

Jurisdictional Guardian Council of Queensland

Job's Daughters International



Protecting Our Children & Risk Management Strategy

(Youth Protection Policy)

Job's Daughters

Q U E E N S L A N D

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Introduction

The Jurisdictional Guardian Council of Queensland of Job's Daughters International (JGCQ, JDI) is committed to promoting and protecting the interests and safety of children, young adults, vulnerable people and people at risk. We have zero tolerance for any form of physical and /or sexual abuse.

Everyone working at JGCQ, JDI is responsible for the care and protection of children, young adults, vulnerable people and people at risk and reporting information about any form of physical and /or sexual abuse.

Background

The Queensland Family & Child Commission (QFCC) respects, advocates and protects the rights, well-being & safety of children and young people in Queensland, particularly those most vulnerable.

Child protection is a State Government priority. As a result, the *Child Protection Reform Amendment Act 2017* (CPRAA 2017) requires organisations such as Job's Daughters to develop and implement a Risk Management Strategy, which must be reviewed annually.

The Act also outlines screening requirements for all adult staff and volunteers involved in the organisation. This includes the minimum requirement for adult staff and volunteers to hold a Positive Notice "Blue Card".

The CPRAA 2017 places an onus on employers to ensure that all volunteers within their organisation, who work with children or young people, and are required to have a Blue Card, actually hold a valid Blue Card. Penalties for non-compliance could result in significant fines and/or imprisonment.

The CPRAA 2017 defines harm as "any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being". For the purpose of this Strategy, a risk is anything that could cause "harm" to a child or young person. "Harm" may be caused by:

- Physical, psychological or emotional abuse or neglect; or
- Sexual abuse or exploitation.

Child Protection is everyone's business, as adults we have a responsibility to provide a safe organisation for children and young people and to protect them from all forms of harm.

Policy Statement

All people, regardless of their age, gender, race, religious beliefs, disability, sexual orientation, or family or social background, will be accepted for membership into Job's Daughters Queensland and shall have equal rights to protection from abuse, neglect or exploitation.

JGCQ, JDI commits to promoting and protecting the welfare and human rights of people that interact with or are affected by our work - particularly those that may be at risk of abuse, neglect or exploitation.

JGCQ, JDI has no tolerance for abuse, neglect or exploitation.

All staff, volunteers, contractors and third parties of JGCQ, JDI share responsibility for protecting everyone from abuse, neglect or exploitation.

JGCQ, JDI has a process for managing incidents that must be followed when one arises.

Part A: General

Statement of Expectations

The following policy is to be adopted at every level of Job's Daughters under the Jurisdiction of the Jurisdictional Guardian Council of Queensland (JGCQ), Job's Daughters International (JDI).

A copy of this policy is to be held by each Bethel and must be made available to all persons over the age of 18 years who work for JGCQ, JDI and parents or legal guardians of members.

Failure to adopt this policy may leave the Order and/or the person(s) responsible uninsured and liable for considerable financial compensation. Penalties for non-compliance with Child Protection Legislation could result in significant fines and/or imprisonment.

Purpose of the Document

The purpose of this document is:

- To identify and assess all potential sources of harm to members, children and young people of Job's Daughters Queensland
- To facilitate the prevention of physical and/or sexual abuse occurring.
- To support a positive and effective culture towards Safeguarding.
- To detail the expectations of the JGCQ, JDI in reducing the risk of harm.
- To advise all leaders & volunteers of Job's Daughters Queensland of their obligation to act ethically towards children & their roles and responsibilities in ensuring the safety & wellbeing of children.
- To ensure that all parties are aware of their responsibilities for identifying possible occasions for physical and/or sexual abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- To give guidance to members as to what action should be taken where they suspect any abuse within or outside of the organisation and provide assurance that all suspected abuse will be reported and fully investigated.
- To identify risks within the organisations that will affect its brand and its assets.

This document has three main sections:

- Part A: General
- Part B: Policies & Procedures
- Part C: List of Approved Job's Daughter Activities.

The Risk Management Policy sets forth the guiding principles and expectations of all persons associated with Job's Daughters Queensland. The relevant Risk Management Procedures follow each individual policy statement and sets forth the minimum procedures which must be followed in order to comply with each policy requirement.

The list of Approved Job's Daughter Activities is a list of activities which have been given prior approval from the Executive Members of the Jurisdictional Guardian Council of Queensland and their Insurer. All other activities must be approved by the Executive Members of the Jurisdictional Guardian Council of Queensland and their Insurer before being allowed to proceed.

Scope

This Policy applies to:

- All adults of JGCQ, JDI volunteers, executive members and any other person associated or working under contract with JGCQ, JDI, and
- All JGCQ, JDI visitors, partners and contractors.

Failure to comply with the policy and related procedures may result in disciplinary action.

Statement of Commitment +

The Jurisdictional Guardian Council of Queensland, Job's Daughters International (Job's Daughters Queensland) is committed to ensure:

- The safety and well-being of all children and young people involved in the activities of Job's Daughters Queensland,
- Job's Daughters Queensland has ZERO tolerance against child harm in any form
- Job's Daughters Queensland follows and adheres to the 10 National Principles for Child Safe Organisations
- Job's Daughters Queensland provides an open and welcoming environment which is friendly for children and young people,
- That these services will be continually improved to maintain the highest possible standard.

+ Please refer to Addendum 2 of this policy for our Statement of Commitment in different languages.

Code of Conduct – Adult Members & Volunteers

Values

Family, Fun, Friendship and Fulfilment.

Principles

Job's Daughters is a girls' leadership and personal development organisation which teaches the Daughters how to work together to run meetings and plan activities and other events. It also teaches public speaking, leadership skills, respect and responsibility and builds self-confidence and character, within a spirit of fun and friendship.

Safeguarding Code of Conduct

Compliance with the Safeguarding Code of Conduct is expected of all adults working/volunteering within the organisation.

Recognising that at all times they should act responsibly and exercise duty of care to the youth members.

Daughters over the age of 18

Job's Daughters provides an environment whereby the Daughters learn leadership skills. When they attain their 18th birthday they are adults under Australian law.

This is an ideal opportunity to learn to put their leadership skills into practice, if that is her desire.

1. All Daughters **SHALL** apply for a "Blue Card" when they attain their 18th birthdays.
2. All Daughters over 18 years of age shall be asked by the relevant event organiser, if they wish to take on chaperone/ leadership duties.
 - 2.1. Daughters should be offered the opportunity to chaperone/lead activities at each activity.
 - 2.2. Daughters who are chaperoning/leading activities do not actively participate in the activity; rather they assist the younger Daughters.
3. Daughters may decline such a request without fear or favour.
 - 3.1. Daughters should not accept the offer to chaperone/lead if they will not be available for the whole activity.
 - 3.2. Daughters should not feel obliged to take on chaperone/ leadership duties.

Insurances held by JGCQ, JDI

1. Public & Products Liability
2. Personal Accident
3. Association Liability
4. Sexual Abuse

Certificate of Currency for the above policies are available under the members section of the Job's Daughters Queensland website – www.jdiqld.org

Decision-Making Guidelines

1. No document can set out a perfect set of guidelines. In any given situation the factors surrounding that situation must be taken into consideration. However, adherence to the decision-making guidelines outlined below should provide a sound basis for any decision.

In any decision, specific reference and adherence to the following is mandatory:

- The Laws of Australia, its States and Territories;
- The Constitution and Bylaws of Job's Daughters International;
- The Manual of Rules and Regulations of the Jurisdictional Guardian Council of Queensland;
- The Bylaws of the relevant Bethel, or other group;
- This Policy; and
- All related Procedures.

However, in a general sense, all decisions must be made keeping the following in mind:

Principle	Decision-Making Guidelines
Always err on the side of caution	It is better to be wrong and safe than right but in danger!
The principles of the Order	Does this decision conform to those principles?
The safety and well-being of the members (adult active and child), office bearers and members of the general public	Have all reasonable steps – including adherence to this Policy – been taken to ensure the safety of all concerned?
The Order is a youth organisation	Does this decision benefit the members?
We must be conscious that our decisions will affect others, sometimes positively, sometimes not	Is the decision sustainable, fair, based on fact, without bias and have the principles of natural justice been applied?

2. If in doubt when making a decision, consult the Jurisdictional Guardian or Supreme Deputy.

Safe Recruitment, Selection, Training and Management Procedures for Adult Volunteers

JGCQ, JDI is committed to safe volunteer and recruitment practices, that reduce the risk of harm to children, young adults and vulnerable people from people unsuitable to work with them or have contact with them.

JGCQ, JDI requires all new volunteers/parents or guardians to go through the organisation's recruitment screening processes prior to commencing their engagement with Job's Daughters Queensland.

JGCQ, JDI will require applicants to provide the following before commencing with the organisation and at regular intervals during volunteering:

- JGC Screening Check;
- Working with Childrens Check; and
- Proof of any Safeguarding training undertaken.

Recruitment and Selection:

Recruitment and selection must be made within the requirements of the Constitution – BGC, Art VI Eligibility.

Adult Screening Process consists of:

- Interview wherein Form 9 - Adult Screening Checklist will be completed & references verified.
- Adults to read, understand and sign Form 1 - Safeguarding Code of Conduct
- Working with Children (Blue) Card will be applied for if not already a current holder (if a current holder, than details need to be sent to Supreme Deputy for linking to Job's Daughters Qld)

Training Timeframe & Schedule from date of Adult Screening Interview

Within 3 months	Certified Adult Volunteer (CAV) Training completed & application submitted through the International JDI Office Compulsory "Protecting Our Children & Safeguarding Code of Conduct" training & Questionnaire
Within 6 months	Bethel Guardian completes Form 5 – Annual Feedback Feedback form to be approved by JGCQ, JDI & kept indefinitely
Annually every August	Compulsory "Protecting Our Children & Safeguarding Code of Conduct" training & Questionnaire Bethel Guardian completes Form 5 – Annual Feedback. This form shall be approved by JGCQ, JDI Jurisdictional Guardian to complete Form 5 – Annual feedback on all Bethel Guardians & Associate Bethel Guardians and Supreme Deputy if not associated with a Bethel Supreme Deputy to complete Form 5 – Annual feedback on the Jurisdictional Guardian & Associate Jurisdictional Guardian and any other member of the JGC Executive that is not associated with a Bethel. Feedback form to be approved by JGCQ, JDI

Management Procedures

There are a number of JGCQ, JDI forms/documents that provide a sound risk management framework to assist JGCQ, JDI to be more confident in its approach to achieving organisational goals as well as being able to publicly defend decision making as part of its overall accountability.

List of Forms, Whom to sign & Reason for use

Form/Document	Whom / Use
JGC Youth Protection Policy	All members of Job's Daughters Queensland Protecting Our Children & Risk Management Strategy (This Policy)
Form 1 – JGC Safeguarding Code of Conduct	All adult members Provides clear behavioural guidelines and expectations of all Adult members
Form 2 – JGC Activity Consent	All active Daughters & Youth Leaders over the age of 20 Health, Media & Consent form for the current Jurisdictional term
Form 3 – J2B Activity Consent	All active Jobie 2 Bees Health, Media & Consent form for the current Jurisdictional term
Form 4 – Non-member Activity Consent	All non-members each time they attend an event/activity Health, Media & Consent form for the current Jurisdictional term Safeguarding Code of Conduct for Parent/Guardian
Form 5 – Annual Performance Review	Jurisdiction Guardian, Supreme Deputy & Bethel Guardians Feedback on all JGC Exec & BGC Members
Form 6 – JGC Driver Code of Conduct	All adult members that drive Daughters other than their own, signed annually at the change of every Jurisdictional term Driving Code of Conduct + sighting of drivers licence & registration details
Form 7 – JGC Approval to Drive	Parent, Child & Driver to agree & sign Unaccompanied Adult to drive a child to & from meeting/event
Form 8 – JGC Media Release	All active Daughters & Youth Leaders over the age of 20 Permission for publication of their personal information and/or images
Form 9 – JGC Screening Check	All adult members upon recruiting Identity & Reference process to reduce the risk of harm to children
Form 10 – JGC Application for Camp or Overnight Stay	Jurisdictional Guardian or Bethel Guardian To get approval from JGC Exec & Insurer's for a camp or overnight stay
Form 11 – JGC Incident Report	Any adult member who has an incident to report
Form 12 – Youth Safeguarding Code of Conduct	All active Daughters & Youth Leaders over the age of 20 Provides clear behavioural guidelines and expectations of all Daughters & Youth Leaders over the age of 20
JGC Risk Assessment JGC Catering Risk Assessment JGC Sausage Sizzle Risk Assessment	Jurisdictional Guardian or Bethel Guardians/Secretary To minimise risks for a planned activity, a thorough checklist needs to be completed prior to the event

Updated forms will be available on the JGCQ, JDI website – www.jdiqlld.org
forms shall be revised and redated annually.

All

All forms for the current year will be kept by the Jurisdictional Secretary and stored together at the end of each Jurisdictional term with the JGCQ, JDI indefinitely.

Safeguarding Roles and Responsibilities

Role	Responsibility
JGCQ, JDI Executive Members	<ul style="list-style-type: none"> • Protecting all people that interact with, or are affected by JGCQ, JDI responsible for the detection and prevention of abuse to child, young person or vulnerable persons. • Responsible for ensuring appropriate Safeguarding governance, policies and procedures are in place. • Responsible for ensuring that appropriate and effective internal control systems are in place. • Ensures that JGCQ, JDI observes all relevant laws and regulations relating to safeguarding • Ensures that there is appropriate Safeguarding training in place • Ensures they are constantly briefed on any changes to legislations • Reviews and approves the JDIqlld Privacy Policy on an annual basis
Supreme Deputy/ Assistant Supreme Deputy	<ul style="list-style-type: none"> • Maintains Job's Daughters Qld's CAV Register on a monthly basis • Maintains the Job's Daughters Qld's Working with Children Blue card register and liaises with both the Jurisdictional Guardian & Bethel Guardian regarding notifications. • Completes Form 5 – Annual Performance Review on the JGCQ, JDI Executives that are not associated with a Bethel • Deals with and investigates reports of abuse • Ensures that all volunteers are aware of relevant laws, organisational policies, procedures & code of conduct • Ensures that all volunteers are aware of their obligation to report suspected abuse of a child, young person or vulnerable person in accordance with these policies and procedures • Be a member of the YPP Committee
Jurisdictional Guardian	<ul style="list-style-type: none"> • Completes Form 5 – Annual Performance Review on Bethel Guardians • Maintains her knowledge of Child Protection laws with chairing regular meetings of the YPP Committee. • Liaises with the Supreme Deputy regarding the CAV & Working with Children Blue Card Register • Ensures Risk Assessments are completed for all JGCQ, JDI events. • Deals with and investigates reports of abuse • Ensures that all volunteers are aware of relevant laws, organisational policies, procedures & code of conduct • Ensures that all volunteers are aware of their obligation to report suspected abuse of a child, young person or vulnerable person in accordance with these policies and procedures • Ensures that JGCQ, JDI has effective and appropriate ways to manage safeguarding and legal compliance • Ensures that reports to external parties are made where required • Ensures there is a first aider present at all JGCQ, JDI activities/events • Ensures that the Activity Consent & Health forms are readily available to the first aider present at all JGCQ, JDI activities/events • Performs her duties according to the Bylaws of a JGCQ, JDI Article II, Section 1.
Associate Jurisdictional Guardian	<ul style="list-style-type: none"> • Performs his duties according to the Bylaws of a JGCQ, JDI Article II, Section 2 • Assists the Jurisdictional Guardian in completing the Form 5 – Annual Performance Review on Bethel Guardians • Assists the Jurisdictional Secretary to maintain storage of all documentation required for lifetime storage

Vice Jurisdictional Guardian	<ul style="list-style-type: none"> • Performs her duties according to the Bylaws of a JGCQ, JDI Article II, Section 3 • Co-ordinates the fundraising for the JGCQ, JDI • Maintains her knowledge of Child Protection laws by being a committee member & attending regular meetings of the YPP Committee • Assists the Jurisdictional Guardian in her role and in her absence completes the responsibilities of the Jurisdictional Guardian
Vice Associate Jurisdictional Guardian	<ul style="list-style-type: none"> • Performs his duties according to the Bylaws of a JGCQ, JDI Article II, Section 4 • Assists the Vice Jurisdictional Guardian in fundraising and acts as co-ordinator in the Vice Jurisdictional Guardians absence • Assists the Associate Jurisdictional Guardian and in his absence completes the responsibilities of the Ass. Jurisdictional
Jurisdictional Secretary	<ul style="list-style-type: none"> • Performs their duties according to the Bylaws of a JGCQ, JDI Article II, Section 5 • Works with the Ass. Jurisdictional Guardian to ensure all forms and documents required to be kept indefinitely are securely stored • Ensures the Annual Review of the YPP Policy is on the agenda for each Annual Meeting
Jurisdictional Treasurer	<ul style="list-style-type: none"> • Performs their duties according to the Bylaws of a JGCQ, JDI Article II, Section 6
Bethel Guardian Council Executive	<ul style="list-style-type: none"> • Bethel Guardian's to complete Form 5 – Annual Feedback on all adult members of the Bethel • Promote a culture of safety for children, young and vulnerable people • Implement this policy in their area of responsibility • Assess the risk of abuse to children, young persons and vulnerable people within their area and ensure controls are in place to prevent, detect and respond to incidents • Facilitate the reporting of any suspected abuse, neglect or exploitation • Perform their duties according to the Bylaws of a Bethel Guardian Council, JDI, Article II
Youth Protection Policy Committee (YPP)	<ul style="list-style-type: none"> • Consists of Five members – Jurisdictional Guardian, Supreme Deputy, Vice Jurisdictional Guardian & 2 Adults appointed by the JG & VJG (2 year appointment). • Maintain their knowledge of Child Protection Laws, Policies & Procedures • Keep themselves updated on any new legislation or laws • Regularly discuss child safe practices and create a plan for future action on child safety & well being • Report regularly to the JGC Exec on any new findings • Review & update the YPP in readiness for the Annual Meeting
Volunteers, Adult Members	<ul style="list-style-type: none"> • Provide an environment that is supportive of all children, young persons and vulnerable people's emotional and physical safety • Familiarise themselves with the JGCQ, JDI's policy, procedures, Code of Conduct and relevant laws in relation to safeguarding protection • Report any reasonable belief or incident that a child, young person or vulnerable persons safety or welfare is at risk to responsible persons in the organisation, or authorities (such as the police and /or the child protection service). • Fulfil their obligations as mandatory reporters • Complete all necessary forms & compulsory training when needed

Strategies for Communication and Support for Adult Volunteers

“Protecting our Children” Training

The “Protecting our Children” training is compulsory for all Adult Volunteers and will be held as annual ongoing training. This must be completed by 31 August of each year.

It contains a range of information to assist adult volunteers including:

- What to do if harm is suspected;
- What to do when a disclosure is made;
- Indicators of child abuse and risk factors;
- Safeguarding Practices & Code of Conduct;
- Recognise needs for diversity;
- Human rights;
- Responsibilities, Management Practices & Procedures;
- Complaints Handling Policy;
- Online environment

This is designed to assist adult volunteers and contains a range of learning formats to disseminate information as required by the Queensland Family & Child Commission as well as the information contained in this Policy.

Certified Adult Volunteer (CAV)

The JDI Certified Adult Volunteer (CAV) training is designed to provide adult volunteers with knowledge and skills to better work with Job's Daughters members. An initial full training is required for all CAV applicants. Continuing education may be required periodically at the discretion of the JDI Board of Trustees. Training topics include basic JDI instruction and JDI Youth Protection Policy for Australia. Trainings are conducted by Certified Adult Volunteer Trainers & is updated regularly when needed.

To become a Certified Adult Volunteer (CAV) an applicant must hold a current Blue Card, have attended the JDI CAV training and must have made successful registration within six (6) months after attending a JDI CAV training session. After six (6) months, the training expires and an applicant must take the training again.

From 31 May 2011, possession of a current CAV card is mandatory prior to commencing or continuing leadership positions on Bethel Guardian Councils, the Jurisdictional Guardian Council and its committees, Activity Co-ordinators, etc.

Detailed information on becoming a JDI Certified Adult Volunteer (CAV) can be found in the JDI Youth Protection Program and Policy for Australia on the www.jobsdaughtersinternational.org website.

Safeguarding Code of Conduct

The Form 1 - Safeguarding Code of Conduct Agreement is available on the jdiqlld website in the Forms section.

All adult members of the Order are required to sign the Safeguarding Code of Conduct Agreement.

Signed Safeguarding Code of Conduct Agreements will be held by the JGCQ, JDI indefinitely.

Implementing and reviewing the risk management strategy

The Protecting Our Children & Risk Management Strategy (including Policies and Procedures) will be held by each Bethel Guardian Council Secretary.

All persons over the age of 18 years of age, who work with JGCQ, JDI, will receive a copy

All forms required under the strategy will be available on the Queensland Job's Daughters website www.jdiqlld.org. Completed forms will be held as directed by the various policies within the strategy

This strategy will be reviewed annually by the YPP committee delegated for this purpose. This strategy will then be tabled at the Annual Meeting held in August after which a copy will be supplied to the Insurer.

Part B: Policies and Procedures

Child Protection:

The JGCQ, JDI has a legal responsibility to protect children and young people from harm. This includes being aware of and implementing 'Child Protection' Legislation.

A child has a right to be protected from harm or risk of harm.

The QLD 'Child Protection' Legislation defines a child as an individual under 18 years.

A child in need of protection is a child who has suffered significant harm, is suffering significant harm, or is at an unacceptable risk of suffering significant harm.

All Daughters/Children are to be aware that they can report to the Activity Co-ordinator or an Adult they can trust.

What is harm?

'Harm' to a child is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

Harm can be caused by:

- a) Physical, psychological or emotional abuse or neglect;
- b) Sexual abuse or exploitation;
- c) A single act, omission or circumstance; or
- d) A series or combination of acts, omissions or circumstances

'Risk of harm' means there must be current concerns about risk of harm now or the likelihood of harm occurring in the future. The key question is 'Do you believe there is a risk of harm'? A legal standard of proof is not required. DoCS will assess the information provided and decide what further action (if any) is required.

Any disclosure of harm is important and must be acted upon, regardless of whether the harm to a child has been caused by a person from within or outside the Jurisdictional Guardian Council or Bethel Guardian Council, or the child or young person disclosing the harm to you is from within or outside the organisation.

Under no circumstances should a Bethel or Jurisdictional Guardian Council:

- conduct its own investigation to substantiate claims
- hold its own internal hearing, such as a 'kangaroo court', or
- attempt to mediate a settlement of the matter instead of notifying relevant authorities.

Inappropriate investigations could lead to:

- the destruction of evidence by an accused person
- intimidation of the person disclosing information, or
- intimidation of the child or young person being harmed (if the disclosure was made by somebody else).

Obtaining child's views:

When giving a child an opportunity to express their views, use language appropriate to the age, maturity and capacity of the child. Communication should be in a way that is appropriate to the child's circumstance and if the child requires help to express their views, the child should be given help.

The child should be given an appropriate explanation of any decision affecting the child and should be given an opportunity and any help if needed, to respond to any decision affecting the child.

The following suggestions will assist you in dealing with a person making a disclosure of harm: Don't panic You may be the first person to whom the disclosure is made. Your reaction may determine whether the person making the disclosure trusts you with the information. It is important you:

- don't react in a shocked or a critical way, and
- tell the person you are glad they have told you.

Find a private place to talk. Privacy may help the person making the disclosure feel more comfortable and less concerned about telling you what they have to say, especially if they are a child or young person. However, you should not be alone with the person in a place where you cannot be seen by others.

Listen - When presented with a disclosure of harm, don't say, "I won't tell," and don't promise to keep secrets.

You should:

- reassure the person they have done the right thing in telling
- say you need to tell someone else who can help them, and
- reassure them you will only tell someone who will make them safe.

Believe the person. It is not up to you to judge whether a child, young person, or anyone else, is telling the truth – always act on the basis that what you have been told, is the truth. Remember, it is not up to you to decide if what you are being told did or did not happen.

Don't ask leading questions Leading questions are those that tend to suggest an answer, for example:

- "Did 'X' touch you?"
- "Did they touch you where your underwear goes?"

Don't put words in the person's mouth – let them tell you what happened, and if you need to clarify anything, ask non-leading questions such as:

- "Tell me what happened?"
- "What happened then?"
- "Can you tell me about that?"

It is not your role to investigate. Only ask enough questions to confirm the need to report the matter to the Police Service or the relevant Government Department. The safety of the child or young person is paramount. Unnecessary questions or interviews could cause distress, confusion and interfere with any subsequent investigation authorities undertake. Take detailed notes. At the first opportunity after a disclosure has been made to you, make notes of what occurred. Include information such as:

- dates
- times
- location, and
- who is present.

Include a detailed description of:

- exactly what the person disclosing said, using 'I said,' 'they said,' statements
- the questions you asked

- any comments you made, and
- your actions following the disclosure.

If you are taking notes as the disclosure is occurring, explain why you are doing it and why it is important, that is, to ensure an accurate record for any subsequent investigation. If the disclosure is being made by a child or young person, remember to explain this to them in a way that is appropriate to their age and understanding. Any reports or documentation on disclosures of harm must be kept confidential and secure, with access strictly limited and on a 'need to know' basis. When a disclosure of harm has been made, all parties must respect the interests of the child or young person involved as well as the rights of the alleged perpetrator of the harm. However, keep in mind that the needs of the child or young person are paramount. Direct disclosures may not be the only way by which leaders become aware of harm. Other examples could include:

- explicit, sexualised drawings.
- Drawings or writing indicating violence or abuse.
- Dramatic changes in behaviour, particularly being fearful or withdrawn.

What is online harm?

'Online harm' is online safety risks that JGCQ, JDI may have to deal with & include:

- Online abuse including bullying, non consensual sharing of intimate images, image based abuse, online grooming, online exploitation and abuse, or unwanted online contact
- The potential for inappropriate relationships between adults in a position of trust and the Daughter/children
- The exposure, or publication and distribution of inappropriate imagery or content
- Data breaches of personal data & information, and data misuse
- The uploading of content by adults or Daughters featuring Daughters/children without informed consent
- Age-inappropriate access to online content

Simple steps can be taken to help Daughters/children be safe online. These include:

- Teaching everyone about online safety issues and appropriate online behaviour
- Helping everyone understand online risks
- Clarifying the importance of keeping personal data & information safe & secure
- Making it clear that everyone is responsible for the online safety of Daughters/children
- Outlining how JGCQ, JDI will respond to the misuse of digital devices and to unacceptable online behaviours
- Having clear processes for reporting online safety issues or breaches

Please remember that any reports or documentation on disclosures of harm or online harms must be kept confidential and secure, with access strictly limited and on a 'need to know' basis.

Dealing with the media.

A disclosure of alleged harm may attract media attention. If this happens, remember you have a responsibility to protect the interests and wellbeing of all parties involved, particularly any children or young people. To avoid placing anyone's privacy at risk, or providing incorrect information, limit any contact with the media to the authorized person in Jurisdictional Guardian Council.

Contractors

1. **Contractors for repairs, construction, maintenance etc.**

The following details **must** be sighted for all contractors working for the Order.

On **each** occasion that the contractor works for the Order:

- Start and finish dates and times
- Nature of the work to be completed
- Estimated cost of work to be completed (even if labour and/or equipment are to be donated)
- Relevant Contractors' Licence(s)
 - Type
 - Number & Expiry date
- Contractor's Public Liability Insurance Policy
 - Policy Number & Expiry Date
 - Certificate of Currency (Policy **MUST** be current)
- Contractor's Worker's Compensation Policy
 - Policy Number & Expiry Date
 - Certificate of Currency (Policy **MUST** be current).

Details are to be retained by the applicable Jurisdictional Secretary, Committee Secretary, Bethel Guardian Secretary or other similar office-bearer.

"Sighted" means you **must** physically see copies of the document (including facsimile or photocopy). Merely being given the details over the telephone, for example, is not acceptable.

2. **Contractors for Personal Development Programmes**

The following details **must** be sighted for all contractors working for the Jurisdictional Guardian Council, on *each* occasion that the contractor works:

- Start and finish dates and times
- Details of the programme to be presented
- Detailed cost of the programme to be presented (even if labour and/or equipment are to be donated)
- Contractors' Positive Notice(s) (blue card) for Child Related Employment.
 - Registration Number & Expiry date
- Contractor's Public Liability Insurance Policy
 - Policy Number & Expiry Date
 - Certificate of Currency (Policy **must** be current)
- Contractor's Worker's Compensation Policy
 - Policy Number & Expiry Date
 - Certificate of Currency (Policy **must** be current).

Notes Regarding Contractors:

1 A contractor is any individual, group or company engaged to perform work (repairs, maintenance, construction, etc or provide personal development programmes) who will or may come into contact with members or non-members. The contractor may be paid for performing the work on a voluntary basis.

2 When engaging the contractor to perform the work it is necessary to ensure the above documents will be made available to sight prior to work commencing.

Once sighted, a copy of these documents should be placed on file and kept for a period of not less than 18 years.

Work cannot commence until the above documents have been sighted.

Job's Daughter Activities & Functions

1. All adult persons of Job's Daughters Queensland that is in a leadership role (including adult active members, parents, legal guardians and other adult volunteers of Job's Daughters) **must** be holders of a current Working with Children (Blue) Card and be a current Certified Adult Volunteer (CAV).

Persons who are required to be the holder of a Working with Children (Blue) Card **must not** participate in a leadership role until their card is issued.

The requirement to hold a Working with Children (Blue) Card is provided by the Working with Children (Risk Management & Screening) Act 2000. The term "regulated employment" is used to describe the types of child regulated employment where a Working with Children (Blue) Card is required.

During the application process, the Children's Commission will communicate directly with the applicant (eg if additional information is required). When a decision has been made the Children's Commission will advise both the applicant and the Supreme Deputy of the outcome. If a volunteer is not issued with a Working with Children (Blue) Card that person is notified of the decision and the reasons for it.

No detail about an individual's criminal history or other information considered by the Children's Commission is provided to the Supreme Deputy, just whether or not a card has been issued. Information about Blue Card applications must be kept confidential.

- 1.1 ALL Job's Daughters Queensland adults **must** hold a "Blue Card" including:

- Job's Daughters who have attained 18 years of age,
- Members of any Bethel Guardian Council or Bethel Guardian Council Committee,
- Executive Members of the Jurisdictional Guardian Council,
- Appointed Jurisdictional Officers,
- Members of any Jurisdictional Guardian Council Committee,
- Activity Co-ordinators,
- The Supreme Deputy and Assisting Supreme Deputy
- Parents/Guardians of Daughters that attend more than 2 meetings and/or events per year
- Members of any other similar group or association listed in the Manual of Rules and Regulations of the Jurisdictional Guardian Council of Queensland.

Volunteers must not commence working until a positive Working with Children (blue) card notice is received from the Commission.

- 1.2 Individuals (eg. Grandparents, Aunty's, extended family, friends of Daughters) who occasionally visit or attend Job's Daughters meetings and/or events in a supporting role (such as fundraising events, Debutante Ball, Installations), are encouraged to hold a Working with Children (Blue) card, but it is not a requirement.

International Visitors –JDI Queensland will sometimes host members of JDI from other countries for short or temporary periods. It is noted that International Visitors, as non-residents of Australia, will not need to hold a Queensland Child Safety Blue Card. During their stay, the International visitors "host" family/ies shall be responsible for the safety of any youth visitors and shall ensure youth visitors are appropriately chaperoned/accompanied at all times during their visit.

- 1.3 All other adults associated with Job's Daughters are encouraged to hold a Working with Children (Blue) card.
- 1.4 Once a person's Blue Card has expired, or has been suspended or cancelled by the Commissioner for Children and Young people and Child Guardian they can no longer work with children* until their Blue Card has been extended or reissued, effective immediately. The Supreme Deputy is to notify the relevant personnel who must act on this information. The matter is to be treated confidentially and released on a need to know basis.

* This does not apply where a card holder has lodged a renewal application at least 30 days prior to the expiry of their card, pending the outcome of their application.
- 1.5 The Supreme Deputy must hold copies of all positive notice letters and a Blue Card Register containing at least the following:
 - Full Name (as shown on the card)
 - Registration/Card Number (including the last check-digit)
 - Expiry Date.
- 1.6 The Supreme Deputy shall provide each Bethel Guardian Council with a listing of Blue card holders for that Bethel.
- 1.7 Holders of a Blue Card, because of child-related work outside of Job's Daughters, are not required to apply again. However, they must have their current card linked to Job's Daughters by informing the Supreme Deputy with necessary private details for linking. This allows the Commission to advise the Supreme Deputy of the current Blue Card status and entitles the Supreme Deputy to any relevant notifications concerning the status of the Blue Card under the Act.
- 1.8 For volunteer Blue Card holders starting paid work with children (either as a paid employee or operating a business), they must transfer their blue card to a paid employment blue card by lodging a "*Volunteer to paid employee/business transfer*" form instead of the Authorisation form. Upon payment of the prescribed fee they will be issued with a new paid employment blue card which will be valid for an additional three years. This card will replace the volunteer blue card and can then be used for any activities or services regulated by the Commission's Act no matter whether they are being carried out in a volunteer, paid or self employed capacity.
- 1.9 Police officers and registered teachers do not apply for blue cards and must apply to the Commission for an exemption notice when providing child-related services which are outside of their professional duties (ie. Job's Daughters). This exemption will remain valid as long as they continue to be a police officer or registered teacher, unless cancelled earlier.

2. An adult **SHALL NOT** be alone with any active Job's Daughter or any other female of minority age unless they are a member of her family, or there is at least one other person present. "Safety of three" at all times.

- 2.1 Any male, when with members or non-members at a Job's Daughter function, MUST, at all times, be accompanied by at least one other female,

unless he is a member of her family. This female person must be either her mother or the holder of a Blue Card.

It is the responsibility of any male in this situation to immediately seek an appropriate female to assist in the supervision/chaperone role.

It is the responsibility of all female Blue Card holders attending a Job's Daughter function to ensure this situation does not occur.

- 2.2 The only exception to this rule is when an unaccompanied adult (any gender) may drive a minor Daughter to and/or from a Job's Daughter meeting or event, and then only after having completed and signed an "Approval for an unaccompanied adult to drive Member/s" form. This form **must** be signed by the Daughter's parent/guardian, the Daughter and the driver on the day of meeting/event. This form is to be handed in to the activity co-ordinator who will then forward to the JGCQ, JDI to be kept indefinitely.

3. *All activities undertaken must receive prior approval before they can occur.*

Activities which have been given prior approval by the Executive Members of the JGCQ, JDI and the Insurer are detailed in the section titled "Approved Job's Daughter Activities" included at the end of these procedures.

- 3.1 All planned Bethel activities or functions **must** be approved and minuted by the Executive Bethel Guardian Council before they can occur. All activities involved in the function **must** be listed in the section "Approved Job's Daughter Activities".
- 3.2 Any planned Bethel or Jurisdictional activity or function that is not listed in the section "Approved Job's Daughter Activities" **must** be submitted to the Jurisdictional Secretary at least 2 months prior to the activity occurring and **MUST** be approved by the Executive Members of the JGCQ, JDI and the Insurer before they can occur.
- 3.4 Any other activity or function, such as Inter-Bethel competitions, that is not listed in the section "Approved Job's Daughter Activities" **must** be approved by the Executive Members of the JGCQ, JDI and the Insurer before they can occur.

4. *All activities, even those given prior approval under "Approved Job's Daughter Activities" carry a risk of harm. Therefore, a signed "Form 2 – JGC Activity Consent" **must** be completed by each Daughter at the start of each Jurisdictional Term of Office. These forms will be retained by the JGCQ, JDI & kept indefinitely.*

- 4.1 If this form has not been completed, then the child CANNOT attend the function and CANNOT participate in the activities.

5. *When attending a Job's Daughter function, all Jobies-to-Bee and other non-youth members **must** EITHER be:*

- *Accompanied at all times by a parent or legal guardian, or*

- *Accompanied at all times by another adult person nominated by a parent or legal guardian.*
- 5.1 The Parent/Legal Guardian of a non-member may nominate another responsible adult, who must be the holder of a "Blue Card", to chaperone their child at the function. However, this does not absolve their responsibility. They shall be noted on either the "Form 3 – J2B Activity Consent" or "Form 4 - Non Member Activity Consent". (Whichever is applicable). This nominated adult person MUST be a holder of a "Blue Card".
 - 5.2 It SHALL be the responsibility of such nominated person to supervise and chaperone the non-member at all times and to generally ensure the safety and well-being of the non-member throughout the duration of the function. It is, therefore, essential that the nominated person will be present for the entire duration of the function.
 - 5.3 A nominated person shall not be nominated to supervise/chaperone more than 5 children at any one time.
6. *Where a child's parent or legal guardian is not in attendance at a function, arrival of that child at either the meeting place or venue (as applicable) and collection from the collection place or venue (as applicable) shall be considered the responsibility of the parent or legal guardian of that child.*
- 6.1 It is the responsibility of the Parent/Legal Guardian of each member or non-member, attending a Job's Daughter function, to ensure the child is transported to and from the function safely.
 - 6.2 When leaving their child at a function and not remaining, it is the responsibility of the Parent/Legal Guardian of each member or non-member to ensure that the child is met by the nominated coordinator upon their arrival. On collection of their child it is the responsibility of the Parent/Legal Guardian of each member or non-member to advise the coordinator of their departure.
 - 6.3 The Parent/Legal Guardian may nominate another responsible adult, who must be the holder of a "Blue Card", to transport their child to and/or from the function. However, this does not absolve their responsibility. The name of the nominated responsible adult **must** complete the "Form 7 - Approval to Drive" if applicable.
 - 6.4 Where a responsible adult has been nominated by the parent/legal guardian to transport a non-member to the function, it shall also be the responsibility of that person to supervise and chaperone the child throughout the duration of the function or until the child is returned safely to the Parent/Legal Guardian or passed on to the responsible adult nominated to return the child to the Parent/Legal Guardian, unless another person is nominated to chaperone the child during the activity.

- 6.5 Where a responsible adult has been nominated by the parent/legal guardian to transport the child home from the function or to another venue, it shall be the responsibility of that person to ensure the child is met by the Parent/Legal Guardian or another family member.
- 6.6 A nominated person shall not be nominated to transport more than 5 children at any one time.
- 6.7 Where Daughters travel independently to meetings or activities, it will be assumed that they travel under parental authority. The BGC or Activity Co-ordinator takes responsibility from the time the Daughter registers her presence with the Activity Co-ordinator at the activity.
7. *All functions and activities **must** be under the supervision of a nominated adult person who **MUST** be the holder of a Blue Card. This can include an adult active member of the Order.*
- 7.1 Each planned Bethel function **shall** be co-ordinated by person(s) nominated by the Executive Members of the Bethel Guardian Council. The nominated person(s) **MUST** hold a Blue Card.
- 7.2 Other functions, such as Inter-Bethel competitions, **shall** be co-ordinated by person(s) nominated by the Jurisdictional Guardian. The nominated person(s) **must** hold a Blue Card.
- 7.3 It **shall** be the responsibility of such nominated person(s) to ensure all members and non-members have submitted the required "Activity Consent" form, have safe transportation to and from the function, are supervised at all times, and to generally ensure the safety and well-being of all minors throughout the duration of the function. It is, therefore, important that the nominated person(s) be present for the entire duration of the function.
- 7.4 It **shall** be the responsibility of such nominated person(s) to ensure that the function is appropriately chaperoned. There shall be at least 1 chaperone for each 5 children present. Nominated chaperones **must** be holders of a Blue Card.
8. *All activities organised by any other group within the Order must be by written invitation addressed to each Bethel, the Jurisdictional Guardian Council Officers and other groups within the JGCQ, JDI. For each function, the following information **must** be included:*
- *Name and contact details (including mobile telephone number) of the nominated coordinator*
 - *Date(s)*
 - *Address of meeting place*
 - *Venue (if different from the meeting place), including address*
 - *Details of activities*
 - *Start & Finishing Time*
 - *Address of collection place(s).*
- 8.1 For all other functions, such as Inter-Bethel competitions, the Jurisdictional Guardian Council or organising committee **shall** send a written invitation to each Bethel and any other similar group or association listed in the Manual of Rules and Regulations of the JGCQ, JDI, at a minimum.
- 8.2 The following information about the function **shall** be listed in the information:

- Name and contact details (including mobile telephone number) of the nominated coordinator
- Date(s)
- Address of meeting place
- Venue (if different from the meeting place), including address
- Details of activities
- Start & Finishing Time
- Address of collection place(s).

8.3 The above information **may** also be listed in the members only section of the Jurisdictional Guardian Council's official website and closed Facebook group.

9. *Changes to activities, including changes to any of the details listed under items 8 above, **must** receive prior approval and parental agreement.*

9.1 Any changes to planned Bethel activities or functions, even last-minute changes, **must** be approved by the Executive Members of the Bethel Guardian Council.

9.2 Any changes to other planned activities or functions, such as Inter-Bethel competitions, even last-minute changes, **must** be approved by the Executive Members of the Jurisdictional Guardian Council and/or the Executive Members of the relevant Bethel Guardian Council.

9.3 The Executive Members of the Bethel Guardian Council **shall** also obtain the permission of a parent or legal guardian of each child attending the function. In the case of last-minute changes, obtaining permission by telephone on the day is acceptable.

10. *Alcohol, illegal drugs and other dangerous substances are strictly forbidden at official Job's Daughter functions.*

10.1 Under **no** circumstances is alcohol to be served, consumed or present at a Job's Daughter function. *(except under item 11, below)*

10.2 Anyone attending a Job's Daughter function that is found to be in the possession of alcohol, illegal drugs or other dangerous substances **shall** be required to leave immediately (ensuring their safety).

10.3 In the case of illegal drugs or other dangerous substances, the police **shall** be contacted.

11. *The provision of alcohol to adults at a Job's Daughter function held at a licensed venue requires written approval of the Executive Members of the JGCQ, JDI*

11.1 Job's Daughter functions (such as the Debutante Ball), where the provision of alcohol to adults is by a licensed venue is the only exception to item 10, above.

11.2 In such circumstances, a written request from the relevant Bethel or organising committee is to be submitted to the Jurisdictional Secretary at

least 2 months prior to the function. This gives the Jurisdictional Secretary time to put the proposal to the Executive of the Jurisdictional Guardian Council for approval. If approval is granted, the Executive Members of the Jurisdictional Guardian Council reserve the right to stipulate appropriate procedures for the function.

- 11.3 At such functions, alcohol **shall not** be served to Daughters or current Youth Leaders even though they are over 18 years of age. These daughters will be issued with an identifying wristband which will signify that they are **not** allowed to be served or consume any alcohol.

12. *In the case of non-member children (including Jobies-to-Bee), it is the responsibility of the parents/guardians of the member who is the friend/acquaintance of the non-member to ensure that the parents/guardians of the non-member are aware of, and accept, these procedures.*

- 12.1 Adults of non-members will be asked to complete & sign "Form 3 – J2B Activity Consent" or "Form 4 - Non Member Activity Consent". (Whichever is applicable).
- 12.2 Whenever a non-member child is invited to attend a Job's Daughter function for the first time, a parents or legal guardian of the child is to be informed that the function will be supervised/chaperoned by Working with Children (Blue) Card holders.
- 12.2 Whenever a non-member child is invited to attend a Job's Daughter function for the first time, a parents or legal guardian of the child is to be informed of these policies and procedures. It is recommended that a copy of this document be provided to the parent/legal guardian to view. However, a verbal explanation of its content and purpose is sufficient.
- 12.3 Whenever the parent/legal guardian of a non-member child or new member is invited to attend a Job's Daughter function for the first time, the parent/legal guardian shall be required to indicate their acceptance of these procedures and give a commitment to follow the procedures detailed in this document.

Managing the risk for high-risk activities and activities outside the routine activities of Job's Daughters

1. When Bethels are considering undertaking high risk activities or activities outside the routine activities of the Bethel, a risk management assessment must be undertaken.
2. Risk management is the process of identification, assessment, mitigation and documentation of risks.
3. Any planned Bethel activity or function that is not listed in the section "Approved Job's Daughter Activities" **must** be submitted to the Jurisdictional Secretary with the Risk Assessment at least 2 months prior to the activity occurring and **must** be approved by the Executive Members of the JGCQ, JDI and the Insurer before they can occur

Driver Code of Conduct

1. All adult persons driving members to or from a meeting or other activity (including adult active members, parents, legal guardians and other adult volunteers of Job's Daughters) **must** be holders of a Working with Children (blue) Card.
 - 1.1. See "Job's Daughter Activities and Functions" Point 1 for the procedures regarding the Blue Card.
2. All drivers who drive Daughters other than their own, must complete and submit to the Jurisdictional Secretary annually, a signed and dated "Form 6 – JGC Driver Code of Conduct". These completed forms will be kept by the JGCQ, JDI indefinitely.
3. All drivers must have adequate and current insurance coverage.
4. Daughters under the age of 18 **shall not** drive other minors without a chaperone present - siblings excepted.
5. An unaccompanied adult may transport a Daughter to and/or from Job's Daughters meetings or functions provided the following criteria are met:
 - a. Parent/Legal Guardian, the designated driver and the Daughter agree; and
 - b. the appropriate "Form 7" is signed by all parties & held by the JGCQ, JDI.

Guidelines and directions for handling disclosures or suspicions of harm

1. Children or young people who are being abused at home may choose to disclose this situation to someone outside their immediate family whom they hold in high regard and whom they can trust. The trusted adult may hold a leadership role within their own Bethel or another Bethel or is a member of the JGC who is not attached to a Bethel.

It is important that some action is taken when a child or young person makes a disclosure, even though they may ask that the information be kept secret. It is preferable that any action be taken with the agreement of the child or young person, but regardless, it is imperative that some action be taken. The trusted adult may be the first person the child or young person has spoken to.
2. The Department of Child Safety and the Queensland Police Service are the agencies to contact in the event there is a suspicion that a child or young person has been harmed. These agencies rely on members of the public to contact them if they suspect a child or young person is being abused so they can act on the information they receive to protect the child or young person and work with the family to assist them care for their children. The Insurers are then notified of any matters involving sexual or physical assault.

Source of Harm	Possible actions		
	Immediate	Short to medium term	Long term
Members of Job's Daughters	<p>Contact:</p> <ul style="list-style-type: none"> * Qld Police Service * Dept of Child Safety * Insurers 	<ul style="list-style-type: none"> • Allow Qld Police Service or Dept of Child Safety to undertake official investigation • Support all parties, including: <ul style="list-style-type: none"> * Person making disclosure; * Person receiving disclosure * Child or young person harmed * Alleged perpetrator. • Determine whether the member, as the alleged perpetrator is allowed to participate in activities in areas occupied by children and young people while the matter is being investigated by Qld Police Service or Dept of Child Safety. 	<ul style="list-style-type: none"> • If allegation is proven, determine if member's involvement with the organisation will cease. • If allegations are not proven, activate grievance procedure.
Non-members	<p>Contact:</p> <ul style="list-style-type: none"> * Qld Police Service * Dept of Child Safety * Insurers 	<ul style="list-style-type: none"> • Allow Qld Police Service or Dept of Child Safety to undertake official investigation • Support all parties, including: <ul style="list-style-type: none"> * Person making disclosure; * Person receiving disclosure * Child or young person harmed * Alleged perpetrator. 	<ul style="list-style-type: none"> • Allow Qld Police Service or Dept of Child Safety to undertake official investigation • Support all parties, including: <ul style="list-style-type: none"> * Person making disclosure; * Person receiving disclosure * Child or young person harmed * Alleged perpetrator.

Managing Safeguarding Incidents

All volunteers, contractors and third parties who have grounds to suspect abusive activity must report:

- Any suspicion that an incident has taken place.
- May be taking place.
- Could take place.

They may do this through:

- Jurisdictional Guardian
- Supreme Deputy
- Bethel Guardian

If a person believes that another person is at risk of immediate harm or the victim of a criminal offence, they must call the relevant authorities including police.

Responding to Suspected Incidents

All suspected, perceived, potential or actual incidents must also be reported and recorded in the organisations incident management system and will be managed through an incident response plan

External Reporting

Any volunteer's, contractors or third parties who have grounds to suspect abusive activity must immediately notify JGCQ, JDI management and where necessary appropriate authorities including the police.

Reporting within the organisation may be directed through:

- Jurisdictional Guardian
- Supreme Deputy
- Bethel Guardian

Investigating

All incidents or suspected incidents will be investigated following the JGCQ, JDI Incident Management Procedure.

If appropriate authorities or the police decide to investigate a reported incident, all volunteers and contractors must co-operate fully.

The JGCQ, JDI will make every effort to keep any such investigation confidential

Disciplinary Action

While an investigation is conducted, the JGCQ, JDI reserves the right to:

- Report the matter to relevant authorities including the police
- Stand the volunteer or contractor down

At the conclusion of any investigation and a breach of the organisation's policies or Code of Conduct is identified, the JGCQ, JDI reserves the right to:

- Take disciplinary action against those it believes are responsible, which may include dismissal
- Dismiss or cease involvement with JGCQ, JDI
- Take legal action

Privacy and Information Sharing

JGCQ JDI expects all volunteers and contractors to maintain confidentiality.

All personal information identified or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. JGCQ JDI has policies and procedures to ensure any personal information is protected.

However, information should be shared with relevant authorities (including Police) if a child, young person or vulnerable person is deemed to be at risk of harm, in immediate danger, or a crime has been committed.

Whistle-Blower Protection

It is important that people within JGCQ JDI have the confidence to come forward to speak or act if they have any concerns or incidents of behaviour that contradicts any behaviour outlined in the Code of Conduct.

Managing breaches of the Risk Management Strategy

1. Members must comply with the Safeguarding Code of Conduct and Protecting Our Children & Risk Management Strategy.
 - 1.1. The Supreme Deputy or Assisting Supreme Deputy will provide each Bethel Guardian Council with a listing of Working with Children (Blue) card holders & CAV card holders for that Bethel.
 - 1.2. Monitoring of compliance is the responsibility of the Bethel Guardian at the local level, and the Jurisdictional Guardian and Supreme Deputy at the jurisdictional level.
2. Any breaches to this policy must be dealt with immediately.
3. There is a range of disciplinary measures that can be used to deal with infringements.
 - Counselling
 - Support
 - Education
 - Reinforcement of Safeguarding Code of Conduct and Child Protection Policy
 - Verbal warnings
 - Written warnings
 - Withdrawal of privileges
 - Suspension
 - Expulsion
4. All members have a right of appeal.
 - 4.1. The appeal process is outlined in the Manual of Rules and Regulations of the Jurisdictional Guardian Council of Queensland.

Auditing of Financial Records

1. The financial records and bank accounts of the Order in Queensland (including those of Bethels & Jurisdictional Guardian Council) are to be audited each term
 - 1.1 The Associate Bethel Guardian shall ensure that the financial records and bank accounts of the Bethel are audited at the close of each term. (This person need not necessarily be a qualified auditor; they could be a bank manager or similar)
 - 1.2 The Jurisdictional Treasurer shall ensure that the financial records and bank accounts of the JGCQ, JDI are audited at the end of each financial year by the approved auditor
 - 1.3 The Jurisdictional Secretary will ensure that all necessary paperwork and payments for the JGCQ, JDI are made to the Office of Fair Trading after the audit has been completed.
2. To avoid fraud or conflicts of interest, the person(s) performing the audit MUST be independent of the group whose records are being audited.
 - 2.1 In the case of a Bethel, the person(s) performing the audit MUST NOT be a member of the Executive Bethel Guardian Council or other person who has authority to sign cheques or make withdrawals.
 - 2.2 In the case of the Jurisdictional Guardian Council, the person(s) performing the audit MUST NOT be an Executive Member of the Jurisdictional Guardian Council, a member of the Finance Committee, or other person who has authority to sign cheques or make withdrawals. The Auditor is approved at either the Annual Meeting or a Special Meeting called by the JGCQ, JDI.

Catering

The Jurisdictional Guardian Council as its major fundraising activity caters for functions conducted by lodges and other organisations. In addition, Bethels also run caterings to fund raise for their own activities or provide food service for the purpose of fraternal relations. To ensure that the JGC and Bethels meet the public safety requirements and the requirements of our own insurance certain standards must be met. Failure to meet these standards may leave the JGC and individuals open to litigation by government departments and individuals as well as not being covered by our insurance policy

All members must follow the conditions as per jurisdictional caterings:

- at Bethel functions,
- at food service for external organisations, and
- at caterings for purposes of fundraising

1. Catering Coordinator

The Catering Coordinator is responsible for taking the bookings for caterings carried out by the JGC and advising members of the jurisdiction of dates, times and venues for caterings.

Any bookings for caterings carried out by the JGC received by other members of the Jurisdiction should be referred to the Catering Coordinator.

The Catering Coordinator will note the dates, times and venue of the booking and provide a current menu to the organisation/person requesting our catering services.

- a. As far as possible, caterings should not be accepted when Jobs Daughters major functions (ie installations, official visits or Jurisdictional activities) are occurring, however, exceptions may be considered. The Catering Coordinator should use best judgement when taking these bookings.

Contact should be made with the organisation approximately three weeks prior to the event to confirm the booking. Final details on numbers should be obtained as well as any special diets that may need to be served.

2. Catering Supervisor

The Catering Supervisor is responsible for the whole catering, including: overall hygiene; sourcing, preparation and serving of the food; and accounting; as well as setting up areas at the venue for

- Food Preparation and plating
- Cleaning
- Hand Washing

The Catering Supervisor must have completed the training for Food Safety Supervisors and are aware of current COVID-19 catering restrictions and protocols. Food Preparation - The Catering Supervisor MUST ensure that the Food Safety Standards are complied with at all times. In regard to food preparation; personal hygiene (handwashing station and gloves); sourcing food (quality, transporting and maintaining temperature); equipment (condition, fit for use and clean) along with special equipment (thermometers); serving and accounting.

The Catering Supervisor will also be responsible for the billing, recouping expenses, determining profitability, forwarding shares of profits.

3. Food Handlers

Food Handlers are responsible for assisting in the preparation and serving of the food and washing up. They **MUST** ensure that they follow the instructions of the Catering Supervisor in the proper preparation and serving of food and general conduct in the food preparation area. They **MUST** be aware of hygiene requirements and appropriate clothing. Attendance at a training session is highly recommended

1. Food-borne illness. The food handler **must** tell their work supervisor if they have any of the following symptoms while they are at work - vomiting, diarrhoea, a fever or a sore throat with a fever. The only exception to this is if the food handler knows that he/she has these symptoms for a different reason. For example, a food handler may be vomiting at work because of pregnancy.
2. Food handlers **MUST** tell their supervisor if they have been diagnosed as having or carrying a food-borne illness.
3. As well as reporting the food-borne illness, the food handler must not handle any food where there is a chance they might make the food unsafe or unsuitable because of their illness. If a food handler stays on at work to do other work, he or she must do everything reasonable to make sure that they do not contaminate any food.

Note: Illnesses that can be passed on through food include Hepatitis A and those caused by Giardia, salmonella and campylobacter.

4. If a food handler has skin injuries or sores or is otherwise unwell, Food handlers must tell their supervisor about any infections or conditions like a cold or other problem that may result in discharges from their ears or nose or eyes if there is any chance that they might make food unsafe or unsuitable for people to eat as a result of their condition.
5. If they continue to handle food with such a condition, food handlers must do whatever is reasonable to make sure that they don't contaminate any food. For example, an infected sore could be completely covered by a bandage and clothing or by a waterproof covering if on an area of bare skin, and medication can be used to dry up discharges.
6. If a food handler knows or suspects he or she might have contaminated some food, Food handlers **must** tell their supervisor if they know or think they may have made any food unsafe or unsuitable to eat. For example, jewellery worn by a food handler may have fallen into food.
7. Food handlers' personal hygiene practices and cleanliness must minimise the risk of food contamination. They must::
 - do whatever is reasonable to prevent their body, anything from their body or anything they are wearing, coming into contact with food or food contact surfaces;
 - do whatever is reasonable to stop unnecessary contact with ready-to-eat food;
 - wear clean outer clothing, depending on the type of work they do;
 - make sure bandages or dressings on any exposed parts of the body are covered with a waterproof covering;
 - not eat over unprotected food or surfaces likely to come in contact with food;
 - not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
 - not spit, smoke or use tobacco or similar preparations where food is handled; and
 - not urinate or defecate except in a toilet.

8. Special hand washing rules for food handlers

Food handlers are expected to wash their hands whenever their hands are likely to contaminate food. This includes washing their hands:

- immediately before working with ready-to-eat food after handling raw food;
- immediately after using the toilet;
- before they start handling food or go back to handling food after other work;
- immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
- after touching their hair, scalp or a body opening.

9. How should food handlers wash their hands?

- Use the hand washing facilities provided by the business.
- Clean their hands thoroughly using soap or other effective means.
- Use warm running water.
- Dry their hands thoroughly on a single use towel or in another way that is not likely to transfer disease-causing organisms onto the hands.

4. General

The Food Safety Standards require proprietors of food businesses to ensure that food handlers and supervisors of food handlers have the skills and knowledge they need to handle food safely. This means that food handlers and supervisors must have the 'skills' to do those tasks that are necessary to ensure the safety of the food being handled and 'knowledge' of food safety and hygiene matters. For example, a food handler who is responsible for cooling cooked food must have the knowledge that the food must be cooled within a certain time to ensure it remains safe and the skills to do this (for example, by placing the food in shallow containers for cooling).

However, charities and community organisations are exempt from this requirement if: there is no personal financial gain, that is, all the moneys raised are used for charitable or community purposes; and the food sold is shelf-stable (for example, biscuits, cakes without cream, jams or chutneys); or the food is consumed immediately after thorough cooking (for example, sausages sold straight from the barbecue).

This means that in the above circumstances the event organiser does not need to ensure that each food handler has the skills and knowledge to handle food safely. However, these food handlers must still comply with the current health and hygiene requirements of the Food Safety Standards.

If the exemption does not apply, the event organiser should ensure that all food handlers and supervisors have the skills and knowledge they need to handle food safely. The exemption does not apply if the activity involves:

- selling potentially hazardous foods that have not been cooked, such as salads or cream cakes; or
- selling potentially hazardous foods that are not served immediately after cooking, such as when food is pre-cooked and then heated for sale.

**Please see 'Addendum 1' for our current JDIQld Covid Safe Plan.
Updated versions are available on our website – jdiqld.org**

Part C: Approved Job's Daughter Activities

Principles

Job's Daughters is a girls' leadership and personal development organisation which teaches the girls how to work together to run business meetings and plan fundraising activities. It also teaches public speaking, leadership skills, respect and responsibility and builds self-confidence and character.

The girls also take part in community service activities.

Activities are varied and are decided by the girls under the control of adult leaders. Adults attend and supervise all activities. The vast majority are conducted in hired premises, paid facilities/ venues (eg: theme parks) or parents'/adults' homes.

List of Approved Activities

- Fortnightly Bethel meetings (usually held in a Community or Church Hall or Masonic Centre).
- Biannual public Bethel installations (again usually held in a Community or Church Hall or Masonic Centre) with attendance of up to 100 people.
- Irregular public Bethel meetings/ceremonies (again usually held in a Community or Church Hall or Masonic Centre) with attendance of up to 100 people.
- Various monthly committee meetings held at various venues including Masonic Centres, parents'/guardians' homes, or public venue, such as McDonalds or a coffee shop.
- Various regular fundraising and community activities, including:
 - Bunnings BBQ fundraiser
 - promotion stands at Fetes and Fairs
 - participation in ANZAC Day parades
 - participation in Masonic ceremonies and activities
 - visiting of residents/patients in Masonic Aged Care and similar facilities
 - regular Church parades.
- Various regular (alcohol free) social events:
 - Parties
 - Dances
 - Formal meetings
 - Video nights
 - Paid parlour or board game nights
 - Movies
 - Theme parks
 - Formal and informal dinners
 - Day trips by car to various venues
 - Pool/Beach parties
 - Karaoke
 - Roller/Ice Skating.

- Various regular sporting events:
 - All football codes (touch only)
 - Cricket (indoor and outdoor)
 - Volleyball
 - 10-Pin bowling
 - Lawn bowls
 - Bocce
 - Volleyball (indoor, outdoor and beach)
 - Athletics carnivals
 - Swimming carnivals
 - Tennis
 - Swimming
 - Cycling
 - Netball
- Hazardous or Adventurous Activities are **not** permitted.
- All excursion activities that involve an overnight stay **must** be applied for approval to the Jurisdictional Secretary 1 month in advance of the activity by completing the "Form 10 - Application for Camp or Overnight Stay". This form will be sent to the Insurers for approval and any extra insurance may be levied.
- Any other activity that is not listed above and planned by the JGCQ (eg. Camp or Colour Run) must be approved by the JGCQ Executive & Insurers. Any extra insurance charges may be levied.

Code of Conduct – Daughters

The Form 12 – Youth Safeguarding Code of Conduct is available on the jdiqld website in the forms section.

All Daughters of Job's Daughters Queensland are required to sign the Youth Safeguarding Code of Conduct Agreement

Signed Youth Safeguarding Code of Conduct Agreements will be held by the JGCQ, JDI indefinitely.

Youth Safeguarding Training

The Youth Safeguarding Training is available to all Daughters and will be held as an annual training session at the JGC Annual Camp or an event that has the majority (at least 70%) of the active Daughters present.

It contains a range of information to assist adult volunteers including:

- What is harm & online harm?
- Procedures of reporting;
- Safeguarding Practices & Code of Conduct;
- Recognise needs for diversity;
- Human rights;
- Zero tolerance policy;
- Harm does happen;
- Responsibilities, Management Practices & Procedures;
- Complaints Handling Policy;
- Online environment & workshop

Appendices

Definition of Terms

Job's Daughter Terms

Term	Definition of Term
Adult Member	An active member of Job's Daughter, which includes Daughters who have attained the age of 18, parents and adults working within the JDI Framework.
Adult Volunteer	An adult member of Job's Daughters over the age of 20 years
Bethel	A local group of Job's Daughters. Each Bethel is an independent Branch of the organization.
Bethel Newsletter	An agenda of forthcoming Bethel meetings and other activities which is distributed to all members of the Bethel, usually on a monthly basis.
Blue Card	Working with Children Check. If an application for a blue card is approved, a person is issued with a positive notice letter and blue card. If an application for a blue card is not approved, a person is issued with a negative notice letter which prohibits them from working in employment or carrying on a business
Certified Adult Volunteer	A Certified Adult Volunteer (CAV) is an adult who holds a current Blue Card and has undergone training in: <ul style="list-style-type: none"> Δ JDI Basic Training Δ JDI Youth Protection Policy for Australia Δ Child Protection – Managing the Risks training
Daughter/s	Active member of Job's Daughters (Aged 10 to 20 years)
Executive Bethel Guardian Council	The group of adults appointed to lead and oversee the Bethel. Executive Bethel Guardian Council refers to the 5 senior positions on the Bethel Guardian Council who have decision-making power over the workings of the Bethel.
Executive of the Jurisdictional Guardian Council of Queensland	The 6 Elected Officers of the Jurisdictional Guardian Council of Queensland who have decision-making power over the workings of the Jurisdictional Guardian Council.
Finance Committee	The Committee, appointed by the Jurisdictional Guardian, to oversee the income and expenditure of the Jurisdictional Guardian Council of Queensland.
International Order of Job's Daughters	The world-wide organisation of Job's Daughters. See also Job's Daughters International.
Job's Daughter/s	This term refers to either: <ul style="list-style-type: none"> Δ Active members of the International Order of Job's Daughters; or Δ A shortened term for the International Order of Job's Daughters/Job's Daughters International.
Job's Daughters International	The world-wide organisation of Job's Daughters. See also International Order of Job's Daughters
Jobie	An abbreviation of or affectionate term for "Job's Daughter".
Jobie-to-Bee	A non-member of Job's Daughters by virtue of the fact that she has not attained membership age, but has registered as interested in seeking membership.

Jurisdiction	For the purposes of this Policy Statement, this term refers to Job's Daughters in Queensland.
Jurisdictional Guardian	The elected leader of the Jurisdictional Guardian Council of Queensland. She is also a member of the Executive Jurisdictional Guardian Council.
Jurisdictional Guardian Council of Queensland	The entity Chartered by the Supreme Guardian Council, Job's Daughters International to manage and run the affairs of Job's Daughters International in Queensland. This includes the Incorporated body.
Jurisdictional Secretary	The elected secretary of the Jurisdictional Guardian Council of Queensland. This person is also a member of the Executive Jurisdictional Guardian Council of Queensland.
Order	See International Order of Job's Daughters and Job's Daughters International.
Parent	Includes legal Guardians of Daughters including Bees & non-members
Supreme Deputy	The position appointed by the Supreme Guardian of JDI to act on her behalf in the Queensland Jurisdiction.
Volunteer	Members of the JGC Executive Committee, Bethel Guardian Councils, and those selected to chair committees or coordinate events.

Other Terms

Term	Definition of Term
Activity	For the purpose of this Strategy, this term refers to the things that will occur or be done during a function. For example, at the Inter-Bethel Swimming Carnival, members and non-members will take part in free swims and water games, swimming races, novelty swimming races, cheer squad competitions, etc. These are the activities to occur during the Swimming Carnival. The Swimming Carnival is the "function" the members/non-members will be attending.
Blue Card	Positive notice blue card issued by the Queensland Commission for Children and Young People following a Working with Children Check.
Child	For the purpose of this Strategy, this term shall mean both members and non-members of Job's Daughters. "Jobies-to-Bee" are classed as non-members of Job's Daughters.
Children	For the purpose of this Strategy, this term shall mean both members and non-members of Job's Daughters. "Jobies-to-Bee" are classed as non-members of Job's Daughters.
Coordinator	This term refers to the adult nominated to organise a Job's Daughter function and coordinate chaperones, etc.
Function	For the purpose of this Strategy, this term refers to the Job's Daughter event which members and non-members may attend. For example, at the Inter-Bethel Swimming Carnival, members and non-members will take part in free swims and water games, swimming races, novelty swimming races, cheer squad competitions, etc. These are the activities to occur during the Swimming Carnival. The Swimming Carnival is the "function" the members/non-members will be attending.
Harm	'Harm' to a child is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: <ul style="list-style-type: none"> a) Physical, psychological or emotional abuse or neglect; b) Sexual abuse or exploitation; c) A single act, omission or circumstance; or d) A series or combination of acts, omissions or circumstances

Leadership Role	For the purpose of this Strategy, this term refers to the requirements that adults shall take responsibility for supervising, chaperoning and generally ensuring the safety and well-being of children and young people at all Job's Daughter functions. This could be simply driving children and young people under the age of 18 years to and from activities.
Member	This term refers to active Job's Daughters of all ages.
Non-member	This term refers to a child/minor who is not an active member of Job's Daughters but who may attend a Job's Daughter function. This includes Jobies-to-Bee.
Office-Bearer	For the purposes of this Strategy, this term refers to an individual elected or appointed to hold a position of official responsibility in a club, group or association listed in the Manual of Rules and Regulations of the Jurisdictional Guardian Council of Queensland. Examples of such positions include President, Vice President, Secretary, Treasurer, Committee Chairman, etc.
Risk	For the purpose of this Strategy, a risk is anything that could cause "harm" to a child or young person.
Young people	For the purpose of this Strategy, this term shall mean both members and non-members of Job's Daughters. "Jobies-to-Bee" are classed as non-members of Job's Daughters.

Safeguarding Definitions

Term	Definition
Abuse	All forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example: physical abuse; <ul style="list-style-type: none"> • Emotional abuse; • Threats of, or actual violence, verbal, emotional or social abuse; • Sexual harassment, bullying or abuse; • Sexual criminal offences; • Cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime; • Coercion and exploitation; • Abuse of power; and • neglects
Child or young person	A person under the age of 18 years.
Child Safe Organisation	An organisation that consciously and systematically: <ul style="list-style-type: none"> • creates conditions that reduce the likelihood of harm to children • creates conditions that increase the likelihood of identifying and reporting harm • responds appropriately to disclosures, allegations and suspicions of harm
Person at Risk	Person aged 18 years and over who: <ul style="list-style-type: none"> • has care and support needs; • is being abused or neglected, or are at risk of abuse or neglect; • is unable to protect themselves from abuse or neglect because of their care and support needs

<p>Reasonable grounds for belief</p>	<p>A situation where a person has information that leads them to believe that abuse, neglect or exploitation has taken place, is taking place, or may take place.</p> <p>A reasonable belief is formed if a reasonable person believes that:</p> <ul style="list-style-type: none"> • the person is in need of protection; • the person has suffered or is likely to suffer significant harm as a result of physical injury; or • the parents or guardians are unable or unwilling to protect the person
<p>Reportable Conduct</p>	<p>A sexual offence, such as:</p> <ul style="list-style-type: none"> • sexual touching of a person without consent; • a child grooming offence; or • production, dissemination or possession of child abuse material <p>Sexual misconduct, such as:</p> <ul style="list-style-type: none"> • descriptions of sexual acts without a legitimate reason to provide the descriptions • sexual comments, conversations or communications; or • comments to a child, young person or vulnerable person that express a desire to act in a sexual manner towards that person or another person+ <p>Ill-treatment of a child, young person or vulnerable person, such as:</p> <ul style="list-style-type: none"> • making excessive or degrading demands of a child, young person or vulnerable person; • a pattern of hostile or degrading comments or behaviour towards a child, young person or vulnerable person; or • using inappropriate forms of behaviour management towards a child, young person or vulnerable person. <p>An assault against a child, young person or vulnerable person such as:</p> <ul style="list-style-type: none"> • hitting, striking, kicking, punching or dragging a child, young person or vulnerable person; or • threatening to physically harm a child, young person or vulnerable person <p>Behaviour that causes significant emotional or psychological harm to a child, young person or vulnerable person such as:</p> <ul style="list-style-type: none"> • displaying behaviour patterns that are out of character; • regressive behaviour; or • anxiety or self-harm
<p>Safeguarding</p>	<p>Protecting the welfare and human rights of people that are, in some way, connected with your organisation its work – particularly people that may be at risk of abuse, neglect or exploitation.</p>

Vulnerable person	A child or an individual aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.
Whistle-blower	Anyone who makes or attempts to make a report of Reportable Conduct under this Policy, and is, or has previously been, an employee, volunteer, contractor, third party, child, young person or vulnerable person in the care of JGCQ, JDI or is a relative or dependent of such persons.

Risk Assessment Forms

JGCQ "Risk Assessment Forms" must be completed for all activities/events/fundraisers listed above with the exception of:

- Fortnightly Bethel Meetings
- Biannual public Bethel Installations
- Irregular public Meetings/ceremonies
- Various monthly Committee Meetings
- JGCQ Annual Meetings, Formal Opening Meeting & Installation

JGCQ Risk Assessments must be:

- Completed prior to event/activity
- Taken to event/activity (must be sighted if asked)
- Roll call on day of event completed & attached
- Any notes/injuries noted
- Signed & dated
- Any third party risk assessments must be attached
- Scanned & sent with monthly report to the Jurisdictional Secretary

These Risk Assessments will be kept on file by the Jurisdictional Secretary indefinitely.

Related Policies, Procedures and Documents

This policy must be read in conjunction with:

- The relevant laws of the Commonwealth or State or Territory
- The Safeguarding Code of Conduct
- JDI Qld Privacy Policy
- Grievance and Disciplinary Procedures
- JGCQ, JDI Protecting our Children & Risk Management Strategy (attached)
- JGCQ, JDI Covid Safe Plan(attached). Updated versions on our website – jdiqld.org
- National Principles for Child Safe Organisations

Resources

[Australian Human Rights Commission 2018](#)

[National Principles for Child Safe Organisations](#)

[https://childdsafe.humanrights.gov.au/sites/default/files/2019-02/National Principles for Child Safe Organisations2019.pdf](https://childdsafe.humanrights.gov.au/sites/default/files/2019-02/National%20Principles%20for%20Child%20Safe%20Organisations2019.pdf)

[Child Safe Organisations](#)

<https://childdsafe.humanrights.gov.au/tools-resources/links-resources>
<https://childdsafe.humanrights.gov.au/tools-resources/practical-tools>

[National Office for Child Safety](#)

<https://childdsafe.pmc.gov.au/>

[Australian Charities and Not-For Profits Commission](#)

<https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-toolkit/governance-toolkit-safeguarding>

[Our Community](#)

<https://www.ourcommunity.com.au/search/?q=child+protection>

State and Territory Resources

The following links provide information about child safe requirements, initiatives and resources for each state and territory.

- [Queensland Family and Child Commission](#)
- [Office of the Public Guardian](#)
- [Queensland Working with Children Check](#)

JDIQLD Website & Social Media Platforms

- www.jdiqld.org
- Facebook – jdiqld
- Instagram – jdiqld



Document Revision History

Version Number	Date Drafted	Author	Sections Modified	Date Adopted by GGC/JGC
1.0	13/01/2006	Ian Milne, Melanie Strachan	ALL	
2.0 draft		Jennifer Nielsen	ALL	22 January 2009
2.1 draft	19/04/09	Jennifer Nielsen, Malcolm Cope	ALL New: Catering Policy Driver Policy	21 April 2009
2.2	20/06/2009	Jennifer Nielsen	Removed Part B Renamed Part C to B Renamed Part D to C Renamed GGC to JGC	23 June 2009
3.0	21/09/2015	Jennifer Nielsen	New: - Adult Volunteer training - Certified Adult Volunteer Updated Blue Card requirements: - New 1.9 - New 1.10 - Old 1.9 becomes 1.11 New Definition of Terms: - Certified Adult Volunteer	
4.0	20/11/2021	Sarah Larder Michelle Rowlings Taryn Bell	Spelling & Layout errors New: Updated Child Protection Risk Assessments New Addendums 1. Safeguarding Policy 2. JDIQld Covid Safe Plan	
4.1	29/01/2022	Michelle Rowlings	All revised for Insurer's approval	3 April, 2022
4.2	07/04/2022	Michelle Rowlings	Page 17 – additions from AGM	
4.3	26/08/2022	2022 YPP Committee	Housekeeping Updated: Code of Conduct – Adult Members & Volunteers Management Procedure Adult Members definition New: Privacy Policy 1.2 International Visitors	27 August, 2022

Job's Daughters Queensland

COVID Safe Plan



Bethel Meetings and Social Activities

1. Hand washing facilities (clean running water, soap and paper towel or air dryer) must be made available. If handwashing is not practical then an alcohol-based Sanitiser must be readily available at all times. Hand washing or sanitising upon entry is necessary.
2. Encourage physical distancing where possible both indoors and outdoors as per the Queensland Government Guidelines.
3. Model good hygiene: washing hands regularly, sneezing and coughing into elbow.
4. Clean and disinfect (sanitise) touched surfaces regularly. This includes both the meeting rooms and supper rooms.
5. Masks are not mandatory but please carry one with you in case physical distancing is not possible and it makes you feel safe. (Unless directed by the Queensland Government otherwise)
6. Recommend Members to bring their own water bottles
7. Food preparation surfaces must be cleaned pre, during and post cooking. Hand washing thoroughly before and after food preparation is essential.
8. Members are not permitted to attend if they have a fever, cough, sore throat, headache, distorted sense of taste, shortness of breath, chills, vomiting or any cold/flu like symptoms in the last 24 hours.
9. If you come into contact with a Covid19 case, you must follow the Qld Health requirements found at

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/queensland-restrictions-update/changes-to-requirements-for-close-and-casual-contacts>

[This plan is to be kept on site and available for Members to view.](#)

[Covid Update letters issued by the Jurisdictional Guardian & Supreme Deputy are to be used in conjunction with this Covid Safe Plan](#)

JDIqld CovidSafePlan_14April2022

Job's Daughters Queensland "Statement of Commitment"

The Jurisdictional Guardian Council of Queensland, Job's Daughters International (Job's Daughters Queensland) is committed to ensure:

- The safety and well-being of all children and young people involved in the activities of Job's Daughters Queensland,
- Job's Daughters Queensland has ZERO tolerance against child harm in any form
- Job's Daughters Queensland follows and adheres to the 10 National Principles for Child Safe Organisations
- Job's Daughters Queensland provides an open and welcoming environment which is friendly for children and young people,
- That these services will be continually improved to maintain the highest possible standard.

コミットメントステートメント

クイーンズランド州の管轄監督者評議会であるJob's Daughters International (Job's Daughters Queensland) は、次のことを保証することを約束しています。

- クイーンズランド州ヨブの娘たちの活動に携わるすべての子供と若者の安全と福祉。
- ジョブズドーターズクイーンズランド州は、いかなる形態の子供への危害に対しても一切の耐性はありません。
- Job's Daughters Queenslandは、子供に安全な組織のための10の国家原則に従い、それを順守します。
- クイーンズランド州のヨブの娘たちは、子供や若者に優しいオープンで居心地の良い環境を提供します。
- これらのサービスは、可能な限り最高の水準を維持するために継続的に改善されます。

Komittomentosutētomento kuinzurando-shū no kankatsu kantoku-sha hyōgi-kaidearu Job's Daughters intānashonarū (Job's Daughters kuinzurando) wa, ji no koto o hoshō suru koto o yakusoku shite imasu. • Kuinzurando-shū yobu no musume-tachi no katsudō ni tazusawaru subete no kodomo to wakamono no anzen to fukushi. • Jobuzudōtāzukuinzurando-shū wa, ikanaru keitai no kodomo e no kigai ni taishite mo issai no taisei ga arimasen. • Job's Daughters kuinzurando wa, kodomo ni anzen'na soshiki no tame no 10 no kokka gensoku ni shitagai, sore o junshu shimasu. • Kuinzurando-shū no yobu no musume-tachi wa, kodomo ya wakamono ni yasashi ōpun de igokochinoyoi kankyō o teikyō shimasu. • Korera no sābisu wa, kanōnakagiri saikō no sui jun o iji suru tame ni keizoku-teki ni kaizen sa remasu.

Declaração de Compromisso O Conselho Guardiāo Jurisdiccional de Queensland, Job's Daughters International (Job's Daughters Queensland) está empenhado em garantir: • A segurança e o bem-estar de todas as crianças e jovens envolvidos nas atividades das Filhas de Jó Queensland, • As Filhas de Jó Queensland têm tolerância ZERO contra danos infantis de qualquer forma • As Filhas de Jó Queensland seguem e aderem aos 10 Princípios Nacionais para Organizações Seguras para Crianças • As Filhas de Jó em Queensland proporcionam um ambiente aberto e acolhedor que é amigável para crianças e jovens, • Que esses serviços serão continuamente aprimorados para manter o mais alto padrão possível.

Pahayag ng Pangako

Ang Jurisdictional Guardian Council of Queensland, Job's Daughters International (Job's Daughters Queensland) ay nakatuon upang matiyak na:

- Ang kaligtasan at kapakanan ng lahat ng mga bata at kabataan na kasangkot sa mga aktibidad ng Job's Daughters Queensland,
- Ang Job's Daughters Queensland ay ZERO tolerance laban sa pananakit ng bata sa anumang anyo
- Sinusunod at sinusunod ng Job's Daughters Queensland ang 10 Pambansang Prinsipyo para sa Mga Organisasyong Ligtas sa Bata
- Nagbibigay ang Job's Daughters sa Queensland ng bukas at nakakaengganyang kapaligiran na palakaibigan para sa mga bata at kabataan,
- Na ang mga serbisyong ito ay patuloy na pagbubutihin upang mapanatili ang pinakamataas na posibleng pamantayan.

Declaración de compromiso

El Consejo de Guardianes Jurisdiccionales de Queensland, Job's Daughters International (Job's Daughters Queensland) se compromete a garantizar:

- La seguridad y el bienestar de todos los niños y jóvenes involucrados en las actividades de Job's Daughters Queensland,
- Job's Daughters Queensland tiene tolerancia CERO contra el daño infantil en cualquier forma
- Job's Daughters Queensland sigue y se adhiere a los 10 Principios Nacionales para Organizaciones Seguras para los Niños
- Job's Daughters en Queensland ofrece un ambiente abierto y acogedor que es amigable para niños y jóvenes,
- Que estos servicios se mejorarán continuamente para mantener el estándar más alto posible.

Fa'amatalaga o le Tautinoga

O le Fono a le Faamasinoga Mauuluga a Kuiniselani, Afafine a Iopu Fa'ava-o-malo (Afafine a Iopu Kuiniselani) ua fa'amaoni e fa'amautinoa:

- Le saogalemu ma le soifua manuia o tamaiti uma ma tupulaga talavou o lo'o a'afia i galuega a le Afafine a Iopu Kuiniselani,
- O Afafine a Iopu Kuiniselani e ZERO le faapalepale i le afaina o tamaiti i soo se ituaiga
- O le afafine o Iopu Queensland e mulimuli ma tausisi i le 10 National Principles for Child Safe Organizations
- O Afafine a Iopu i Kuiniselani e maua ai se si'osi'omaga tatala ma fa'afeiloa'i e faauo mo tamaiti ma tupulaga talavou,
- O nei auauunaga o le a fa'aaauu pea ona fa'aleleia ina ia fa'atumauiina tulaga mauuluga e mafai.

Dichiarazione di impegno

Il Jurisdictional Guardian Council del Queensland, Job's Daughters International (Job's Daughters Queensland) si impegna a garantire:

- La sicurezza e il benessere di tutti i bambini e i giovani coinvolti nelle attività di Job's Daughters Queensland,
- Job's Daughters Queensland ha una tolleranza ZERO contro i danni ai bambini in qualsiasi forma
- Job's Daughters Queensland segue e aderisce ai 10 principi nazionali per le organizzazioni per la sicurezza dei bambini
- Job's Daughters nel Queensland offre un ambiente aperto e accogliente, amichevole per bambini e giovani,
- Che questi servizi vengano continuamente migliorati per mantenere lo standard più elevato possibile.

承诺书

昆士兰州监护人委员会, Job's Daughters International (Job's Daughters Queensland) 致力于确保 :

- 参与 Job's Daughters Queensland 活动的所有儿童和青少年的安全和福祉,
- Job's Daughters Queensland 对任何形式的儿童伤害零容忍
- Job's Daughters Queensland 遵循并遵守儿童安全组织的 10 项国家原则
- 昆士兰州的 Job's Daughters 为儿童和年轻人提供了一个开放和热情的环境,
- 将不断改进这些服务以保持尽可能高的标准。

Chéngnuò shū

kūnshìlán zhōu jiānhùrén wěiyuánhuì, Job's Daughters International (Job's Daughters Queensland) zhìlì yú quèbǎo:

- Cānyù Job's Daughters Queensland huódòng de suǒyǒu értóng hé qīngshàonián de ānquán hé fúzhǐ,
- Job's Daughters Queensland duì rènhe xíngshì de értóng shānghài líng róngrěn
- Job's Daughters Queensland zūnxún bìng zūnshǒu értóng ānquán zǔzhī de 10 xiàng guójiā yuánzé
- kūnshìlán zhōu de Job's Daughters wèi értóng hé niánqīng rén tígōnglè yīgè kāifàng hé rèqíng de huánjìng,
- jiāng bùduàn gǎijìn zhèxiē fúwù yǐ bǎochí jìn kěnéng gāo de biāozhǔn.

Dílosi désmefsis

To Dikaiodotikó Symvoúlio Fýlakas tou Kouínslant, to Job's Daughters International (Job's Daughters Queensland) desmévetai na diasfalísei:

- Tin asfáleia kai tin evimería ólon ton paidíon kai ton néon pou symmetéchoun stis drastiriótites tou Job's Daughters Queensland,
- To Job's Daughters Queensland échei MIDENIKI anochí énantí tis paidikís vlávis se opoiadípote morfí
- To Job's Daughters Queensland akolouthéi kai tireí tis 10 Ethnikés Archés gia Asfaleís Organismóus gia ta Paidiá
- To Job's Daughters sto Kouínslant proféreí éna anoichtó kai filóxeno perivállon filikó gia paidiá kai néous,
- Óti aftés oi ypiresíes tha veltiónontai synechós gia na diatiroún ta ypsilótera dynatá prótypa.

Tauākī Whakaaetanga

Ko te Kaunihera Kaitiaki Ture o Queensland, Job's Daughters International (Job's Daughters Queensland) e ū ana ki te whakarite:

- Te haumarū me te oranga o nga tamariki me nga taiohi katoa e uru ana ki nga mahi a Job's Daughters Queensland,
- Ko nga Tamahine a Hopa Queensland he ZERO te manawanui ki te kino o nga tamariki ahakoa te ahua
- Ko nga Tamahine a Hopa Queensland e whai ana, e piri ana ki te 10 National Principles for Child Safe Organizations
- Ko nga Tamahine a Hopa i Queensland e whakarato ana i te taiao tuwhera me te manaaki i te noho pai mo nga tamariki me nga taiohi,
- Me whakapai tonu enei ratonga kia mau tonu ai te taumata teitei.

Strategy Checklist					
	Element	Incomplete	Complete	Evidence	Location
a)	Statement of Commitment		✓	JDI, JGCQ Child Protection Risk Management Strategy	Page 5
b)	Code of Conduct		✓	JDI, JGCQ Code of Conduct	Page 5
c)	Recruitment, Selection, Training and Management procedures		✓	JDI, JGCQ Child Protection Risk Management Strategy	Page 6
			✓	Protecting our Children package	Given to all workshop attendees
d)	Policy and procedures for handling disclosures or suspicions of harm		✓	JDI, JGCQ Child Protection Risk Management Strategy	Page 23
			✓	Protecting our Children package	Given to all workshop attendees
			✓	Protecting our Children incident reporting form	Blank copy available on JDI Qld website – jdiql.org Completed copies held by Jurisdictional Secretary
e)	Plan for managing breach of the Risk Management Strategy		✓	JDI, JGCQ Child Protection Risk Management Strategy	Page 26
f)	Compliance with Part 6 of the Act		✓	(i) Implementation and review of the Risk Management Strategy	Page 12
			✓	(ii) Register of all adults working for the organisation (Blue Card Register)	Supreme Deputy
g)	Risk management plans for high risk activities and special events		✓	JDI, JGCQ Child Protection Risk Management Strategy	Policy – Page 23
h)	Strategies for communication and support, including: <ul style="list-style-type: none"> written information for parents and volunteers; and training materials 		✓	JDI, JGCQ Child Protection Risk Management Strategy	Page 10
			✓	Protecting our Children package	Given to all workshop attendees