



Child Safe Policy

Introduction

At Mahamevnawa Buddhist Monastery of Brisbane (MBMB) we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our centre. Mahamevnawa Buddhist Monastery of Brisbane (MBMB) has a moral, legal and mission-driven responsibility to create nurturing environments where children and young people are respected, their voices are heard, and they are safe and feel safe.

Purpose

MBMB Child Safety Policy sets out the organisation's commitment and approach to creating and maintaining an organisation where children and young people are safe and feel safe. This policy has been created with input from across the centre to:

- Provide an informative policy framework for the organisation's approach to the Queensland's Child Safe Standards;
- Demonstrate a zero-tolerance approach to all forms of child abuse;
- Express our commitment to the empowerment of children and young people;
- Ensure all our leaders, staff, volunteers and committee members are aware of their roles and responsibilities; and
- Explain key features of meeting the Queensland's Child Safe Standards & Reportable Conduct Scheme and the National Principles for Child Safe Organisations.

Definitions

Key terms relevant to this policy are defined in Appendix 1.

Context and Legislation

This Child Safety Policy and related policies and procedures at MBMB have been developed in line with Queensland's legislation, including the Queensland's Child Safe Standards & Reportable Conduct Scheme.

Scope

This Child Safety Policy applies to all Reverend Monks, officers, lay teachers, members of the congregation, volunteers, and anyone working on behalf of MBMB. It should be utilized in conjunction with the following MBMB documents:

- Code of Conduct on Child Safety
- Statement of Commitment to Child Safety
- Reporting Guidelines – Child Safety
- Parents' Duty of Care
- Children's Code of Conduct
- Photo/Video Policy
- Annual Photo Consent Form
- Application Form for Child Safe Committee Membership
- Checklist on Recruitment, Supervision and Training
- Incident/Accident Report Form
- Reporting Concerns Form
- Risk of Significant Harm Form



Understanding the Child Safe Standards

MBMB adopts and implements the 10 Queensland Child Safe Standards under the Child Safe Organisations Act 2024 and the National Principles for Child Safe Organisations and commits to continuous improvement in child-safe practices.

10 Child Safe Standards:

[Standard 1: Leadership and culture](#) – Child safety and wellbeing are visibly embedded in organizational governance and values.

[Standard 2: Voice of children](#) – Children and young people are empowered, informed about their rights, and actively involved in decisions that affect them.

[Standard 3: Family and community](#) – Families and carers are included in safeguarding efforts and informed about safety policies.

[Standard 4: Equity and diversity](#) – Equity is upheld, and diverse needs are respected to ensure a safe, inclusive environment.

[Standard 5: People](#) – Staff and volunteers working with children are carefully screened, recruited, and supervised.

[Standard 6: Complaints management](#) – Concerns and complaints are addressed through child-focused systems.

[Standard 7: Knowledge and skills](#) – Staff and volunteers are equipped with the knowledge and ongoing training needed to keep children safe.

[Standard 8: Physical and online environments](#) – Both physical and virtual spaces are actively monitored to minimize opportunities for harm.

[Standard 9: Continuous improvement](#) – Child safety practices and standard implementation are regularly reviewed and strengthened.

[Standard 10: Policy and procedures](#) – Documented policies clearly set out expectations and guide safe actions.

In **addition** to the 10 Child Safe Standards, MBMB recognises the unique status of **Aboriginal and Torres Strait Islander** peoples and is committed to culturally safe environments where Aboriginal and Torres Strait Islander children feel respected, valued and safe.

Policy Statement & Commitment

At MBMB, we hold the care, safety and well-being of children and young people as the Dhamma School's primary and fundamental responsibility.

MBMB have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard, and they are safe and feel safe.

The health, welfare and safety of all children in care are paramount. MBMB will act on behalf of children to protect their rights to safety and security following legal and regulatory requirements. In cases of suspected child abuse and other welfare concerns, staff will report to the appropriate authorities. All staff working with children take on a duty of care to ensure that all children are protected and safe from harm.

MBMB nominates two or three child safety officers for our campus. The officers must be up to date with child safety requirements and able to promote and effectively communicate with a range of stakeholders.

MBMB have specific policies, procedures and training that support our leadership team, staff and volunteers to achieve these commitments.

Duty of Care

MBMB has a duty of care to take reasonable steps to keep them safe from harm or injury. We ensure processes are in place to avoid acts or omissions that place children in circumstances that may lead to injury or harm.

MBMB is committed to:

- Taking every reasonable precaution to protect children from harm and any hazard likely to cause injury; and
- Acknowledging children have the right to feel safe, with care, safety and personal privacy, and the right to counselling in case of abuse or neglect.

Equity and Diversity

MBMB recognises the diverse circumstances of children and young people and works to celebrate their strengths and individual characteristics and embrace them regardless of their abilities, gender, socio-economic status and cultural background.

Staff and volunteers are trained to recognise and respond effectively to children and young people with diverse needs, with a particular focus on vulnerable groups, including Aboriginal and Torres Strait Islander children, children with a disability, and children from culturally and linguistically diverse backgrounds and LGBTIQ+.

Forms of Abuse

In order to create a child safe environment, it is important for staff and volunteers to understand the various ways in which child abuse can occur. For the purposes of the Child Safe Standards, abuse constitutes any act committed against a child involving:

- physical violence;
- sexual offences including sexual abuse, grooming and sexual exploitation;
- serious emotional or psychological abuse;
- serious neglect;
- exposure to family violence.

This list is not exhaustive, and the staff members are required to maintain an adequate knowledge about various forms of child abuse and how evidence of such abuse manifest in children in various settings.

This list is not exhaustive but may include:

Cumulative harm – Cumulative harm refers to the effects of multiple adverse or harmful circumstances and events in a child's life. Cumulative harm may be caused by an accumulation of a recurring negative circumstance (such as unrelenting low-level care) or even; or by multiple occasions or events (such as persistent verbal abuse and denigration, inconsistent or harsh disciplines or exposure to family violence).

Emotional abuse – Emotional abuse occurs when harm is inflicted on a child through repeated rejection, isolation, threats or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the child's behaviour is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Exposure to Family Violence – Family violence is behaviour by a person towards a family member that is:

- Physically or sexually abusive;
- Emotionally (psychologically) abusive;
- Coercive or any way controls or dominates the family member and causes that family member to fear for their safety or well-being or that of another family member; and
- Behaviour by a person causes a child to hear, witness, or otherwise be exposed to the effects of conduct referred to above.

Exposure to family violence includes children seeing, hearing or experiencing the violence in several ways.

Grooming – Many perpetrators of sexual offences against children purposely create relationships with children and young people, their families and carers to create a situation where abuse could occur. Grooming concerns predatory conduct undertaken to prepare a child for sexual activity. For example:

- Spending special time with a child, e.g. in private settings, away from the organisation, online;
- Isolating the children or young people from family and peers;
- Giving gifts to a child;
- Showing favouritism;
- Allowing the child to step out of boundaries or rules;
- Touching the child; and
- Testing and breaking professional boundaries

Multidimensional harm – Multidimensional harm occurs when more than one abuse type is experienced at the same time, e.g. sexual abuse also involves physical Abuse and Emotional Abuse at the same time.

Neglect – Neglect is the continued failure to provide a child with the necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety, and development are, or is likely to be, jeopardised. Severe neglect can also occur if an adult fails to adequately ensure a child's safety when exposed to extremely dangerous or life-threatening situations.

Physical violence – Physical violence occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be imposed in many ways, including hitting, beating, shaking, burning, or using weapons (such as belts and paddles).

Sexual offences – Sexual offences occur when a person involves the child in sexual activity or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to their age and development. Child sexual abuse can involve a range of sexual activities, including fondling, masturbation, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution and grooming.

It is important to note that sexual abuse includes both contact and non-contact behaviours.

Sexually harmful behaviour in children – Sexually harmful behaviour in children refers to harmful behaviour perpetrated by a child (17 years of age or younger) to another child. Harmful behaviours in children often indicate that they have experienced abuse or neglect. Where sexually harmful behaviour occurs, organisations have a duty of care to both children. In children under ten years of age, such behaviour is usually referred to as sexually problematic behaviour.

Key Responsibilities

All Staff, Volunteers, Committee Members, Contractors, Visiting Monks who Interact with Children

- To be aware of, understand and apply the requirements of this policy in all areas of work.
- Support MBMB to embed and uphold the Child Safe Policy;
- Attend all Child Safe training as required by MBMB;
- Report any abuse/neglect concerns, allegations or disclosures to your child safe officer/principal and relevant authorities following the directions of MBMB reporting guidelines;
- Understand the legislation and legal obligations to report;
- Obtain and maintain a valid Working with Children Check as required for their role (No person may commence child-related work until Blue Card requirements have been satisfied and verified by MBMB);
- Sign a copy of MBMB Code of Conduct;
- Where a child is in immediate danger, call 000; and
- Respond appropriately to a child who makes or is affected by an allegation of child abuse;

Child Safety Officers (In addition to the key responsibilities for All staff)

- Act as the first point of contact for child safety concerns or allegations of abuse within the school;
- Consult and liaise with the principal on the implementation of the Child Safe Standards;
- Provide support to the child, the parents/caregivers, the person who reports and the accused person;
- Initiate internal processes to ensure the safety of the child(ren);
- Decide, considering legal requirements and duty of care, whether the matter will be reported to the Police or Child Protection and lodge a report as soon as possible (if required);
- Confirm relevant authorities have been notified, i.e. Queensland Police, Department of Families, Seniors, Disability Services and Child Safety (DCSSDS), Queensland Family and Child Commission (QFCC) and Queensland Department of Education (QED);
- Monitor compliance with the child safe policy and reporting procedure and respond appropriately where non-compliance is identified;
- Create, develop and support a culture of child safety within MBMB;
- Ensure all employees, students, volunteers and contractors are aware of how to respond appropriately to a child who makes or is affected by an allegation of child abuse;
- Review and update the Child Safety Policy annually;
- Inform the children and young people about this policy and make it publicly available;
- Oversee the implementation of the Child Safe Policy and Reporting Procedure;
- Store the Incident Reporting Form for reporting purposes according to MBMB privacy policy and procedures;

Principal and other Leaders (In addition to the key responsibilities for All staff)

- Demonstrate leadership in child safe practices;
- Monitor compliance with the child safe policy and reporting procedure and respond appropriately where non-compliance is identified;
- Ensure organisational systems and processes are in place relating to recruitment, training, appraisals and ongoing management of staff and the implementation of the Child Safe Standards;
- Undertake or nominate an appropriate delegate where the Child Safety Officer is unavailable. Where this occurs, it must be widely publicised to the community;
- Develop a culture of child safety within the community;

- Confirm the nature of the complaint and commence disciplinary processes if needed;
- Ensure child safe principles are included in risk assessments;
- Conduct appropriate child safe recruitment practices and screening processes; and
- Ensure processes are in place to facilitate the appropriate response to a child who makes or is affected by an allegation of child abuse;

Code of Conduct

MBMB recognises a Code of Conduct to be an important strategy to help keep children safe from harm. MBMB has developed its code of conduct to provide all staff, volunteers and committee members with a set of clear principles about how they should behave with children. All staff, volunteers and committee members must sign a copy of the code of conduct prior to their work with children at MBMB.

During its development and review process, MBMB endeavours to include staff, volunteers, committee members, families and children in the process.

Allegations, concerns and complaints

MBMB is committed to ensuring concerns, allegations and disclosures are reported through appropriate channels, including the Department of Families, Seniors, Disability Services and Child Safety (DCSSDS) and Queensland Police. We prioritise the safety and wellbeing of children above all else and recognise we all have a responsibility to keep children safe.

MBMB considers all staff, volunteers and committee members to have an obligation to report at all times i.e. any child safety concerns must be reported along internal, and external reporting lines.

Call the police on 000 if you have immediate concerns for a child's safety.

MBMB takes all allegations and concerns seriously and has practices in place to investigate thoroughly and quickly. We work to ensure all children, families, staff and volunteers know what to do and who to tell if they are concerned about a child's safety or wellbeing or if they observe inappropriate behaviour.

Child safety concerns may arise in a range of ways including:

- **Disclosure:** a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- **Observation:** a child's behaviour or development leads a person to form a belief that the child has been abused.
- **Information received from others:** Someone else has raised a suspicion of abuse and/or revealed that a child is being abused.

Employees and volunteers must remain open and aware to the various ways concerns may arise. Child abuse may occur in the context of MBMB activity or occur outside MBMB, e.g. at home or in another organisation. MBMB expects staff and volunteers to be alert to abuse in all contexts and report concerns in accordance with this policy.

All staff, volunteers and committee members must be aware of the *Failure to Disclose Offence* which creates an obligation for all adults to report a reasonable belief that a child has been sexually abused to Police. More information on reporting legislation can be found in Appendix 3.

Internal and external reporting processes must always be adhered to. MBMB recognises that internal process must never interfere with external obligations and will support staff and volunteers in fulfilling those obligations.

Legislative Responsibilities

Our organisation takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. **All** adults in Queensland who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- **Grooming:** Grooming for sexual conduct with a child under the age of 16 years: the offence of grooming occurs where a person over 18 years of age communicates, by words or conduct, online or face-to-face, with a child under the age of 16 years or with a person who has care, supervision or authority for a child, with the intention of facilitating the child's engagement in or involvement in a sexual offence with that person or another person over the age of 18.

Any personnel who are **mandatory reporters** must comply with their duties. Please refer to <https://www.dcssds.qld.gov.au/our-work/child-safety/about-child-protection/mandatory-reporting> for more details.

The Reportable Conduct Scheme

The Queensland's Reportable Conduct Scheme seeks to improve the response of organisations to allegations of child abuse and child-related misconduct by their workers and volunteers. The scheme is established by the Child Safe Organisations Act 2024 (the Act).

There are 6 types of Reportable Conduct:

- 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; or
- Behaviour that causes significant emotional or psychological harm to a child.

Reportable Conduct includes allegations against an employee, volunteer or a contractor of the centre AND in their personal life.

- More detailed information can be found at <https://www.qfcc.qld.gov.au/childsafereportable-conduct-scheme>
- Any disclosure made regarding alleged Reportable Conduct must be brought to the immediate attention of the Child Safe officer and the Principal.

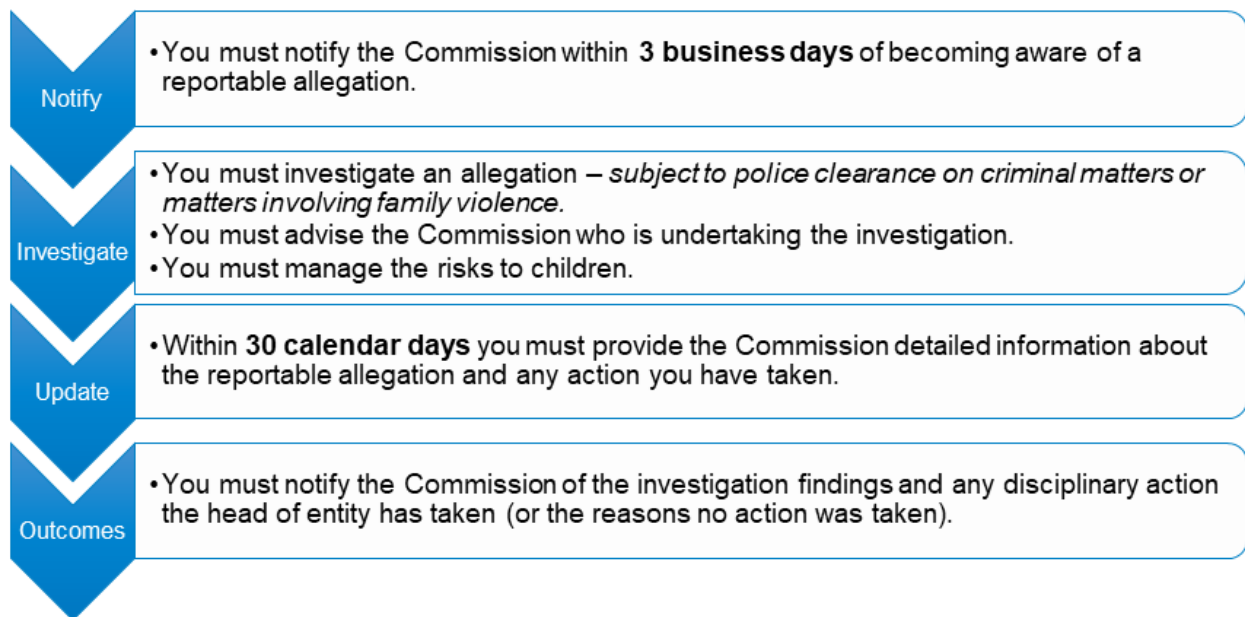
Requirements of Head of Entity

Under the Reportable Conduct Scheme, the **appointed officer** has obligatory requirements to:

- have in place systems to prevent child abuse and, if child abuse is alleged, to ensure allegations can be brought to the attention of appropriate persons for investigation and response;
- ensure that the Commission is notified and given updates on the organisation's response to an allegation; and
- report allegations which may involve criminal conduct to the police.

The Reportable Conduct Scheme does not replace the need to report allegations of child abuse, including criminal conduct and family violence to Queensland Police.

A snapshot of a head of MBMB obligations under reportable conduct:



The **Secretary** has been designated by MBMB as the Head of Entity for the purposes of the Child Safe Organisations Act 2024 and is responsible for compliance with the Reportable Conduct Scheme.

Where to get help

Organisations covered by the Reportable Conduct Scheme should contact the Queensland Family and Child Commission for clarification and guidance, and to talk through any issues of concern.

1. Telephone: 07 3900 6000
2. Email: <https://www.qfcc.qld.gov.au/childsafef/contact>

Further information is also available on the Queensland Family and Child Commission's website at <https://www.qfcc.qld.gov.au/>.

Child-Friendly Reporting

Children can talk to:

- Any teacher
- Child Safety Officer
- Principal
- Parent or trusted adult

Fair Procedures for Personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families and the staff/volunteer under investigation on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, committee members, parents or children, unless there is a risk to someone's safety.

We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Record Keeping and Storage

MBMB will keep confidential records of any child safety concerns or complaints should they arise.

- Notes and observations should be clear, easy to read and accessible.
- Documentation should include, dates, times and location, as well as details of conversations with other employees, volunteers, contractors or the child and their family/carers. Reports should be accurate and impartial.
- Detailed descriptions of the incident or concern, evidence and actions taken, including incident forms, reports made to authorities and any other follow-up actions will be completed.

In accordance with current best practice guidelines MBMB will keep these records for up to 45 years (at minimum).

All information collected by MBMB will be stored at:

- a **safety locker** at Mahamevnawa Brisbane physical address, and
- **electronic secure storage** with restricted access

and will be retained for a minimum of **7 years**.

Recruitment and Screening

We take all reasonable steps to employ safe and skilled people to work with children. We develop selection criteria which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our centre understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

MBMB has a recruitment policy which undergoes annual reviews.

Recruitment Checklist

- Identity verification
- Blue Card verification
- At least two reference checks
- Child-safety interview questions
- Signed Code of Conduct before commencement

Training and support

MBMB recognises that training and education is a crucial aspect of ensuring that all staff, volunteers and committee members in our organisation understand that child safety is everyone's responsibility. Staff, volunteers and committee members must familiarise complete the training available from the Queensland Family and Child Commission (<https://www.qfcc.qld.gov.au/childsafes/resources>) prior to the commencement of their work at MBMB.

MBMB culture aims for all staff, volunteers and committee members to feel confident and comfortable in discussing child safety concerns.

We also support our staff, volunteers and committee members through ongoing supervision to:

- Develop their skills to protect children from abuse;
- Monitor and review the effectiveness of child safe practices; and
- Promote the safety of children with a disability.

Supervision can be formal meetings or informal catch ups and check ins.

New employees and volunteers and committee members will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (as defined in our Child Safety Code of Conduct).

Managing Risks to Children

MBMB recognises that we have a responsibility to proactively identify and reduce or remove risks to children within our care. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

MBMB has risk management strategies in place to identify, assess, and take steps to minimise child safety risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, social media contact).

MBMB completes annual risk assessments for each of our locations and each program.

MBMB is committed to reviewing any serious incidents or breaches of policy and procedure in order to ensure that learning can be utilised to strengthen our risk management processes across the organisation.

Promoting the Participation and Empowerment of Children and Young People

MBMB recognises that informed and empowered children are aware of child safe practices are more likely to raise concerns about abuse or misconduct. While we recognise that adults are ultimately responsible for the safety and wellbeing of children, we believe the children and young people we work have an invaluable contribution to make to our programs and activities.

Our centre has a culture that supports children to understand what child safety means in age-appropriate ways. Children are informed about their rights and responsibilities and feel empowered to actively participate in building an organisational culture that is safe from harm.

MBMB wants all children and young people to feel safe and comfortable in reporting concerns or allegations of abuse. MBMB is always committed to taking the opinions and concerns of children and young people seriously.

Reviewing the Child Safety Policy

This policy will be annually and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute.



MAHAMEVNAWA
BUDDHIST MONASTERY OF BRISBANE

Associated Policies, Procedures and Documents



Child Safe Standards Code of Conduct

Introduction

This Code of Conduct on Child Safety sets out the acceptable and unacceptable behaviour when dealing with children. It applies to Reverend Monks, officers, lay teachers, committee members, volunteers, and anyone representing and/or working on behalf of Mahamevnawa Buddhist Monastery of Brisbane (MBMB).

Purpose

MBMB is committed to creating and maintaining an environment which promotes safety of children while attending MBMB s activities and programs. All MBMB leaders (Reverend Monks, officers, committee members and lay teachers) and volunteers are responsible for maintaining a professional role with children. This means establishing and safeguarding clear boundaries which serve to reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations.

Mahamevnawa Buddhist Monastery of Brisbane has zero tolerance for child abuse.

Responsibilities of Reverend Monks, lay teachers, committee members & volunteers:

Must:

- Ensure they are clear about their roles and responsibilities regarding child safety. Where they are unsure, they must seek guidance from MBMB authorities;
- Observe safe child standards and expectations for appropriate behaviour towards and in the company of children as laid out in this code of conduct;
- Always adhere to the MBMB child safe child policy and always uphold the statement of commitment to child safety;
- Maintain a safe environment for all children;
- Take all reasonable steps to protect children from abuse;
- Ensure they are aware of their obligations to report suspected abuse immediately and to **Call the police on 000 if there is an immediate concern for a child's safety;**
- Ensure they are aware of the indicators when a child may be at risk of harm or significant harm;
- Report any identified risks to child safety officer and MBMB authorities as soon as practicable;
- Respect and complying with the law;
- Not exploit their position for an inappropriate personal or financial benefit;
- Ensure their personal or financial interests do not interfere with the performance of their duties;
- Act with discretion and maintaining confidentiality in all communications concerning their professional teaching responsibilities;
- Beware of the potentially severe impact that any demonstration of intolerance or prejudice could have on the safety and well-being of children, their standing as a teacher or the profession as a whole;
- Ensure all relevant checks are up to date (i.e. Working with Children Check - Blue Card);
- If child abuse is suspected, ensure as quickly as possible that the student/s is safe and protected from harm;



- Encourage children and young people to express themselves and their opinion;
- Listen and respond to the views and concerns of children;
- Report any allegations of child abuse to the Dhamma School Leadership and delegated Child Safety Officer;
- Report any allegation of abuse to the appropriate authority, i.e. Queensland Police, Department of Families, Seniors, Disability Services and Child Safety (DCSSDS), Queensland Family and Child Commission (QFCC) and Queensland Department of Education (QED);
- Support the safety, participation, well-being and empowerment of children;
- Inform children and young people if physical contact is required for any purpose, and ask them if they are comfortable with this interaction;
- Treat students and parents in the MBMB community with respect, both within and outside the MBMB environment;
- Treat all who enter MBMB Dhamma school or events with courtesy, respect and consideration, act on complaints and provide services to the best of their ability;
- Attend child safeguarding training;
- Follow any grievance procedures set down by the MBMB Committee to try to resolve any conflicts with staff, students and parents; and
- Declare any conflicts of interest with children, young people and their families.

Teachers must comply with the requirements of

- Mandatory reporting and other reporting obligations;
- The principle of negligence, which includes the duty of care;
- Laws preventing discrimination, harassment and vilification;
- Protection of privacy;
- Occupational health and safety; and
- Teacher registration.

Teachers should be aware of

- Safe child standards;
- Reportable conduct; and
- Any other relevant legislation, policies or regulations that pertain to the role of a teacher in child safety and well-being.

Reverend Monks, lay teachers, committee members & volunteers must not:

- Exhibit harmful behaviour, including abusive behaviour toward or in the presence of children and young people;
- Use physical force, e.g. smacking or hitting, for any form of discipline;
- Engage in rough physical games;
- Communicate with children through **personal** social media accounts (e.g. WhatsApp, Viber, Messenger, Instagram, TikTok, Discord, etc.) or private networks (including online, text messaging, gaming platforms, and email);
- Seek contact with children and young people outside of Dhamma school programs;
- Take Photographs or videos without appropriate clearance from the principal (i.e. for a school-related activity and never for personal use) and consent of the child and the permission of their parents;
- Take photos or videos of a child on a personal device and for personal use;
- Request that a child keep secrets from other adults, children or their parents;
- Discriminate against any child because of disability, age, gender identity, race, culture, sexual orientation, religion or ethnicity;
- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps. Sitting on laps may be appropriate sometimes, for instance, while reading a storybook to a small child in an open plan area);
- Put children at risk of abuse (for example, by locking doors);
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm

- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- Use inappropriate language in the presence of children;
- Seek to use children in any way to meet the needs of adults;
- Express personal views on culture, race or sexuality in the presence of children;
- Have contact with a child or their family outside of the Dhamma school without the Child Safety Officer's knowledge and consent (for example, no babysitting) – accidental contact, such as seeing people in the street, is appropriate;
- Have any online contact with a child or their family (unless necessary, for example, providing families with e-newsletters);
- Ignore or disregard any suspected or disclosed child abuse;
- Discuss confidential issues of the Dhamma school with people outside the organisation;
- Take illegal drugs or consume alcohol when on duty or Dhamma school premises; and
- Harass in any form students, other staff or parents of the Dhamma school.

Dhamma School Principal and Child Safe Officers must:

- Take a preventative, proactive and participatory approach to child safety;
- Value and empower children to participate in decisions that affect their lives;
- Foster a culture of openness that supports all persons to disclose risks of harm to safety of children;
- Respect diversity in cultures and child-rearing practices while keeping child safety paramount;
- Provide written guidance on appropriate conduct and behaviour towards children;
- Engage only the most suitable people to work with children and have high-quality staff and volunteer supervision and professional development;
- Ensure children know who to talk with if they are worried or are feeling unsafe and that they are comfortable and encouraged to raise such concerns;
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- Share information appropriately and lawfully with other organisations where the safety and the well-being of children are at risk;
- Value the input of and communicate regularly with families and carers;
- Act as role models, modelling compliance and championing child safety across school activities;
- Ensure that all staff
 - are clear about their roles and responsibilities regarding child safeguarding and child protection;
 - are required to observe child safe standards and expectations for appropriate behaviour towards and in the company of children;
 - take all reasonable steps to protect children from abuse;
 - are aware of their obligations to report suspected abuse immediately;
 - are aware of the indicators when a child may be at risk of harm or significant harm.
- Provide and attend training and development for all staff in recognising and reporting abuse and harm;
- Ensure appropriate policies and procedures are in place to protect children and young people from abuse;
- Provide easily understandable and accessible reporting procedures;
- Ensure that any allegations of child abuse are reported to the appropriate authorities, i.e. the Police, DCSSDS, QFCC and QED;
- Meet all obligations under the Reportable Conduct Scheme;
- Ensure that any allegations of child abuse are reported to the CLV Child Safe Officer;
- If an allegation of child abuse is made, ensure that the child(ren) is safe as quickly as possible;
- Ensure all staff access to relevant acts, regulations, standards and other resources to fulfil their obligations;
- Treat all stakeholders with respect;
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal child's self-identification);

- Promote the cultural safety, participation and empowerment of children from culturally and linguistically diverse backgrounds (for example, by having a zero-tolerance approach to discrimination);
- Promote the safety, participation and empowerment of children with a disability (for example, by having a zero tolerance of discrimination);
- Encourage all children to 'have a say and participate in all relevant activities where possible, especially on important issues;
- Ensure as far as practicable that adults are not left alone with a child;
- Engage in regular performance review regarding child safe practices and culture;
- Meet with staff and volunteers regularly to discuss overarching matters related to child safeguarding and the implementation of child safeguarding policy; and
- Meet with staff on an urgent basis to support and guide decision-making in the event of suspected child abuse, breach of the child safe policy or code of conduct.

Code of Conduct Breaches

Definition

A breach is any action or inaction by any member to whom this code of conduct applies that fails to comply with the guidelines above.

Processes to manage a breach of the Code of Conduct

Breaches will be handled in a fair, unbiased and supportive manner. The following will occur:

- All people concerned will be advised of the process;
- All people concerned will be able to provide their version of events;
- The details of the breach, including the versions of all parties and the outcome, will be recorded;
- Matters discussed in the breach will be kept confidential; and
- An appropriate outcome will be decided.

Suitable outcomes for breaches

Depending on the nature of the breach, outcomes may include:

- Providing closer supervision;
- Further education and training;
- Mediating between those involved in the incident (where appropriate);
- Disciplinary procedures if necessary;
- Termination of employment or engagement with Dhamma school;
- Reporting allegations, disclosures and concerns to authorities and:
- Reviewing current policies and procedures and developing new policies and procedures.

Legislation relevant to child protection:

Both Federal and State legislation is relevant to the concepts discussed in this policy. This legislation includes:

Queensland

- Child Safe Organisations Act 2024
- Child Protection Act 1999
- Child Protection Regulation 2023
- Children's Court Act 1992
- Queensland Family and Child Commission and Child Guardian Act 2000
- Education (General Provisions) Act 2006
- Family and Child Commission Act 2014
- Public Guardian Act 2014
- Public Health Act 2005
- QCT Code of Ethics for Teachers in Queensland

Federal

- Children and Young Persons (Care and Protection) Act 1998
- National Framework for Protecting Australia's Children 2021-2031
- Education and Care Services National Law Act 2010: Sections 166, 167, 174
- Education and Care Services National Regulations 2011: Regulations 155, 156, 157, 175
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992 (DDA)
- Family Law Act 1975
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Workplace Gender Equality Act 2012

International

- The United Nations Convention on the Rights of the Child 1989 (UNCRC)

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to MBMB Dhamma School Principal or a Child Safety Officer.

This Code of Conduct will be reviewed by MBMB annually.

Declaration: I have read this Code of Conduct and agree to abide by it.

Name: _____

Signature: _____

Role: _____

Date: _____

Principal: _____

Signature: _____



Namo Buddhaya!

MAHAMEVNAWA

BUDDHIST MONASTERY OF BRISBANE

ACN 661 893 849, ABN 986 618 938 49



Parents' Duty of Care

- Parents have the prime responsibility to their children and attendance at the MBMB program is not a replacement of parental responsibility.
- Parents must fill in an application form for their child and register the child at Dhamma School providing personal details such as residential address, Email, contact numbers and sign the relevant policies.
- Parents must update the above details as they change.
- While the children are attending MBMB programs at the monastery, parents should be available to contact and to attend the premises immediately in the event of an emergency.
- Parents should promptly attend the completion of the program to pick their children up.
- Parents should attend to discuss any issues of children, with the teachers with prior arrangements.
- Where a teacher wants to discuss issues with parents, parent should agree to a meeting at a convenient time. MBMB may refuse your child's attendance in the program if you fail to attend meetings or otherwise refuse cooperate with the program.
- In the event that decisions are made regarding a child, such as changing class, removing from class, parents should accept the decision or advice as provided in a helpful spirit.
- It is not the duty of teachers to make up for shortfalls in the parenting habits of parents, but they may communicate on such issues with parents as required.
- Where a problem arises with a child, parents have the right to be contacted directly by the teachers concerned. Their privacy is respected by not communicating issues with others, unless circumstances indicate that others are involved that need informing.
- Parents are responsible for providing accurate information regarding medical, behavioural, dietary and support needs. MBMB will take reasonable steps to support children in accordance with the information provided.

Please do sign and acknowledge the above conditions in supporting the learning, practice, and realising of Supreme Buddha's teachings as disciples and maintain and respect the peaceful atmosphere at the monastery.

Parent's Signature:

Parent's name:

Child's Name:

Child's Grade:



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Let's seek guidance from the teachings of Gauthama Supreme Buddha.



Children's Code of Conduct

***This Code of Conduct applies to all children who attend
MBMB***

I will always act **SAFELY**, be **GENTLE** and **RESPECTFUL**

I will **SHARE** and **HELP** each other

I will be **PEACEFUL** & will not put my friends in **DANGER**.

I will always **TELL** teachers or supervising adults if there is any danger or safety issues to myself or my friends.

I will always **ASK A TEACHER** if I (or my friends) need help

I will always **LISTEN** and **OBEY** Monks and teachers.

I will always **OBEY SAFETY SIGNS** and **RULES**.

We will be **POLITE** and **FRIENDLY** to everyone in the Monastery

We will not **SWEAR** or **USE HARSH** language



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PHOTO/VIDEO POLICY

In our commitment to keep our children safe from unauthorised images and videos of our children, MBMB will require to adhere to below directions.

1. The MBMB will ensure parents and legal guardians of all registered children of our children's Dhamma Programme (school) have completed Annual Consent Form and Collection Notice for photographing and filming Students in the Mahamevnawa Buddhist Monastery of Brisbane (MBMB) Children's dhamma Program.
2. Inform parents if MBMB wants to film children or the group for analytical purposes.
3. Make sure all photographers including professional photographers hired from outside are aware that any images taken will remain the property of MBMB and cannot be used or sold for other purposes whatsoever. Any negatives and memory card/USB must also be handed over to MBMB.
4. A teacher or a staff member must stay with children being photographed or video recorded. MBMB will not allow photographers to have unsupervised access to our children.
5. MBMB shall not include in photos or videos any Be personal identifying information, such as the child's name, address or telephone number. In some circumstances, child's first name will be used if this is required.
6. MBMB be mindful of privacy settings on websites when producing images online.
7. Provide details for parents or other persons on who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images.
8. Obtain "Non-Exclusive Use" Permission from those involved in livestreaming events.
9. Notify parents individually if MBMB considering using any images of your child for specific advertising or promotional purposes.
10. We are committed to reviewing our policy and good practice annually.



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Photographing and Filming Students at MBMB Annual Consent Form and Collection Notice

During the Children's Dhamma Program conducted by MBMB, which may be referred to as school, there are many occasions and events where staff may photograph, film or record our children participating in Dhamma program and events. We do this for many reasons including to promote children's participation in the program, showcase particular learning programs, document a children's learning journey/camps/excursions etc, communicate with our parents and school community in newsletters and on classroom blogs/apps including Facebook, secured Viber and WhatsApp groups and official YouTube channels.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the MBMB. We ask that any parents/carers or other members of our school community photographing, filming or recording children at program events such as classroom learning-formal and informal, ceremonies and celebrations, presentations and dharma talks, community work to do so in a respectful and safe manner and that any photos, video or recordings ("images" of children are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on

Use or disclosure within the school community

- Photographs, video or recordings of children of your child may be used by our school within the school community in the school's communication such as emails and classroom blogs and Viber and Watts up groups which is **ONLY ACCESSIBLE BY SCHOOL TEAM AND PARENTS** via passwords or through approval by school admin for such groups after verifying identity and for display in school classrooms and on noticeboards within the MBMB dhamma program premises.

Use or disclosure in publications/locations that are publicly accessible

- Photographs, video or recordings of children may also be used in publications that are accessible to the public including on the school's website or on any of the Mahamevnawa official websites local or overseas, on any of the Mahamevnawa official Facebook accounts local or overseas, any of the Mahamevnawa official YouTube channels and Shraddha media network television channels, Facebook and YouTube channels.

Your child may be identified by first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Further information is available in the *Mahamevnawa Brisbane Photographing and Recording Students Policy*.



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Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Queensland privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. MBMB values the privacy of every person and must comply with the Information Privacy Act 2009 (IP Act) when collecting and managing all personal information.

Schools' Privacy Policy: <https://education.qld.gov.au/curriculum/qlearn/acceptable-use-policy/privacy-statement>

Ownership and Reproduction

Copyright in the images will be wholly owned by the MBMB. This means that the MBMB may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Opt-Out

MBMB understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see our Photographing, Filming and Recording Students Policy).

Please complete the form below and return it to your child's classroom teacher. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.



Photographing and Filming Students - Consent Form

I have read this form and I **DO NOT consent** to the MBMB using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community as described above** (e.g. in the school's communication and learning and display around the school).
- Use in publications/locations that are publicly accessible as described above** (e.g. the school's website or on any of the MBMB websites, on the school's social media accounts and MBMB official YouTube channels etc)

I have read this form and I **CONSENT** to the MBMB using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community as described above** (e.g. in the school's communication and learning and display around the school).
- Use in publications/locations that are publicly accessible as described above** (e.g. the school's website or on any of the MBMB websites, on the school's social media accounts and MBMB official YouTube channels etc)

Note:

- *You may choose to opt out of both or only one type of use.*
- *If you wish to change your consent, please contact the schoolteacher or principal immediately.*
- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*

Name of Student	
Name of parent/carer	
Signature	
Date/...../.....





Virtual Classroom Policy

MBMB may deliver online programs where appropriate and recognises that online environments present unique child safety risks.

With this home arrangements, MBMB hope to:

- Minimise the workplace risk to the health and safety of our teachers and students, and the wider community; as well as
- Ensure that, as far as reasonably practical, privacy and confidentiality obligations continue to be met.

This policy will apply to all MBMB virtual children's programs.

As far as reasonably practicable,

- All current MBMB policies will remain enforced including those relating to child protection, social media, bullying, harassment and discrimination; and
- Any concerns or queries should be discussed with the principal of the school.

Policy applies to:

- All committee members
- All students
- All parents and guardians
- All teachers and volunteers

Objectives

The main objective of this Code of Conduct Policy is to keep all children and teachers who engage in remote learning during the Covid 19 pandemic are safe.

Its purpose is also to guide parents, students and teachers to prevent online incidents, such as cyber bullying, stalking, 'zoom-booming' etc. by taking necessary precautions.

Staff and volunteers CANNOT contact children out of hours/session times without parents' consent.

The children and parents must have been provided with information on what to do if the rules are broken.

Working Hours

Unless otherwise agreed all staff/volunteers are to maintain the program hours that they have been informed by the principal.



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Notice of Inability to Work

If you are unable to work for any reason, including sickness or caring responsibilities, we ask that you advise the principal as soon as possible.

Digital Teaching Platform

Teachers are to use Zoom app or Google classroom to communicate with students and parents. Teachers must give constructive feedback to the students. If teachers are unable to login to Zoom, they must inform the Principal immediately.

Other communication methods can be used such as WebEx, ClassDojo, Moodle, etc.

A consent form must also be signed by the parents to allow their children to participate in a video conference.

All Zoom classes/meetings schedules must be first approved by the principal and then emailed to the parents prior to the commencement of the program.

Working from Home - Workplace Health and Safety

When you work from home, your work area becomes your “workplace” and it is important that we ensure, as far as reasonably practicable, that your workplace is safe.

If there is any immediate danger to your personal safety by working from home, please advise the Principal immediately. Work should not proceed until this danger has been effectively controlled or removed.

When working from home you are responsible for taking all reasonable measures to look after your own health and safety and that of anyone who may be affected by your work activities.

Maintaining Privacy and Confidentiality

All staff/volunteers are reminded of their privacy and confidentiality requirements. Care should be taken to ensure that:

- Hardcopy confidential and personal information is kept secure;
- Privacy and confidentiality are maintained when making work-related phone calls, participating in online meetings;
- You remain vigilant to cybersecurity concerns;
- If you suspect that there has been a data breach whether as a result of lost devices or hacking, phishing, or another external event, you must immediately notify the Principal or the Child Safe Officer; and
- Make it clear for all students, they are not to share meeting invites with others.

Important Notifications

You must immediately notify the principal if:

- There is a personal safety hazard;
- There is a personal information data breach; and
- You become aware of a child protection incident or situation.

Managing screen time and online safety

It's important you keep a balanced approach to home learning. Time spent using digital devices for learning should be broken up with physical exercise and offline learning tasks often.

It's also important that during this time of remote learning we maintain safe and responsible use of information and communication technologies. This includes:

- The appropriate use of digital platforms, privacy and information protection; and
- Respectful online communication.

Student responsibilities during remote learning

Teachers will explain student's responsibilities according to the age and stage of the child.

Student responsibilities may include:

- Regularly monitor digital platforms for announcements and feedback from teachers;
- Do their best work by completing tasks with integrity and academic honesty;
- Do their best to meet timelines and due dates;
- Communicate openly with their teachers and proactively raise any concerns or issues;
- Collaborate and support their classmates; and
- Continue to abide by their MBMB Children's Code of Conduct

Location of students or teachers

MBMB do not currently have specific requirements where students and staff or teachers should be located when they join virtual classrooms. However, we encourage students are located in a safe location where their activities can be observed by parents or they are located in a common space in their house within earshot of parents unless they are having a confidential session if required.

Approved Communication Channels Only

All communications with students must occur exclusively through officially sanctioned school platforms (e.g., the school's approved Learning Management System, official school email domains, or designated virtual classrooms). Staff, volunteers, and tutors are strictly prohibited from using personal social media, personal phone numbers, or unapproved third-party apps to contact students.

Prohibition on Private Messaging Children

There are to be no "one-on-one" private digital conversations between staff and students. All digital communication must be transparent, professional, and accessible to management. If a student requires individual assistance or feedback, messages must be sent via approved channels and must always copy in another staff member or the student's parent/carer.

Two-Adult Visibility Principle

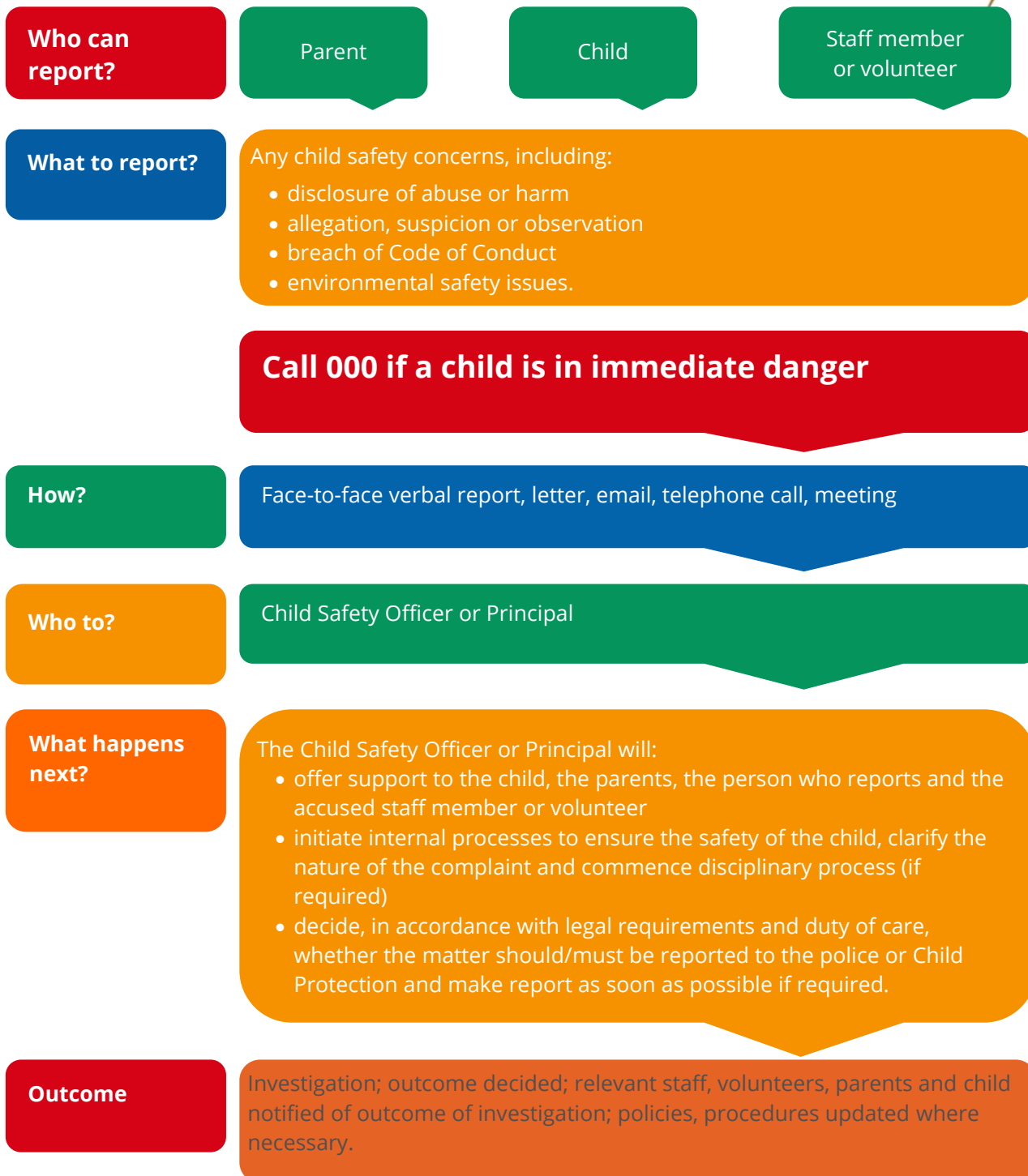
In any virtual learning environment, including breakout rooms, there must be a minimum of two adults present, or visibility maintained so that sessions can be audited. One-on-one virtual sessions with a student are only permitted if a parent or legal guardian is actively present in the room with the child, or if prior written approval and monitoring protocols have been established with school leadership.

Recording Requirements

All live online classroom sessions, including group sessions and tutorials, must be recorded. Recordings must be securely stored on the school's approved online storage and retained according to Queensland regulatory requirements. Access to these recordings is strictly limited to authorized school administrators and management for safeguarding and quality assurance purposes, and should not be downloaded or shared on personal devices.



Flowchart: CHILD SAFETY REPORTING PROCESS



For more information on the Child Safe Standards visit <https://www.qfcc.qld.gov.au/childsafe/standards> or see A GUIDE FOR IMPLEMENTATION IN QUEENSLAND (<https://www.qfcc.qld.gov.au/childsafe/implementation>)



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Reporting Procedure

This procedure must be followed in all instances of allegations or disclosures of child abuse made by or in relation to a child, school staff, volunteers, visitors or other persons while connected to a school environment.

Immediate risk of harm

If a child is at immediate risk of harm, you must ensure their safety by:

- Separating alleged victims and others involved where possible;
- Administering first aid;
- If a child is deemed to be at IMMEDIATE RISK, the volunteer or employee should contact emergency services on '000' to respond to immediate health or safety concerns; and
- Identifying a contact person at the service for future liaison with Police.

1) Responding Internally

- a. Where MBMB teachers, volunteers, or committee members form a belief that a child has suffered abuse or is at risk of abuse, they must report this to the child safety officer as soon as practicable and within 24 hours. Where a concern exists in relation to the MBMB child safety officer, the teachers, volunteers, or committee members should report to the principal. A belief may be formed because a child, young person, the parents/carers or another person raises a concern with a MBMB staff, volunteers, or committee members.
- b. The MBMB child safety officer must ensure that the principal is advised of the child safety concern within 24 hours. Once the principal is notified, the child safety officer must ensure all other levels of management have been made aware of the incident following MBMB reporting guidelines.
- c. Internal reporting procedures must never delay the reporting of child protection concerns to the DCSSDS and/or Police. Should the child safety officer, principal or other nominated delegate be unavailable, the volunteer who has formed the belief that a child is at risk, **must** make the report directly to DCSSDS, QED and/or Police without delay, i.e. within 24 hours.
- d. Staff, volunteers and the child safety officer must ensure that concerns and actions taken are recorded using the incident reporting form. This incident reporting form will help you make your report to external authorities. The completed incident reporting form should be kept securely at MBMB.

2) Reporting to authorities

- a. The staff, volunteer or the committee member with the concern, and the child safety officer will agree the process for reporting the matter to relevant authorities, i.e. Queensland Police, DCSSDS, QFCC and/or QED. This must occur as soon as practicable.



- b. If the Child Safety Office/School Leadership is unsure who to contact, they can access information from the website below.

Information about Child Safety Service can be found on the Department of Families, Seniors, Disability Services and Child Safety website <https://www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/reporting-child-abuse>.

It is best practice for the person who first received the disclosure/identified the concern, to make the report.

Where child safety concerns involve staff or volunteers or committee members from within the service or other alleged perpetrators a report must be made to:

Queensland Police

All instances of suspected child abuse by a staff member, contractor or volunteer must be reported to Queensland Police.

Queensland Family and Child Commission (QFCC) - Reportable Conduct

All instances of suspected child abuse which concern a staff member, contractor, volunteer must also be reported to the Queensland Family and Child Commission under the Reportable Conduct Scheme.

The child safety officer and principal will lead the reportable conduct process.

Reports to the QFCC must be made within 3 days of learning of a reportable allegation or offence.

Where child safety concerns relate to a concern about the child in their home:

Department of Families, Seniors, Disability Services and Child Safety (DCSSDS)

A report to DCSSDS Child Safety Service must be made if a child is considered to be:

- in need of protection from child abuse; or
- at risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.

Queensland's DCSSDS Child Safety Service Areas:

- Far North Queensland Region (07) 4255 7101
- North Queensland Region (07) 4796 6500
- Sunshine Coast and Central Region (07) 5376 9600
- Brisbane and Moreton Bay Region (07) 3097 0107
- South East Region (07) 3094 7100
- South West Region (07) 3432 1400

After hours, weekends, public holidays for all - 1800 177 135

Queensland Police

You **must also** report all instances of suspected sexual abuse (including grooming) to Queensland Police.

If you believe that a child is not subject to abuse, but you still hold significant concerns for their wellbeing:

- You must still act. This may include making a referral or seeking advice from QFCC(in circumstances where the family are open to receiving support), or to DCSSDS Child Safety Service or Queensland Police. QFCC contact details can be found here

<https://www.dcssds.qld.gov.au/contact-us/department-contacts/child-family-contacts/child-safety-service-centres>.

3) Informing parents and carers

- a. MBMB will seek advice with **Queensland Police** or **DCSSDS Child Safety Service** to determine what information can be shared with parents/carers. They may advise:
 - **not to contact** the parents/carers (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and has requested that their parent/carer not be contacted).
 - **to contact** the parents/carers and provide agreed information as soon as possible (for licensed and approved services it is a requirement that parents/carers are notified within 24 hours if the suspected abuse occurred at the service).

4) Providing support

- a. MBMB will ensure that appropriate support is provided to the child of concern, as well as relevant volunteers and employees.
- b. Support and counselling must be offered to all parties involved. Support may include development of a safety plan, direct support and referral to wellbeing professionals etc.
- c. MBMB will support for children impacted by abuse. This should include the development of a Specific Student Support Plan in consultation with MBMB children's program medical officers. This is an essential part of duty of care requirements.

5) Whistleblowing (Protected Disclosures)

MBMB will maintain a policy for 'Whistleblowing' to support school stakeholders to raise concerns about employees, volunteers and any other relevant persons



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Appendices

Appendix I



Policy Definitions

Adult – a person 18 years of age or older and includes persons who are employees, volunteers and associates of the centre.

Child – any person under the age of 18.

Child Safe – refers to an organisational environment that has an open and aware culture, understands child abuse, is supported by well-known child safety policy, promotes the empowerment and participation of children, manages child safety risks; and expects all stakeholders to report all allegations, disclosures or concerns.

Child Safety encompasses matters related to protecting all children from child abuse and neglect, intervening early where concerns arise, preventing abuse where possible, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

Child Protection – refers to legislation, statutory authority responsible for child protection, and all measures taken to minimise the risk of child abuse. Child protection is a core part of the broader, overarching concept of child safety.

Code of Conduct – Policy which specifies behaviours expected of all staff, volunteers and committee members in the organisation.

Contractor – A person or company that undertakes a contract to provide materials or labour to perform a service or a job. Examples include cleaner, photographer, tradesperson, people contracted to provide an incursion.

Department of Families, Seniors, Disability Services and Child Safety – the statutory authority responsible for receiving and investigating reports of child abuse.

Disability – any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Some disabilities may be obvious while others are hidden.

Disclosure – refers to a child telling someone (through words, drawings or actions) that he or she feels unsafe or has been harmed.

Leader (or other term used with MBMB) – For the purposes of this document, leader will refer to any member whose role means they hold lead responsibility for key organisational functions including recruitment, selection, supervision, program planning, risk management and program delivery.

Mandated Reporter – any adult who holds the following occupations - Registered medical practitioners, midwives and nurses, Registered teachers and principals, Police, People in religious ministries, Out of home care workers, Early childhood workers, Youth justice workers, Registered psychologists, counsellors are mandated to report child abuse to child protection authorities or police

Principal – For the purposes of this document, principal will refer to any volunteer whose role means they hold lead responsibility for key organisational functions including recruitment, selection, supervision, program planning, risk management and program delivery.

Reasonable Grounds of Belief – A ‘reasonable belief’ is not the same as having proof. A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. A ‘reasonable belief’ might be formed when:

- a child states that they have been abused;
- a child states that they know someone who has been abused (sometimes the child may be talking about themselves);
- someone who knows a child states that the child has been abused;
- professional observations of the child’s behaviour or development leads a mandated professional to form a belief that the child has been abused; or
- signs of abuse lead to a belief that the child has been abused.

Staff – Child safety officers, Principal, Medical officers, Child Safety subcommittee members and all teachers as appointed as such. All staff members at MBMB are essentially unpaid members of the organisation who is delivering their service voluntarily.

Volunteer – Any member or associate of MBMB who play a support role to the appointed staff to run the programs effectively, safely and child friendly manner.

Committee Members – MBMB committee members as appointed under the constitution of Mahamevnawa Buddhist Meditation Centre of Brisbane.

Appendix II



Incident Report Form MBMB

The child safe standards require MBMB to have processes for responding to and reporting suspected child abuse.¹ You can provide this resource to a child or their family if they disclose an allegation of abuse or safety concern in MBMB (they may need your help to complete it). MBMB staff can also use this resource to record disclosures or concerns.

Child Safety concerns take many forms and may be through direct disclosure, observation or information received from others. Disclosures include:

- If a child discloses an incident of abuse to you.
- If a parent/carer says their child has been abused in your organisation or raises a concern.
- Your own observations.

The Child Safety Officer, or their nominee, will notify the child's family, and investigate the alleged incident as quickly as possible (allowable by law).

All incident reports must be stored securely in MBMB.

If anyone is in immediate danger staff should report immediately to Queensland Police on 000.

¹ The child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. For further explanation of the different types of child abuse, please see <https://www.qfcc.qld.gov.au/childsafestandards>.

Responding to an emergency

DID THE CHILD REQUIRE FIRST AID? PROVIDE DETAILS IF 'YES'.	
WHO ADMINISTERED THIS? (NAME AND TITLE)	
DID THE CHILD REQUIRE FURTHER IMMEDIATE MEDICAL ASSISTANCE?	
CURRENT LOCATION AND SAFETY STATUS: <i>E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER?</i> <i>IF A CHILD IS IN IMMEDIATE DANGER SCHOOL STAFF SHOULD REPORT IMMEDIATELY TO QUEENSLAND POLICE ON 000</i>	

Name of person(s) completing this form:

Name:	
Contact details:	
Relationship to child/ren:	

Name:	
Contact details:	
Relationship to child/ren:	

Staff member leading the response:

Name:	
Role:	
Location:	
Relationship to child/ren	

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

Please categorise the incident

Physical abuse	<input type="checkbox"/>
Sexual abuse	<input type="checkbox"/>
Sexual exploitation	<input type="checkbox"/>
Grooming	<input type="checkbox"/>
Emotional or psychological abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>
Exposure to family violence	<input type="checkbox"/>
Peer to peer event	<input type="checkbox"/>
Code of Conduct and/or Policy Breach	<input type="checkbox"/>

Please describe the incident

When did it take place?	
Who was involved?	
What did you see?	
Protective action taken?	
Other information	

Child/ren Details:

First Name:		Family Name:			
DOB:		Sex:			
Address:					
Suburb:		State:	Postcode:		
Does the child identify as (✓ relevant response):					
CaLD ²	<input type="checkbox"/>	Aboriginal or Torres Strait Islander	<input type="checkbox"/>	Having a disability	<input type="checkbox"/>

First Name:		Family Name:			
DOB:		Sex:			
Address:					
Suburb:		State:	Postcode:		
Does the child identify as (✓ relevant response):					
CaLD	<input type="checkbox"/>	Aboriginal or Torres Strait Islander	<input type="checkbox"/>	Having a disability	<input type="checkbox"/>

Adult/s Details:

Name of staff/volunteer/contractor involved in the incident N/A

First Name:		Family Name:	
Position:		Department/Team:	
Email:		Phone (direct):	
Date:		Time:	

Name(s) of person(s) who witnessed or is aware of the incident N/A

First Name:		Family Name:	
Position:		Department/Team:	
Email:		Phone (direct):	
Date:		Time:	

First Name:		Family Name:	
Position:		Department/Team:	
Email:		Phone (direct):	
Date:		Time:	

² Culturally and Linguistically Diverse

Name(s) of parent/guardian of child(ren) involved in the incident N/A

First Name:		Family Name:	
DOB:		Sex:	
Address*:			
Suburb:		State:	Postcode:
Does the child identify as (✓ relevant response):			
CaLD	<input type="checkbox"/>	Aboriginal or Torres Strait Islander	Having a disability

* If address is different from the child

First Name:		Family Name:	
DOB:		Sex:	
Address**:			
Suburb:		State:	Postcode:
Does the child identify as (✓ relevant response):			
CaLD	<input type="checkbox"/>	Aboriginal or Torres Strait Islander	Having a disability

** If address is different from parent/guardian listed above

Reporter's details:

Name:	
Contact details:	
Relationship to child/ren:	

Incident reporter wishes to remain anonymous? (Mark with an 'X' as applicable)

Yes No

Action:

Has the incident been reported externally? YES NO N/A

If no, please report immediately

External Agency	Contact name	Date	Time	Agency Reference Number
DCSSDS Child Safety Service (After Hours - 1800 177 135)				
Police (000)				
Other Regulatory Body (please specify e.g.				

Dept. of Education, QFCC, etc)				
Report Details:				
Notification Required:	Yes		No	
Rationale:	Outcome (if/when known):			

Has the Incident been reported internally? YES NO N/A

Role	Name	Date	Time	Signature
Child Safe Officer				
Principal				
CLV Child Safe Officer				
Name of staff member managing the complaint:				
Contact details:	Email:		Phone:	
Internal Reference (if applicable):			Document Storage Reference:	

Have the parents/carers been contacted? YES NO N/A

	YES	NO	Date/time	Contact name
Have you sought advice from DCSSDS, QFCC or Queensland Police?				

Is it appropriate to Contact parents or carers?	YES	NO	Rationale

If contacting parents/carers:

Name of staff member making the call?	
Name of parent/carer receiving the call?	
Discussion outcomes	

TO BE COMPLETED BY THE CHILD SAFE OFFICER

Does the incident meet the threshold for Reportable Conduct? YES NO

Has it been reported to the principal? YES NO

If not, please report ASAP.

Report to:	Contact name	Date	Time	Agency Reference Number
Internally to Principal/CSO				
Internally to CLV child Safe officer				
Reportable Conduct Scheme (QFCC) 1st contact				

Reportable Conduct Scheme (QFCC) 2nd contact				
Other:				
Report Details:				
Next Steps:				

What follow-up action is required?

Role	Rationale	Due date	Outcome (if/when known)
External Investigation (wait until outcome of police investigation)			
Internal investigation			
Review of Polices & Procedures			
Risk Assessment Review			

Appendix III



Reference Check Form

Candidate name:

Position applied for:

Referee name:

Referee contact number:

- How long have you known X and in what capacity?
- What position did the candidate hold and how long?
- What would you say are X's strengths?
- What would you say are X's weaknesses?
- (after describing the role) How strongly would you recommend X for this role?
- How well did the candidate get a-long with others?
- Would you have any reservations in engaging X in this role?
- Is there anything else you think we need to know when considering X for this role?
- Have you directly supervised the applicant and directly observed their work with children?
- Do you have any concerns about the applicant working directly with children?
- Can you give an example of a time when you observed the applicant managing a child with challenging behaviours?
- Any other comments?

Name:

Signature:

Date:

Appendix IV



Interview Questionnaire

Candidate Name:

Position applied for:

1. What motivated you to apply for this job/to volunteer here?
2. Have you read our Member Safety & Wellbeing Policy and Codes of Conduct? What do you think of them?
3. Have you ever worked with a child/youth that really got on your nerves? What did you do about it?
4. At MBMB, we encourage everyone, and especially children/youth, to speak up if they have an idea or concern. What do you think of this policy and how do you feel it will affect you?
5. Your co-worker has just given a child what you feel is a stiff punishment for what you believe to be a minor matter. How would you deal with it?
6. Why do you want to volunteer?
7. What have you enjoyed most about previous work opportunities (both paid and unpaid)?
8. What are the most important things you can offer the program and the students attending it?
9. Can you tell me about a time when you worked with a child you found difficult and how you dealt with it?
10. Can you tell me about a time when you worked with a child you particularly liked and how you dealt with it?

Interviewer:

Signature:

Date:

Appendix V



Child Safe Officer Job Description MBMB

This must be read with MBMB Child Safe Policy Full Document that details MBMB Commitment to child safety.

Purpose

The Child Safe Officer is responsible for overseeing and implementing child safe practice across MBMB Children's Dhamma Program to ensure compliance with the Queensland's Child Safe Standards, Reportable Conduct Scheme, the National Child Safe Principles and the Queensland's Early Years Learning and Development Framework.

The Child Safe Officer will be responsible for leading the process and review of implementing the Child Safety Manual.

Direct report:

- School principal

Key responsibilities:

The Child Safety Officer is responsible for:

- Ensuring appropriate policies and procedures are in place to protect children and young people from abuse.
- Ensuring that a child safety policies and procedures are reviewed annually, (as directed by the School Principal), and that the review includes school-wide consultation and input from resident monks, staff, volunteers, committee members, children and young people and their families.
- Convening with key stakeholders regularly to discuss overarching matters related to child safety and the implementation of the child safety policy.
- Convening with key leaders on an urgent basis to support and guide decision making in the event of suspected child abuse, or breach of the child safeguarding policy.
- Overseeing the internal investigation of suspected child abuse in consultation with the internal stakeholders and external authorities.
- Providing guidance and support for staff and volunteers in relation to reports and matters of child safety.
- Role modelling child safe practices and encouraging an open culture that supports all persons to report suspected child abuse, maltreatment and neglect.
- Facilitating staff/volunteer training to keep child safety front of mind and help ensure that staff and volunteers feel confident and supported in identifying, reporting, and responding to suspected child abuse, neglect or maltreatment.

- Including child safeguarding on the agenda at staff meetings
- Keeping informed of any changes in legislation or policy and communicating these to team members or fellow staff.

Officer Name: **Signature:**

Principal name: **Signature:**

Appendix VI



Indicators of Child Abuse

Abuse Type	Indicators
Physical	<ul style="list-style-type: none"> • Disclosure of abuse • Bruises, burns, sprains, dislocations, bites, cuts. • Pressure marks from fingers • Bite marks • Location and extent of injury do not fit the explanation given • Fractured bones, especially in an infant where a fracture is unlikely to occur accidentally • Poisoning • Internal injuries • Showing wariness or distrust of adults. • Wearing long sleeved clothes on hot days (to hide bruising or other injury) • Demonstrating fear of parents and of going home; running away • Becoming fearful when other children cry or shout • Being excessively friendly to strangers • Being very passive and compliant
Sexual Abuse and Exploitation	<ul style="list-style-type: none"> • Disclosure of abuse • Complaining of headaches or stomach pains • Experiencing problems with schoolwork • Sexually transmitted infections • Genital injuries • Bleeding • Bite marks • Pregnancy • Displaying sexual behaviour or knowledge which is unusual for the child's age • Excessive masturbation which doesn't respond to boundaries • Showing behaviour such as frequent rocking, sucking and biting • Experiencing difficulties in sleeping • Persistent soiling or bed wetting • Having difficulties in relating to adults and peers • Unexplained absences, unexplained gifts or money are often signs of sexual exploitation
Emotional	<ul style="list-style-type: none"> • Disclosure of abuse • Developmental delays • Displaying low self esteem • Tending to be withdrawn, passive, tearful • Displaying aggressive or demanding behaviour • Being highly anxious • Showing delayed speech • Fear of the dark, sleep disturbances • Acting like a much younger child, e.g. soiling, wetting pants

	<ul style="list-style-type: none"> • Displaying difficulties in relating to adults and peers • Avoiding home • Running away
Neglect	<ul style="list-style-type: none"> • Disclosure of neglect • Frequent hunger • Malnutrition • Poor hygiene • Inappropriate clothing, e.g. Summer clothes in winter • Left unsupervised for long periods • Medical needs not attended to; ill more than average • Abandoned by parents • Stealing food • Staying at school outside school hours • Often being tired, falling asleep in class • Abusing alcohol or drugs • Displaying aggressive behaviour • Not getting on well with peers
Family Violence	<ul style="list-style-type: none"> • Disclosure of family violence • Physical injuries • Concentration difficulties • Adjustment difficulties • Anxious or nervous • Depression • Fear of a parent or partner of parent • Isolation from friends and family • Unusual absences • Fear of conflict • Violent outbursts • Aggressive language • Headaches, abdominal pain, stuttering.

Appendix VII



Application Form – Child Safety Committee Member, Staff or Volunteer

First Name: Surname:

Address:

Postcode: Telephone:

Email:

Do you have a current **Working with Children Check**? Yes No

If no, are you willing to obtain one? Yes No

Faith Community Program Experience

How long have you been attending Mahamevnawa Buddhist Monasteries?

.....

How are you currently involved in Mahamevnawa Buddhist Monasteries?

.....

.....

.....

.....

Please describe any Buddhist Community groups you have previously been involved in (within Mahamevnawa/other communities/schools ministries etc.)

.....

.....

.....

.....

Please indicate any previous training, formation and/or qualifications you have that are relevant:

.....

.....

.....

.....

Are you willing to undertake specific training for this role if required? Yes No

Do you have a current First Aid certificate? Yes No

Critical Overview

- A. Have you ever had any child related work (paid or voluntary) refused or suspended? Yes No

- B. Have you ever had any allegations of misconduct from the following? - Bullying/harassment - Child abuse - Sexual assault - Violence/aggression Yes No

- C. Have you ever been convicted or charged with a criminal offence? Yes No

- D. Have you ever had a child or young person removed from your care for any reason? Yes No

- E. Have you ever experienced substance abuse/misuse of alcohol, recreational/illegal drugs or prescription/over-the-counter medication? (or any other kind of substance) Yes No

If you need to provide more information, you may use extra papers and signed.

I agree and commit to the following:

- Understand MBMB Child Safety Policy, Process and Procedures
- Follow the syllabus as approved by the Chief Monk
- Sign and adhere to the MBMB Code of Conduct
- Attend all required training
- Attend all required meetings
- Operate within best practices and the constitution for MBMB
- Provide all relevant background checks

Declaration

I acknowledge that this information is correct, true and complete and I have provided it to the best of my knowledge.

Signed: Date:
(Applicant's signature)

Witnessed by: Role:

Signed: Date:
(Witness's signature)

Appendix VIII



Reporting Concerns Form

Once the form is completed, please hand over to one of the Child Safe Officers or to the principal.

If anyone is in immediate danger you must report immediately to Queensland Police on 000.

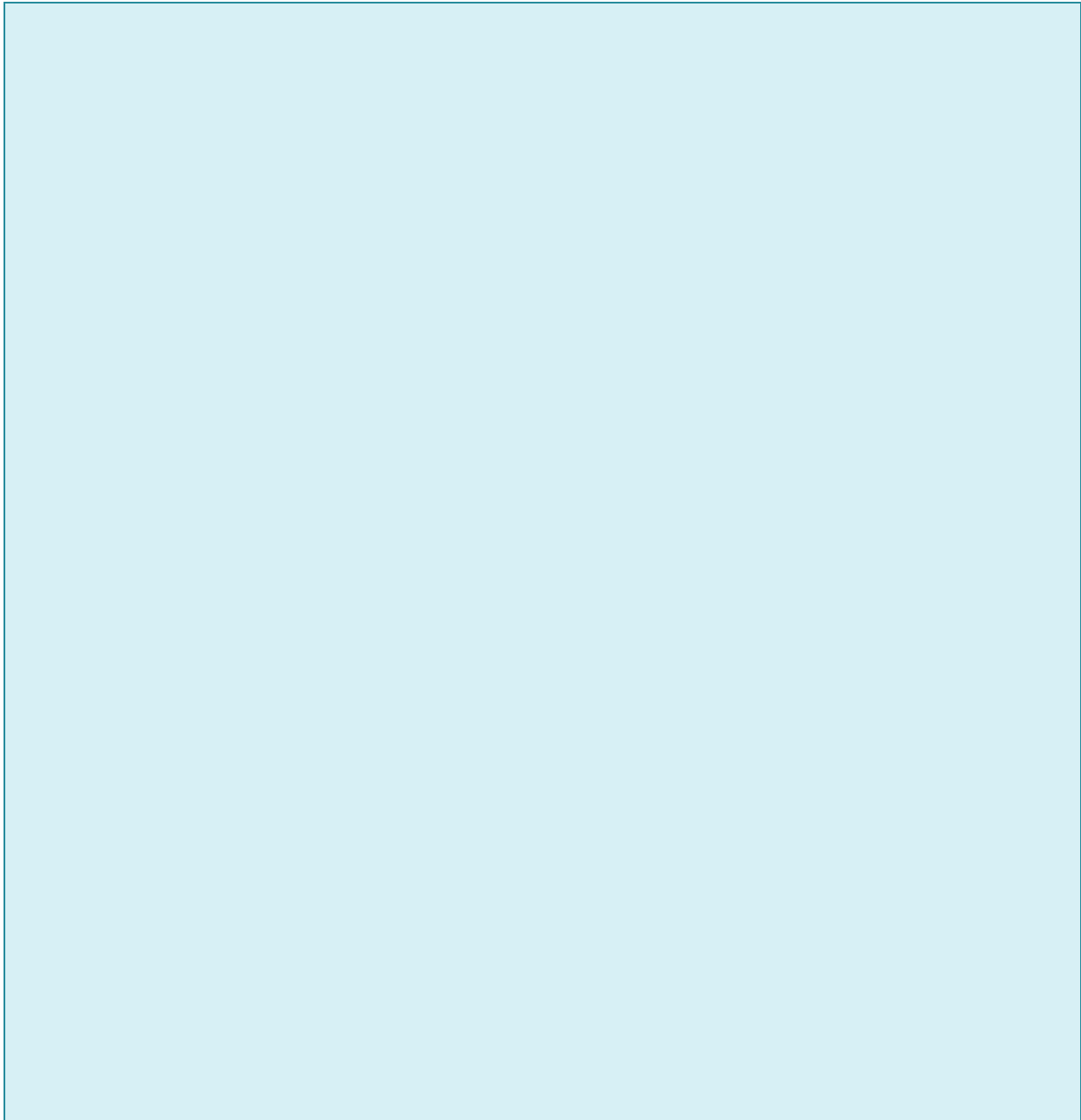
Details of Child or Young Person of Concern

Name of the person:		
Gender:	Age:	Date of Birth:
Name(s) of parent(s)/guardian(s):		
Child's Address:		

Your details

Name:	Position within MBMB	Date and time of the incident
Your role	Your phone number and email:	
Relationship of person of concern:		

Describe concerns and disclosures: <Provide as much information as possible, based on facts and observations.>



Signature of the:

Date: Time: