



VOCARE
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Child Safe Organisations Act CHECKLIST

Ensure your School is ready & compliant

This checklist is designed to support Queensland schools in understanding and complying with recent legislative and policy changes, including the *Child Safe Organisations Act 2024*. It provides practical guidance for school leaders, staff, and governing bodies to ensure student safety, promote positive behaviour, and maintain compliance with new obligations. By following these steps, your school can create a safer, more inclusive learning environment while meeting its legal and ethical responsibilities.

Environment & Prevention

- ❑ **Assess physical environments** (classrooms, common areas) and online environments for safety risks and opportunities to strengthen protective measures.
- ❑ **Ensure respectful relationships education is embedded in the curriculum**, supporting safe and inclusive school culture.
- ❑ **Strengthen recruitment processes** - consider how to supplement Blue Card / Working with Children checks through reference checks and screening.



Training & Awareness

- ❑ **Provide training for all staff and volunteers** on child safety, expectations regarding conduct and responding to concerns.
- ❑ **Ensure staff are aware of:**
 - How to access behaviour specialists and movable support resources
 - The Rapid Support Squads and their role in critical incidents
- ❑ **Offer modules on equitable practice**, especially in working respectfully with First Nations students, those with diverse needs, and working in a trauma-informed way.

Incident Response & Record-Keeping

- ❑ **Implement child-focused complaint and response processes**, ensuring safety and respect at every step.
- ❑ **Maintain strict record-keeping**, including how concerns are raised, investigated, and resolved. Consider a Records & Retention Policy to guide your practices.
- ❑ **Ensure readiness for the Reportable Conduct Scheme** (starting 1st July 2026) — know your obligations for reporting and investigating staff misconduct.
- ❑ **Use Rapid Support services promptly** in critical bullying incidents and training staff on how to initiate that support.

Governance & Leadership

- ❑ **Appoint a Child Safe Lead or Committee** responsible for overseeing compliance with the Child Safe Standards.
- ❑ **Embed child safety into governance:** Engage your board in the oversight of child safety and consider whether current reporting and information flow mechanisms are suitable.
- ❑ **Ensure equity for Aboriginal and Torres Strait Islander children**, as the CSO Act includes this universal principle

Policies & Procedures

- ❑ **Ensure that all 10 Child Safe Standards** are reflected in school policies and procedures:
 - Safety embedded in governance and culture
 - Child participation and feedback
 - Family and community involvement
 - Equity and diversity considerations
 - Staff recruitment and training
 - Child-focused response processes
 - Physical and online safety
 - Ongoing review and improvement
 - Clearly articulated procedures for maintaining a child-safe environment
- ❑ **Regularly review these policies**, ensuring they remain current and effective.

Monitoring & Continuous Improvement

- ❑ **Conduct a Child Safe Audit** - track how the 10 Child Safe Standards are reflected in activities and programs across the school.
- ❑ **Regularly review policy implementation**, compliance with protocols by staff, and outcomes from child safety audits.
- ❑ **Collect feedback from students, families, and staff** to inform improvements.
- ❑ **Engage with community and First Nations stakeholders** to ensure cultural safety and inclusion.

We're Here to Help

If your organisation needs help understanding or implementing these changes, our team of experts is here to help.



Alistair Macpherson
Managing Director

Alistair Macpherson is an experienced legal practitioner advising schools on governance, child safety, and compliance. With government and private sector experience, he provides practical guidance to ensure safe, well-managed learning environments.



Jessica Lipsett
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Jessica is a charity and not-for-profit lawyer, advising organisations on governance, regulatory compliance, and safeguarding. She combines legal expertise with practical sector experience, supporting schools and institutions to achieve effective, compliant outcomes.



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Eustacia Yates is Special Counsel advising schools, churches, and not-for-profits on child protection, family law, governance, discrimination and employment matters. She combines extensive legal and sector experience to deliver practical, tailored solutions.



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