/your child. What can I do to make this better right now? b) The committee member who receives the complaint must complete an incident report form - their words and the words of the complainant are to be included. It needs to stipulate if a written response is expected. 2) The complaint lodgement form will be available from the Gladstone Eisteddfod Association website and at the front desk during the Gladstone Eisteddfod Association Annual Eisteddfod. 3) The Committee member will apply the risk management matrix, consult with the Gladstone Eisteddfod Association Secretary, and if expected they formulate an appropriate written response within 14 days of receiving the written complaint lodgement form. The

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	written response will include: a) A summary of the complaint b) Acknowledgement of what is requested, and c) an approximate timeframe for resolution appropriate to the level of complaint and in alignment with the Gladstone Eisteddfod Association Duty of Care to maintain confidentiality unless required to report to an external authority as stipulated in legislation governing child protection. 4) No further correspondence will be issued.
Breach of Gladstone Eisteddfod Association Policy	Breach determination and management will be conducted according to this policy.
Lack of Records	The Gladstone Eisteddfod Association Secretary will maintain the register of volunteers (through sign up). The register of volunteers will include a copy of the Gladstone Eisteddfod Association Code of Conduct acceptance agreement form - this includes electronic versions received via signup. Blue cards will be linked to the Gladstone Eisteddfod Association volunteer portal and validated daily either via the portal or Blue Card Queensland validity check.
Lack of Communication	Every volunteer will be provided access to an electronic copy of the Gladstone Eisteddfod Association Code of Conduct upon commencement of service by the Gladstone Eisteddfod association secretary. A copy will be able to be made available upon request at any time, supplied from

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	the Gladstone Eisteddfod Association Office A copy of the Gladstone Eisteddfod Association code of Conduct will be available at the Gladstone Eisteddfod Association Annual Eisteddfod, with the Secretary or In-Charge Committee member each day
Insufficient Documentation to support volunteers	Procedures and forms relating to Child Safety have been developed - see forms at the back of this document. The Gladstone Eisteddfod Association Child Protection Policy and Associated reporting forms are reviewed annually. Form 1 - Volunteer Code of Conduct - Gladstone Eisteddfod Association Form 2 - Complaint Processing Procedure - Gladstone Eisteddfod Association Form 3 - Contact Register - Gladstone Eisteddfod Association Form 4 - Complaints Register, Child/Children - Gladstone Eisteddfod Association Form 5 - Complaints Register, General - Gladstone Eisteddfod Association Form 6 - Incident Report, General - Gladstone Eisteddfod Association
Volunteers: Unsafe person in charge of children	All volunteers, performers and those entering through the basement foyer of the Gladstone Entertainment Centre over the age of 18 years must hold a current blue card or Exemption (Blue) card. All volunteers for Gladstone Eisteddfod Association must wear suitable identification tags during the events. All volunteers for Gladstone Eisteddfod Association activities must sign a Code of Conduct acceptance agreement which is a legally obligatory contract.
Eisteddfod Office:	Front and back doors remain locked if

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Volunteer working alone with access to children	there is only one person in the tank street office at any time. When children are expected to access the Tank Street office - there must be a minimum of two persons in the office at any one time. Office attendees should keep their mobile phone on their person for safety
Unauthorised access to competitor details/entry registration forms	All details of competitors are kept either locked in the Eisteddfod office or password protected at all times. No information given in confidence will be made available to any other party without that competitor or their lawful guardian's consent, unless authorised under legislation e.g.; investigation of an allegation of a child being sexually abused during a Gladstone Eisteddfod Association event.
Eisteddfod Competitors Young child Competitor - unsupervised whilst backstage or around venue	In the Gladstone Eisteddfod Association annual Eisteddfod prospectus, the Gladstone Eisteddfod Association will communicate to guardians that their child/children is/are their responsibility in public places. Gladstone Eisteddfod Association volunteers are available to assist and guide both competitors and guardians. Venue staff available to direct both competitors and guardians.
Competitor lost or confused as to appropriate location they need to be in	Lost child desk = front desk - Head coordinator to liaise with venue staff to place a lost child announcement over PA system, and if necessary venue staff will report lost child to the Queensland Policy Service as per their safety protocols. Gladstone Eisteddfod Association volunteers will be able to guide

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	competitors and guardians to appropriate areas.
Lack of privacy in dressing rooms	Allocation of gender-specific and non-binary rooms for preparation. Dressing rooms will be supervised firstly by gender appropriate guardians with a backstage coordinator that is a Gladstone Eisteddfod Association Volunteer. The backstage coordinator has overall jurisdiction within, around and through the dressing rooms. Requests to leave will be forthcoming from the backstage or basement coordinator, for any misbehaviour by either competitor or guardian. Note: There is an absolute moratorium on any photography or videography within, around or through the dressing rooms. Conference room and basement area are considered dressing rooms
Incident of misbehaviour in dressing rooms	Any misbehaviour that has the potential to cause physical or psychological harm to any child will be viewed as falling with the parameters of the policy. The person causing the misbehaviour will be asked to leave the dressing rooms area by the backstage or basement coordinator. If the person causing the misbehaviour is an adult, then all associates - competitors and assistants of this person will also have to leave the area until a substitute guardian can be made available. The backstage or basement coordinator may recommend to the committee member on duty that the adult's participant/s be disqualified from further participation in the event.

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	The backstage or basement coordinator must notify the committee member on duty immediately of any incident requiring persons to be removed from their area. An incident report must be completed.
Bullying or harassment of a non-sexual nature towards any competitor	The Gladstone Eisteddfod Association Code of conduct will be referred to for any instances of this type of behaviour. The senior committee member at the front desk will be informed immediately. An incident report will be completed. If the competitor wishes to make a complaint, then the complaint lodgement form must also be completed. If a Gladstone Eisteddfod Association volunteer witnesses any such behaviour, then the individual is to be asked to leave the area immediately.
Lack of coordination of school groups	A school representative is the legal guardian for the purposes of this policy. The legal guardian is to be in control of each group in the backstage area always. The legal guardian is responsible for supervising stage props, choir stands and the edge of the stage. The Gladstone Eisteddfod Association will not be held liable for any injury sustained because of poor supervision by the responsible legal guardian.
Inappropriate language at the venue	Behaviour expectations are outlined in the Gladstone Eisteddfod Association syllabus each year. Participants are required to acknowledge understanding of expectations as part of the registration for events and activities.

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	Failure to comply with these expectations will result in forfeit of all monies, and either disqualification from adjudication or expulsion from that year's event. Backstage and/or basement coordinator may report any breaches of these expectations to the in-charge committee member to decide if the behaviour breach warrants disqualification from adjudication or expulsion from the venue.
Accident, injury or illness on stage, backstage or in preparation/dressing rooms	Prompt first aid will be delivered to the child. An incident report will be made. In-charge committee members will liaise with both the child's legal guardian and the venue coordinator, but may call for emergency services to protect the child's health interest without permission from venue staff or legal guardian. Refusal to give permission for emergency Services to be called may be a violation of that child's right to protection from harm. Run QPS to request assistance to have child review by the Emergency Services immediately. Follow the reporting protocols for mandatory reporting.
Photography/Videography: Photography/videography of children on stage during a performance	No photography/videography allowed at all by any audience member of performances (Photography will only be allowed during awards ceremonies) Eisteddfod Committee, Friends of the Theatre and Venue staff to manage breaches of photography/videography rules. Volunteers and Venue staff will inform the audience of rules upon the commencement of each section by announcement system.

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	Authorised photography/videography permitted by contract. Blue card to be held. Consents to be obtained by photographers themselves. Photography/videography not to be of an exploitative nature, and only published by consent. Breach of contract by authorised photo/videographers is to be reported to the in-charge committee member immediately. The committee member will manage as per this policy and the services suspended. The Gladstone Eisteddfod Association will not be held liable for any financial injury occurring as a result of the breach by the authorised photographer/videographer.
Audience Behaviour Unauthorised entry by an individual to a venue area	Area coordinators may request an individual to leave Area. Coordinator to report unauthorised entry immediately to the in-charge committee member. Venue management may assist in the removal of unauthorised individuals according to their protocols.
Uncontrolled tickets/pass outs/access	Venue staff are to monitor. access to the auditorium via ticketing system. Tickets are only available from the Front Merchandise Desk. Basement door is only for competitors and their guardians for performances only. Basement attendant will inform in-charge committee members of any unauthorised venue access attempts via basement door.
Venue Venue employees in contact with children during Gladstone Eisteddfod Association Events	Employees must hold current valid blue card
Unauthorised entry/exit through	Gladstone Eisteddfod Association has a

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basement door manned by Gladstone Eisteddfod Association volunteers	policy defining roles and responsibilities for volunteers manning basement doors. Basement door is only for competitors and their guardians for performances only. Entry and Exit through the basement door is a controlled system. Basement door attendant is the basement area fire warden and during a fire alarm event will be the contact person for venue staff to ascertain if anyone is unaccounted for after evacuation. Venue staff are responsible for searching any areas of the building
Unauthorised presence backstage - hall and dressing rooms	The backstage coordinator has overall jurisdiction within, around and through the dress rooms. Requests to leave will be forthcoming from the backstage coordinator, for any unauthorised presence. An incident form will be completed. The in-charge committee member will be notified if the person refuses to leave the backstage area at the request of the backstage coordinator. Venue staff will be enlisted to assist with the removal of the unauthorised person from the backstage area.
Unauthorised person in the wings	The wings are controlled by the backstage coordinator and chairperson. A performer's guardian may only be 'in the wings' for setup and dismantling. An unauthorised person 'in the wings' will be requested to leave the area immediately.

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	Venue staff will be enlisted to assist with the removal of the unauthorised person from the 'wings'.
<u>Mandatory Reporting of an Event of Harm or Mandatory Reporting of a Suspicion of an Event of Harm:</u> Report of inappropriate touching of a child Code Blue Or any other action in Breach of the Gladstone Eisteddfod Association Child Protection Policy Code Red	A: During the Gladstone Eisteddfod Association Annual Eisteddfod: 1. Report will be made to the in-charge committee member immediately by radio - code type at location 2. The in-charge committee member will immediately be responsible for the management of this incident and will continue to follow the Child Protection Policy. 3. The in-charge committee member will request assistance from the reporter to follow them and bear witness. 4. The in-charge committee member will approach the accused individual, and firmly but quietly request the individual to accompany them back to the Front desk. 5. Upon arrival at the front desk, the accused individual will be requested to remain in the presence of both the in-charge committee member and the reporter whilst the Queensland Police Service is contacted on 000. 6. If the reporter declines to accompany and provide supervision during this period, they are requested to remain where they are and the ACCUSED INDIVIDUAL IS TO BE REQUESTED TO LEAVE THE VENUE ASAP. then the Queensland Police Service is to be notified that not only was a breach of the Child Protection Policy reported, but that the accused individual left the venue along with the exact time of departure. 7. UNDER NO CIRCUMSTANCES IS AN ACCUSED INDIVIDUAL TO BE LEFT IN THE PRESENCE OF A

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	CHILD OR CHILDREN UNSUPERVISED. 8. If safe to do so, then the in-charge. Committee members will request the backstage coordinator to remove all children in their jurisdiction to a safe area. 9. If the accused individual refuses to accompany the reporter and the head coordinator, both of these persons are to stay with the accused individual and then the Queensland Police Service is to be rung on 000 and inform the operator "the accused individual is still in the presence of a child or children" 10. All persons involved in the Annual Gladstone Eisteddfod event have an inherent Duty of Care to protect ALL children (persons under 18 years of age) from Harm. All volunteers assisting with the Annual Gladstone Eisteddfod event must adhere to this Child Protection. Policy. 11. Failure to adhere to this Mandatory Reporting process. will result in further management of that Volunteers' services, and will include but not be limited to suspension of their services to the Gladstone Eisteddfod Association, reporting to the relevant insurance bodies as well as the mandatory reporting to the QPS, along with a critical incident report for Gladstone Eisteddfod Association records. B: Non-Gladstone Eisteddfod Association Annual Eisteddfod Activity: 1. If an incident occurs where a Gladstone Eisteddfod. Association volunteers are subject to a QPS investigation on a Gladstone Eisteddfod Association/Child Protection related matter, then they are subject to immediate
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	suspension from all Gladstone Eisteddfod Association activities until the individual is either cleared or charged by the Queensland Police Service Officers. There will be nil discussion of events surrounding the investigation. 2. The decision to suspend activities is at the discretion of the Gladstone Eisteddfod Association Executive Members ONLY. 3. The Gladstone Eisteddfod Executive members are those as defined in the rules of the association. They are able to nominate a representative in the instance of not being immediately available for discussion of such a sensitive subject. 4. The Gladstone Eisteddfod Association committee will be notified at the following Gladstone Eisteddfod Association committee member - ensuring that non-committee members are absent from the room during notification. 5. The person subject to a QPS investigation must retain their right to privacy and the presumption of innocence prior to being investigated by the QPS. 6. No discussion will be entered into with persons not on the Gladstone Eisteddfod Association committee, and especially not with the media. 7. No meeting between the individual and any Gladstone Eisteddfod Association committee member in their capacity to represent the Gladstone Eisteddfod Association, will take place at any time. 8. If charged, then the individual will be placed on a do not engage services register. 9. If cleared, then reinstatement of full volunteer service status is to be initiated.
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Form 1 - Volunteer Code of Conduct Agreement

I _____ [PRINT NAME] agree to act as a volunteer for the Gladstone Eisteddfod Association and I understand that I may be working with children:

1. I accept, and agree to work in accordance with the Gladstone Eisteddfod Association's Code of Conduct and Child Protection Policy.
2. I agree to sign this Code of Conduct as a record of my willingness and commitment to comply.
3. I accept that this Code of Conduct is aimed at the protection and well-being of Annual Gladstone Eisteddfod participants, particularly children and young people, defined as under the age of 18.
4. I agree to hold and renew a current valid Blue Card issued by the Queensland Government.
5. I agree that my Blue Card will be inspected by the Gladstone Eisteddfod Association on request for its register and checking of validity, and will advise the Gladstone Eisteddfod Association if circumstances change.
6. I accept responsibility for my Duty of Care to do my utmost to protect children from harm
7. I understand that I may seek guidance and advice from the Secretary, Volunteer Coordinator or other Gladstone Eisteddfod Association representatives at any time.
8. I will wear official identification during Gladstone Eisteddfod Association activities.
9. I will treat people with respect and dignity regardless of age, gender, religious affiliation, sexual orientation or personal circumstances.
10. I will treat all personal information as confidential. I understand that there may be requests for Personal Information to be given. I will NOT give Personal Information to anyone. I will refer the matter to the in-charge committee member if such a request is made.
11. I will act with courtesy, consideration and good judgement, in all interpersonal relationships.
12. I understand that any act of verbal, emotional or physical abuse or harassment is unacceptable and will be treated seriously in accordance with the Child Protection Policy.
13. I will carry out any control of children verbally with a view to maintaining any necessary control of the event, and will not discipline a child physically or in an inappropriate way.
14. I will adopt a 'no touch' and 'hands off' approach in relation to children.
15. I will respect the privacy of others.



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- 16. I will immediately report to the in-charge committee member if I observe/witness any potential or actual safety hazard, condition, circumstance or risk.
- 17. I am aware that any injury requiring first aid is to be reported immediately to the in-charge committee member, who will complete a report.
- 18. I will be aware of the venue's safety requirements and procedures in case of emergency such as power failure, fire or building evacuation.

Full Name: _____

Blue Card Number: _____

Blue Card Status: _____

Date of Birth: _____

(DOB only used to allow registration on blue card portal)

Signature: _____

Date: _____

GEA Secretary: _____

Date Received: _____

Blue Card Valid: Yes / No

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Form 2 - Complaint Processing Procedure

Policy:

	Action	Responsibility	Notes
1	Current action plans and procedures in place	GEA Committee	Reviewed at least annually
2	Current training of volunteers	GEA committee	Reviewed at least annually
3	Documentation current and available	GEA Committee	Registers and Complaint Forms
4	Coordination with Venue/s	GEA Committee	Agreement on venue responsibilities and event procedures forms part of a contract negotiated every year.

Procedure:

A	Low-risk complaint is received	Volunteer/Reporter	Immediate action "I am sorry that this event has happened to you and/or your child. Is there something I can do to rectify this for you now?" If able, please comply with this request. If you are unable to comply, refer to the In-Charge Committee Member who is present. Form 3 to be completed and submitted for all incidents. If possible, report exact words used by both parties in quotation marks.
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B	Medium-risk complaint received	is	Volunteer/Reporter	Immediate reporting to In-Charge committee members. Form 3 Report to be completed and submitted.
C	High-risk complaint received	is	Volunteer/Reporter or In-Charge Committee Member	ENSURE CHILD IS PROTECTED FROM HARM. Immediate reporting to Queensland Police Service as per Child Protection Policy and Procedure. Form 3 completed as soon as possible. Attach the written report from QPS when it is available.
D	Complaint referred to Executive Committee Members in writing via the GEA contact address	is	Executive committee members are: President, Secretary and Treasurer. If unavailable, then their proxy may make decisions in regard to addressing written concerns or complaints, on the individual Executive Committee Member's behalf	Prompt assessment of written complaints is made by the GEA Secretary according to the Risk Management Matrix. Implement the Risk Management Matrix. All High-Risk Complaints will be referred to QPS in accordance with the Child Protection Policy and Procedure. A written record of the Executive Committee members actions on form 3 will be submitted to the next GEA meeting.



Child Protection Policy

Form 3 - Contact Register

Eisteddfod Office: 32B Tank Street, Gladstone 0438 781 900

Gladstone Entertainment Centre Foyer during Eisteddfod time

Eisteddfod Executive:

President Chelsea Elvery 0419 897 260

Vice President Annie Hooper 0417 709 904

Secretary Leanne Christensen 0438 781 900

Gladstone Entertainment Centre: 07 4972 2822

Police Emergency: 000

Police Gladstone Station Yarroon Street 4971 3222

Ambulance Emergency: 000

Ambulance Gladstone Centre 1300 369 003

Fire Emergency 000

Fire Gladstone Station Charles & Breslin Street 07 4972 1011

Hospital Park Street 07 4976 3200

Form 4 - Complaints Register - Children

Information to be kept separate to this policy

Date	Complaint Made Against	Nature of Complaint	How Complaint received	Actions Taken

Form 5 - Complaints Register - General

Information to be kept separate to this policy

Date	Complaint Made Against	Nature of Complaint	How Complaint received	Actions Taken

Form 6 - Incident Report Form

Date of Incident: _____ Time: _____

Location: _____

Type of Activity: _____

If Vehicle - Rego: _____

Name and Contact details of Primary Individual involved in the incident:

Name: _____

Phone: _____

Email: _____

Name and Contact details of other Individuals involved in the incident:

Name: _____

Phone: _____

Email: _____

Witness Name and Contact details:

Name: _____

Phone: _____

Email: _____

Witness Name and Contact details:

Name: _____

Phone: _____

Email: _____

Advised of incident: Police / Ambulance / Fire / Venue / Committee

Date & Time: _____

Contact Details: _____

Record of Incident (Attach additional pages if required):
