

Program: Corporate Governance & Performance
Date of Adoption: 23/09/2026
Resolution Number: ORD-2026-221
Review Date: 23/09/2030

Scope

This policy applies to all Councillors and Employees, including conduct undertaken during their role with Mackay Regional Council (MRC), and, where relevant, conduct outside MRC duties.

MRC-controlled entities are expected to align with MRC's commitment to child safety, while also meeting any separate legislative or governance obligations that apply to their operations.

It is noted that organisations (including community volunteer and not-for-profit organisations) who assist MRC with the delivery of activities, services, or events, and are also defined as a 'child safe entity' under Schedule 1 of the *Child Safe Organisations Act 2024* (Qld) (the Act), will have their own legislative requirements under the Act.



Content Warning:

This policy discusses child harm and may be distressing for some readers.

- If you believe a child is in immediate danger, contact emergency services on 000.
- Support is available through Lifeline on 13 11 14.

Objective

This policy sets out MRC's commitment to child safety and wellbeing and outlines the responsibilities that support compliance with the Child Safe Standards, Universal Principle and Reportable Conduct Scheme.

Policy Statement

MRC is committed to being a Child Safe Organisation that promotes the safety, wellbeing and cultural safety of children. MRC will take a proactive approach to preventing and responding to child harm and will act in accordance with the Child Safe Standards, Universal Principle and Reportable Conduct Scheme under the *Child Safe Organisations Act 2024* (Qld).

When making decisions relevant to this policy, MRC will consider its obligations under the *Human Rights Act 2019* (Qld).

This process to remain in force until otherwise determined
by Mackay Regional Council

Contents

1.0	Queensland Child Safe Standards and Universal Principle	3
2.0	Content.....	3
2.1	Child Safe Commitment Statement.....	3
2.2	Child Safety Incident Reporting	3
2.2.1	<i>External Reporting Process</i>	<i>4</i>
2.2.2	<i>Internal Reporting Process</i>	<i>4</i>
2.2.3	<i>Support.....</i>	<i>4</i>
2.3	Record Management and Information Sharing.....	4
2.4	Human Resources and Recruitment.....	4
2.5	Risk Management.....	5
3.0	Responsibilities/accountabilities	5
4.0	Complaints	5
5.0	Definitions	6
6.0	Review of Policy	8
7.0	Reference	9
8.0	Attachments.....	9
	Annexure A – External Child Safety Incident Reporting Process.....	10
	Annexure B – Internal Child Safety Incident Reporting Process	11
	Annexure C – Appropriate Behaviour Guidelines	12

1.0 Queensland Child Safe Standards and Universal Principle

MRC is required to comply with the Queensland Child Safe Standards and Universal Principle. These requirements provide a framework for embedding child safety and wellbeing across MRC's leadership, governance, culture, services and operations. MRC will apply the standards by promoting child safety, listening to children, involving families and communities, supporting suitable and trained people, managing risks, responding to concerns, and regularly reviewing and improving child safe practices.

2.0 Content

2.1 Child Safe Commitment Statement

MRC is committed to being a child safe organisation where children are valued, protected from harm, and have their rights, safety and wellbeing promoted.

MRC embeds child safety and wellbeing into its organisational culture and expects the Mayor, Councillors and Employees to uphold this commitment by preventing, identifying, responding to and reporting actual or suspected child harm.

MRC respects the diversity of all children and is committed to inclusive, accessible and culturally safe practices. MRC will listen to children and consider their views when planning and delivering services, programs, projects, facilities and public places that affect them.

MRC will take particular care to support the safety, inclusion and participation of children who may experience increased vulnerability, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, LGBTIQ+ children, and children unable to live at home.

2.1.1 *Display of Statement*

To support compliance with the Child Safe Standards and promote awareness of MRC's commitment to child safety, MRC will make its Child Safe Commitment Statement, or an appropriate shorter version, available through relevant communication channels. This may include MRC websites, relevant position or volunteer task descriptions, and promotional material where appropriate.

2.2 Child Safety Incident Reporting

Call 000 if you believe a child is in immediate danger.

Where there is an immediate risk to a child's safety, the matter must be reported to emergency services or the relevant statutory authority without delay. Internal reporting requirements under this policy do not replace any external reporting obligations.

2.2.1 *External Reporting Process*

Children, families or other members of the community can make a report to MRC through the External Child Safety Incident Reporting Process (see Annexure A).

2.2.2 *Internal Reporting Process*

All Councillors and Employees must promptly report any concern of actual or suspected child harm through MRC's Internal Child Safety Incident Reporting Process (see Annexure B).

This provides a single internal reporting pathway to ensure concerns are escalated consistently and without duplication. Contractors, volunteers, labour hire staff and other third parties must report concerns to their MRC contact, who will escalate the matter in accordance with the internal process.

This pathway also supports MRC to assess whether a concern may involve reportable conduct or a reportable conviction, and to meet any notification, investigation and recordkeeping obligations under the Reportable Conduct Scheme.

2.2.3 *Support*

Following a reported child safety concern, MRC will (where appropriate):

- Assist alleged victims and their families to access counselling and support services; and
- Provide support to affected Employees through the Employee Assistance Program Provider.

2.3 Record Management and Information Sharing

Information relating to child safety reports will be managed confidentially and in accordance with applicable privacy, information management and recordkeeping obligations. Information may be shared where authorised or required by law, or where reasonably necessary to protect the safety and wellbeing of a child.

Risks to child safety that are identified in complaints, reports or allegations of child harm will be reviewed and incorporated into MRC's Operational Risk Registers.

2.4 Human Resources and Recruitment

MRC applies child safe recruitment, screening and induction practices, including Working with Children Checks where required. MRC also monitors Blue Card currency and includes child safe obligations in relevant induction and training processes.

2.5 Risk Management

Employees must use MRC's Enterprise Risk Management Framework to identify, assess, manage and review child safety risks, including risks in physical and online environments. Child safety risks must be recorded, monitored and reviewed through relevant Operational Risk Registers.

When identifying and managing child safety risks, MRC will consider the views and experiences of children where appropriate, particularly for youth-focused programs, services, facilities and public spaces.

Where a child safety incident, complaint, report or allegation identifies a risk, MRC will assess whether further controls are required to reduce the likelihood of similar incidents occurring.

3.0 Responsibilities/accountabilities

All Councillors and Employees are responsible for behaving safely and appropriately with children, reporting child safety concerns, supporting a child safe culture and completing relevant training.

CEO and ELT are responsible for leadership, resourcing, oversight and organisational compliance.

Managers and Supervisors are responsible for implementing this policy in their areas, managing child safety risks, supporting employees and ensuring relevant training and processes are followed.

People and Culture is responsible for child safe recruitment, screening, induction and training processes.

Corporate Governance is responsible for coordinating MRC's child safe framework, supporting reporting processes, providing guidance and supporting continuous improvement.

4.0 Complaints

Any complaint about a decision or service related to this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy.

If a person believes MRC has not acted compatibly with human rights, they may make a complaint directly to MRC.

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following MRC Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Office – 20 Victoria Street, Mirani

5.0 Definitions

To assist in interpretation the following definitions shall apply:

Child shall mean an individual who is under the age of 18 years.

Child abuse shall mean the four (4) types of child abuse:

1. **Physical** - Physical abuse happens when a child has been hurt or injured, and it is not an accident. Physical abuse does not always leave visible marks or injuries. Physical abuse can include: hitting, shaking, choking, smothering, throwing, burning, biting, poisoning, using physical restraints.
2. **Sexual** - Child sexual abuse happens when an adult, teenager or child uses their power or authority to involve another child in sexual activity.
3. **Emotional** - Emotional abuse happens when a child is treated in a way that negatively impacts their social, emotional, or intellectual development. Emotional abuse can be caused by: rejection, name calling, teasing, or bullying, criticism, isolation or locking a child up for extended periods, exposure to domestic and family violence.
4. **Neglect** – Neglect happens when a child's basic needs are not met, affecting their health and development. Basic needs include: food, housing and clean-living conditions, health care, adequate clothing, personal hygiene, adequate supervision.

Child abuse can be a single incident or several incidents that take place over time.

Child harm shall mean as under section 9 of the *Child Protection Act 1999 (Qld)*:

1. Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
2. It is immaterial how the harm is caused;
3. Harm can be caused by –
 - a). physical, psychological or emotional abuse or neglect; or
 - b). sexual abuse or exploitation.
4. Harm can be caused by –
 - a). a single act, omission or circumstance; or
 - b). a series or combination of acts, omissions or circumstances.

Child safe culture shall mean the culture in an organisation where the safety and wellbeing of children is put first and embeds a commitment to child safety in every aspect of the organisation.

Child safe entity shall mean as per Schedule 1 of the *Child Safe organisations Act 2024 (Qld)* includes the following entities as 'Child safe entities':

- Accommodation or residential services (including, but not limited to, emergency accommodation, and camps or excursions that require overnight stays).
- Religious bodies (including, but not limited to, a chaplaincy service or children's recreation service, church services or youth groups).
- Early childhood education and care services.
- Child protection services.
- Providers of disability services under the *Disability Services Act 2006 (Qld)* section 12 and NDIS service providers.
- Education services (including, but not limited to, private and state schools, TAFE, and other registered training organisations).
- Health services (including, but not limited to, entities that provide counselling or support services).
- Justice or detention services (including, but not limited to, entities that provide diversionary, interventionist or rehabilitation activities).
- Clubs and associations (including, but not limited to, the Scout Association of Australia, Girl Guides Association, Parent & Citizens Associations and sporting clubs).
- Cultural, sporting or recreational service providers (including, but not limited to, arts or performing arts programs, swimming schools).
- Coaching, tutoring or private teaching service providers.
- Entities that provide services or facilities specifically for children on a commercial basis (including, but not limited to, gyms, play facilities, photography services, entertainment or party services).
- Transport or transport-related services (including, but not limited to, driving schools and traffic controllers such as school crossing supervisors).
- Entities that provide community services for children (including, but not limited to, a neighbourhood centre funded by the State or a youth support service).
- Government entities.

Contractor shall mean a third-party business entity used by MRC to provide services directly to children, or where the contract's activities will, or are likely to involve contact with children that is a usual part of, and more than incidental, to the services.

Councillors shall mean a Councillor of Mackay Regional Council including the Mayor and Deputy Mayor.

Cultural Safety shall mean the positive recognition and celebration of cultures. Children are empowered and enabled to contribute and feel safe to be themselves.

Employees shall mean all persons employed at MRC on a permanent, temporary, volunteer or casual basis and may include persons engaged under a contract of service.

Empowerment shall mean a term used to build on the strength of children and young people allowing them to become more confident. It equips children and young people with skills and knowledge to make informed decisions and increase control of their lives.

Queensland Family and Child Commission shall mean an independent statutory body that promotes the improvement in policies and practices affecting the safety and wellbeing of Queensland children. The Queensland Family and Child Commission is a regulator for the Child Safe Standards and is responsible for administering the Reportable Conduct Scheme.

Reportable conviction shall mean a conviction of an MRC employee or volunteer for an offence under a Commonwealth or State law that may involve or give rise to reportable conduct.

A conviction includes the following –

- a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded;
- a spent conviction, or a conviction that has become spent under a law of another State or the Commonwealth.

Risk shall mean in the context of the Child Safe Standards and Universal Principle, risk is actual or potential exposure to harm or abuse of a child/young person to occur in connection with Council.

Third parties shall mean a third party engaged by MRC including Employees and funded bodies (e.g. grant recipients).

Working with Children Check shall mean in the context of Queensland, the Working with Children Check is administered by Blue Card Services. A Blue Card (or Exemption Card) is required to undertake paid or voluntary work in any child-related sector or organisation. The blue card system is regulated by two pieces of legislation: the *Working with Children (Risk Management and Screening) Act 2000* (the WWC Act) and the *Working with Children (Risk Management and Screening) Regulation 2020*.

MRC shall mean Mackay Regional Council.

6.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

7.0 Reference

- *Child Employment Act 2006 (Qld)*
- *Child Protection Act 1999 (Qld)*
- *Child Safe Organisations Act 2024 (Qld)*
- *Human Rights Act 2019 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Industrial Relations Act 2016 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- *Public Records Act 2023*

Council policies:

COU001 - Administrative Action Complaints Policy
 COU033 - Community Engagement Policy
 COU050 – Youth Engagement and Development Policy
 COU043 - Enterprise Risk Management Policy
 OP003 - Recruitment Selection Appointment
 COU028 - Inclusive Workplace
 OP090 - Volunteers Policy
 COU078 - Public Interest Disclosure (PID) Policy
 Code of Conduct – Employee
 Code of Conduct - Councillors

8.0 Attachments

- A. External Child Safety Incident Reporting Process
- B. Internal Child Safety Incident Reporting Process
- C. Appropriate Behaviour Guidelines

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New Policy	Adopted	Council	23/09/2026

Annexure A – External Child Safety Incident Reporting Process

If you are concerned about the behaviour of a Mackay Regional Council employee, volunteer, contractor, Mayor or Councillor towards a child or young person (online or in person):



Reporting child safety concerns

Who to contact and what happens after a concern is reported



If a child is in immediate danger

Contact emergency services on 000.

1

Report to MRC

Email complaints@mackay.qld.gov.au and include the details of your concern and the person you are concerned about.

Access to this email is strictly limited.

2

Actual or suspected child harm

If the concern relates to actual or suspected child harm, report it to:

1

Queensland Police Service
000

2

Child Safety Services
1300 683 390 or 1800 177 135 after hours

I've reported my concern to MRC, what happens next?

- MRC will assess the information provided and consider any immediate action required to support the safety and wellbeing of a child.
- Where required, MRC will report the matter to the appropriate external authority, such as the Queensland Police Service or Child Safety Services.
- MRC may provide information about relevant external support services; however, MRC does not provide counselling, crisis support or specialist child protection services.
- MRC will manage the matter in accordance with internal complaints, child safety and reporting processes.
- Information will only be shared with relevant parties where appropriate and lawful, including having regard to privacy, confidentiality, procedural fairness and the safety and wellbeing of any child involved.

Other useful contacts

Child Safety Services

- **Child Services – Child Safe Enquiries Unit**
1800 811 810
- **Mackay Child Safety Service Centre**
(07) 4864 1400

Support Services

- **Kids Helpline**
1800 55 1800
- **Lifeline**
13 11 14 or text 0477 13 11 14
- **Queensland Foster and Kinship Care**
(07) 3256 6166 or admin@qfkc.com.au

Support Services continued

- **Beyond Blue**
1300 22 4636 or webchat:
beyondblue.org.au/get-support/talk-to-a-counsellor/chat
- **13YARN**
139276
- **Qlife**
1800 184 527 or webchat: qlife.org.au
- **1800Respect**
1800 737 732, text 0458 737 732 or webchat:
1800respect.org.au/contact.us
- **Parentline**
1300 30 1300 or webchat:
parentline.com.au/get-help/webchat-counselling

For immediate danger, call 000. This information is intended to assist with reporting concerns and accessing support.

Annexure B – Internal Child Safety Incident Reporting Process

If you are concerned about the behaviour of a Mackay Regional Council employee, volunteer, contractor, Mayor or Councillor towards a child or young person (online or in person):



Mandatory Reporting

Child safety concerns

Behaviour that must be reported and required action

You must report behaviour such as:

- A child sexual offence;
- Sexual misconduct committed in relation to, or in the presence of, a child;
- Ill-treatment of a child;
- Significant neglect of a child;
- Physical violence committed in relation to, or in the presence of, a child; and/or
- Behaviour that causes significant emotional or psychological harm to a child.



Off-duty conduct must also be reported

Listed alleged behaviour conducted by relevant individuals outside of performing work for MRC must also be reported.

Required action where a child safety concern arises

1 Report

Report your concern as soon as possible through the formal reporting pathway below. Where you feel safe and comfortable to do so, you may also notify your Supervisor or Manager.

2 Protect

Take immediate action to ensure the child is safe and protected from further harm. This may include contacting QPS on 000 or Child Safety Services on 1300 683 390 or 1800 177 135 after hours, and seeking assistance from a Supervisor, Manager or Senior Manager where appropriate.

3 Record

Report your concern in InControl as soon as possible and no later than 24 hours after becoming aware of the incident or concern. Include the details of your concern and the person you are concerned about. MRC will manage the report in accordance with its internal complaints, child safety and reporting processes.

Support

These services may assist staff, children, families and carers.

• **Employee Assistance Program (Eudoxia)**
1300 307 111

• **Greenlight Program**
via Eudoxia – 1300 307 111

• **Kids Helpline**
1800 55 1800

• **Lifeline**
13 11 14 or text 0477 13 11 14

• **Queensland Foster and Kinship Care**
(07) 3256 6166 or admin@qfkc.com.au

• **Beyond Blue**
1300 22 4636 or webchat:
beyondblue.org.au/get-support/talk-to-a-counsellor/chat

• **13YARN**
139276

• **Qlife**
1800 184 527 or webchat: qlife.org.au

• **1800Respect**
1800 737 732, text 0458 737 732 or webchat:
1800respect.org.au/contact.us

• **Parentline**
1300 30 1300 or webchat:
parentline.com.au/get-help/webchat-counselling

For immediate danger, call 000. Report through the formal reporting pathway and record the concern in InControl within 24 hours.

Annexure C – Appropriate Behaviour Guidelines

The following table provides a guideline for what behaviour is and is not appropriate when interacting with children:

	BEHAVIOUR	APPROPRIATE	INAPPROPRIATE
1	Use of language and tone of voice	Use of language and tone of voice in the presence of children that: • Provides clear direction • Boosts their confidence • Encourages or affirms them	Use of language that is intended to be, is received, or is likely to be received, by the individual it is directed at or any other person as: • Discriminatory; • Racist; • Sexist; • Derogatory; • Belittling; • Negative (i.e. such as calling a child a 'loser' or undermining them); • Threatening or frightening; and/or • Profane or sexual.
2.	Positive guidance	• Use of guidance strategies that are fair, respectful and appropriate to the development stage of the child involved. • Use of guidance strategies that educate children about: ○ Acceptable and unacceptable behaviour; ○ Their right to always feel safe; ○ Their ability to say 'no' to anything that makes them feel unsafe or uncomfortable; ○ How to use their own knowledge and understanding to feel safe; ○ Identifying feelings that they do not feel safe; and/or ○ The difference between 'good' and 'bad' secrets. • Being a positive role model by supporting children to learn protective behaviours, empowering children to speak up if they have concerns for their safety or wellbeing, and ensuring children are aware of their rights (including their cultural rights) and have access to this information.	Use of: • Disciplinary action involving physical punishment; and/or • Any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating, bullying or harassment.

	BEHAVIOUR	APPROPRIATE	INAPPROPRIATE
3.	Adhering to role boundaries	- Acting within the confines of the role duties. - Engaging positively with children within the scope of the service, program, event or facility.	- Engaging in activities with, or seeking contact with, children outside of the service environment (i.e. accepting an invitation to attend a private social function at the request of a child). - Being offered, accepting or giving gifts and benefits that affect, may be likely to affect or could reasonably be perceived to affect the performance of official duties – refer to MRC's Gifts and Benefits Policy. - Providing personal contact details (i.e. phone number, home address, email/social media addresses) to children and the parents/guardians of children you interact with at work.
4.	Uniform and Identity Card	Wearing MRC's uniform (where relevant) or having your MRC ID always displayed when delivering programs or activities involving children.	- Not displaying your identification card whilst delivering these programs. - Not making it clear that you are an MRC worker whilst delivering MRC programs or activities involving children.
5	Supervision of children	Ensuring children are in a safe environment and are protected from external threats.	- Allowing children in an unchecked, unsafe environment and not checking for external threats or unsupervised access opportunities. - Not undertaking Risk Assessments in relation to the delivery of MRC services, programs, events or facilities involving children.
6.	Physical contact with children or young persons	- Ensuring any contact is: - Strictly in line with the types of child contact necessary to perform your duties (i.e. for the delivery of programs and activities such as an instructional skill demonstration or injury management via First Aid treatment); and - Is initiated by the child, or occurs with the child's consent, and is open,	- Making contact with children that: - involves touching of intimate areas or having any other physical contact with a child (i.e., kiss, hold, cuddle) not deemed appropriate to your role, or necessary safe touch. - Involves doing things of a personal nature (i.e., toileting or

	BEHAVIOUR	APPROPRIATE	INAPPROPRIATE
		non-secretive, culturally sensitive and appropriate to the circumstances. It is important to be attuned to the child's cues and what they are comfortable with. Where possible or age appropriate, seek consent first, e.g. when performing first aid or duties of a personal nature tell the child where you need to touch them, why, and ask if it is ok.	changing clothes) that you could reasonably expect a child to do for themselves, unless performing personal care duties as part of your role, or in unavoidable situations (i.e., preventing an accident or administering first aid); and/or - is intended to cause pain or distress to the child; and/or - is overly physical (i.e., wrestling, roughhousing, tickling); and/or - is unnecessary; and/or - is initiated against the wishes of the child.
7	Sexual Misconduct	Never appropriate	- Any form of sexual behaviour occurring between, with, or in the presence of children. - Sexual behaviour includes, but is not limited to: - Contact behaviour, such as touching intimate areas of or having any other physical contact with a child of a sexual nature; and/or - Non-contact sexual behaviour, such as flirting between adults and children, sexual innuendo, inappropriate text messaging, inappropriate photography, or exposure to pornography or nudity.
8	Sending electronic communications to children and young people.	- Complying with MRC's Policies. - Limiting communication to what is required to convey the service-related message in a polite, friendly manner. - Using only MRC-approved communication channels for service-related	- Communicating to promote unauthorised social activity or to arrange unauthorised contact. - Communicating anything that a reasonable observer could view as being of a sexual nature.

	BEHAVIOUR	APPROPRIATE	INAPPROPRIATE
		communication with children.	- Using disappearing messaging services (such as Snapchat) to communicate with children as these interactions cannot be tracked. - Using social media/online platforms to solicit or befriend a child or have online contact with a child that is not transparent to MRC and part of an approved MRC program or activity.
9.	Photographs of children or young people	- Ensuring Talent Release Forms are signed by the child's parent/guardian for photographs or video footage taken of a child in which the child is clearly identifiable. - If photographs or video footage is taken in a crowd setting, the event manager should erect signage to advise that an MRC photographer or videographer is present. MRC photographers and videographers are to be notified if a member of the public (or MRC Worker) would not like themselves or their child photographed or captured in video footage. - Photographs or video footage of a child may only be published when a Talent Release Form (Consent Form) is provided with the parent/guardian's signature. - Photographs and video footage taken by MRC are stored in a secure image library and may be released to employees as and where relevant for MRC purposes only.	- Taking photographs of a child or young person, in which the child is clearly identifiable, without consent from their parent/guardian. - Distributing images from the secure MRC image library for personal reasons. - Sharing identifying information (i.e. such as names) of children in a photograph without written consent from their parent/guardian. - Taking, using, publishing unauthorised images of children in MRC's programs and activities. - Using personal devices to take images of children.
10.	Use, possession, or supply of alcohol or drugs.	Using prescribed or over-the-counter medication lawfully and in accordance with directions, provided it does not impair your ability to safely perform your duties or ensure the safety and wellbeing of children.	- Using, possessing or being under the influence of an illegal or illicit drug in the presence of children. - Using or being under the influence of alcohol while working with, supervising or in the presence of children.

	BEHAVIOUR	APPROPRIATE	INAPPROPRIATE
			• Being impaired by prescribed or over-the-counter medication while working with, supervising or in the presence of children. • Supplying alcohol, medication or illegal/illicit drugs to children.
11.	Transporting children	• Gaining authorisation from the child's parent/guardian. • Gaining approval/authorisation includes providing information about the proposed journey, for example: ○ the form of transport proposed, such as an MRC fleet vehicle. ○ The reason for the journey. ○ The route to be followed. ○ Details of who will be present during the child's journey.	• Transporting a child without prior approval from the child's parent/guardian and for unauthorised purposes.
12.	Reporting	• Being observant to potential harm and taking all reasonable steps to protect children from harm. • Listening to and treating the safety concerns of children seriously, particularly if they tell you that they or another child has been or is at risk of being harmed. • Placing the interests of any child being harmed, or at risk of being harmed, above the interests of the organisation or other individuals within it. • Treating all concerns or allegations of child harm seriously and respond consistently with the procedures outlined in the Child Safety and Wellbeing Policy. • Ensuring the immediate safety of a child if an allegation of harm is made/harm has occurred.	• Ignoring or disregarding any suspected or disclosed child harm and/or reportable conduct. • Putting a child at risk of child harm and/or reportable conduct on purpose, or through negligence or inaction.