

Child Safe Action Plan: Operations Plan

Purpose

The Child Safe Action Plan: Child Safe Operations, details the actions currently taken to comply with the Child Safe Standards and the Universal Principle, and related requirements, as per the *Child Safe Anglican Education Policy* and *Procedures: Child Safe Operations* for further information.

Scope

This Plan relates to the following Child Safe Entities:

Name	Type
St Andrew's Aquatic Centre & Swim Club	Services or activities primarily for children

Approval

This Plan is endorsed and approved as follows:

Endorsed/Approved	Name	Role	Date
Endorsed	Rosalyn Cheales	Chair of College Council	
Approved	Karen Gorrie	Principal	

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Standard 1: Leadership and culture

Child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture.

No.	Action Taken	Responsible Person	Timeframe (where applicable)
	Policies and Procedures		
1A	<i>Child Safe Anglican Education Policy</i> contains a public commitment to children's safety and wellbeing. The Policy is available on Aquatic Centre website and at front reception. The Public Commitment is published as a separate statement in these locations and will also be found in job applications Employee Position Descriptions , the learn-to-swim welcome pack and Swim Club handbook.	Risk and Compliance Manager	Ongoing
1B	Child Safety is a standing item at weekly Aquatic Centre operations meetings.	Aquatic Centre Manager	Ongoing
1C	Child Safety including matters related to the Aquatic Centre is a standing item at monthly College Council meetings. This includes de-identified data, trend analysis, update, review of Child Safe policies and procedures.	Chair of College Council	Ongoing
1D	A member of College Council is also a member of the Child Safe Committee (CSC). This enables a direct link between the CSC and College Council. CSC is comprised of staff from HR, CSAs, Risk, Co-curricular including the Aquatic Centre, thus enabling a focus on child safe culture across the College and Centre.	Chair of Child Safe Committee	Ongoing
1E	In addition to standing agenda items, Child Safety at the Aquatic Centre is approached and considered across a broad scope. Child Safety at the Aquatic Centre is within the scope of multiple committees including; <ul style="list-style-type: none"> • Child Safe Committee • Risk and Compliance Committee- enables student risk at events, physical spaces to be considered 	Principal	Ongoing

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	<ul style="list-style-type: none"> WHS Committee – considerations regarding physical environments including the Aquatic Centre and child related concerns raised at meetings. 		
	Governance		
1F	CSC reports to the Principal and College Council. Child Safe Advocates fulfill a range of pastoral, sporting including the Aquatic Centre, and music roles across the College.	Principal	Complete
	Risk Management		
1G	Child Safety has been identified as a key risk inherent to the Aquatic Centre. This is documented in Strategic Risk and Risk Register documents to enable Child Safety to be at the forefront of decision making.	Risk and Compliance Manager	Complete

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Standard 2: Voice of children

Children are informed about their rights, participate in decisions affecting them and are taken seriously.

No.	Action Taken – How children understand how they should be treated by others, including one another, and what they can do about it.	Responsible Person	Timeframe (where applicable)
Information and Programs			
2A	Posters displaying current CSAs are prominently displayed in child accessible areas. This includes in children’s bathrooms, the Aquatic Centre gym as well as common areas. Families are informed of Aquatic Centre CSAs and their role as a part of their enrolment into an Aquatic Centre program.	Aquatic Centre Manager	Ongoing
2B	<p>The Aquatic Centre, through its relationships with Swimming Australia (SAL) and Swimming Queensland (SQ) provide and have access to high levels of professional resources to support wellbeing. This includes;</p> <ul style="list-style-type: none"> • SAL – Body Empowerment initiative • SAL & SQ – Performing in Lycra • SAL & SQ – Beyond the Blackline <p>These are swimming specific resources that are in addition to College resources that are available to St Andrew’s student’s enrolled in Aquatic Centre programs.</p>	Principal Head Coach	Ongoing
Child Voice			
2C	Children are active participants in their swimming journey. This is evidenced by children setting their own performance goals, event selection, opportunity to have input into training and scheduling. This is in addition to children collectively having input into each squads culture, values and “rules”.	Head Coach	Ongoing

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Standard 3: Family and community			
<i>Families and communities are informed and involved in promoting child safety and wellbeing.</i>			
No.	Action Taken	Responsible Person	Timeframe (where applicable)
	Families informed and involved		
3A	Electronic newsletters issued to the Aquatic Centre community include articles and updates promoting child safety and well-being. These include links to community resources and support tools.	Aquatic Centre Manager Head Coach	Quarterly
3B	Families have access to key safeguarding policies and procedures including contact details of CSAs through the Aquatic Centre website. These are in addition to those available via the College's public site.	Aquatic Centre Manager	Ongoing
3C	Coach-Parent meetings include education to cover common and emerging student and athlete welfare issues. This also provides further opportunities for families to provide feedback and ask questions.	Head Coach	Annually
	Issues and resolution		
3D	Parents have the ability to provide feedback through individual squad coaches or the Learn-to-Swim Coordinator. This feedback is addressed through follow up meetings or escalated to the Head Coach or Aquatic Centre Manager.	Head Coach Aquatic Centre Manager	Weekly
	Governance		
3E	Parents are provided with operational and governance information via Swim Club Handbook and Swim Central.	Head Coach	Weekly
	Systematic Participation		

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3F	Behavioural standards are supported by the Swim Club Swimmer Behaviour Expectations and Swimming Australia's Code of Conduct.	Head Coach	Ongoing
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Standard 4: Equity and diversity			
<i>Equity is upheld and diverse needs respected in policy and practice.</i>			
No.	Action Taken	Responsible Person	Timeframe (where applicable)
	Equity		
4A	The Aquatic Centre takes all necessary steps to comply with the Anti-Discrimination Act 1991.	Aquatic Centre Manager	Ongoing
	Diverse Needs		
4B	The Aquatic Centre and staff recognise children’s gender identities including non-binary. This includes allowing children to use bathroom and changeroom facilities that match their gender identities.	Head Coach Aquatic Centre Manager	Ongoing
4C	In the design process of new facilities including additions to the Aquatic Centre, an accessibility consultant is engaged to ensure equity for students and families with disabilities.	Principal	As required
4D	The Aquatic Centre caters for swimmers with disabilities from all levels. This includes: <ul style="list-style-type: none"> • Ensuring multiple learn-to-swim instructors have Access and Inclusion qualifications. • Offering private learn-to-swim lessons for those with additional needs. • Integration of multi-class swimmers into all levels of the squad program. This includes consultation with swimmers and their families regarding specific training modifications for physical or intellectual needs. 	Learn-to-Swim Coordinator Head Coach	Ongoing
4E	The Aquatic Centre complies with Swimming Australia’s <i>Inclusive Swimwear Policy</i> . This allows for alternative swimwear to be worn for a variety of reasons including cultural, religious or gender sensitivities.	Head Coach	Ongoing

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Standard 5: People

People working with children are suitable and supported to reflect child safety and wellbeing values in practice.

No.	Action Taken	Responsible Person	Timeframe (where applicable)
	Suitability		
5A	All Aquatic Centre staff have current Working with Children Checks. This is continuously monitored by a monthly Blue Card audit by the College.	Head of People and Culture	Ongoing
5B	Position descriptions explicitly reference suitability of working with children.	Head of People and Culture	Complete
5C	Recruitment processes include: <ul style="list-style-type: none"> • Position Descriptions with required skills and attributes which includes commitment to Child Safety • Interview questions that are specific to Child Safety • Two referee checks – one of current employer with questions relating to suitability through a child safety lens. • Blue Card verification and National Register. 	Head of People and Culture	Complete/Processes in place
	Support		
5D	All Aquatic Centre staff are required to acknowledge and agree to the ASC <i>Code of Conduct</i> following completion of online ASC training.	Head of People and Culture	Process in place
5E	Induction of staff and volunteers includes: <ul style="list-style-type: none"> • Code of Conduct • Behavioural expectations • Emergency Procedures • Mandatory reporting requirements • Annual ASC Child Safety Training (even if commencing mid-year) 	Head of People and Culture	Process in place

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5F	An Aquatic Centre staff member is appointed as an <i>Equity Contact Officer</i> and are eligible recipients of whistle-blower complaints. Staff in this role- may receive complaints of harassment or discrimination.	Head of People and Culture	Complete
5G	All staff and volunteers complete ASC's annual <i>Child Safety Training</i> . In addition, staff receive various professional learning opportunities addressing child safety and wellbeing. This is both through the College as well as safeguarding training through various licencing bodies including Swimming Australia and AustSwim.	Head of People and Culture	Ongoing
5H	Staff have easy access to Child Safety policies and procedures through the College SharePoint. Staff also reminded of CSAs by posters in staff areas.	Aquatic Centre Manager	Complete
5I	<p>Aquatic Centre contractors are included in the College register. Contractors dealing directly with students are required to:</p> <ul style="list-style-type: none"> • Evidence they hold a Blue Card • Acknowledge and agree to <i>ASC Code of Conduct</i> • Uphold general behavioural expectations <p>All contractors regardless of interaction with students are required to sign into the Aquatic Centre.</p>	<p>Risk and Compliance Manager Aquatic Centre Manager</p>	Complete

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Standard 6: Complaints management			
<i>Processes to respond to complaints and concerns are child focused</i>			
No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
	Procedures		
6A	ASC Procedures: <i>Child Safe Responses</i> has been adopted by the Aquatic Centre and made available to all staff.	Risk and Compliance Manager	January 2026
6B	ASC Procedures: <i>Child Safe Responses</i> provides clear direction regarding: <ul style="list-style-type: none"> • Identifying concerns • Gathering information • Assessing and responding to concerns • Monitoring concerns and actions • Reporting – Child Safety, Police, eSafety Commissioner, Queensland College of Teachers (QCT), AHPRA • Reporting timelines • Above process is adhered to by Child Safe Advocates 	Principal	Ongoing
6C	Apply definition of concern to trigger child safe response and ensure risk reduction.	Child Safe Advocates	Complete
	Support		
6D	Aquatic Centre Child Safe Advocates are trained to a level above other staff to be able to respond, assist and support staff and volunteers who have identified concerns. This training includes how to conduct investigations with empathy and to limit the likelihood of re-traumatising vulnerable people.	Head of Future Learning	Ongoing
6E	A data handling procedure specific to Child Safety matters ensures concerns and responses are dealt with confidentially and are compliant with privacy law obligations and best practice.	Principal	Ongoing

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6F	Children are informed and reminded of the procedure to report concerns in squad meetings. This is contextualised to the Aquatic Centre by identifying the specific Aquatic Centre CSAs.	Head Coach	Twice yearly Beginning May 2026
6G	Concerns raised through feedback, face to face conversations, email, phone calls considered and addressed in a timely manner. Process followed varies depending on nature of concern but keeping children and safety at forefront of response. Complaints triaged to best person to address.	Child Safe Advocates	Ongoing

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Standard 7: Knowledge and skills

Staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.

No.	Action Taken	Responsible Person	Timeframe (where applicable)
7A	As a part of the new staff induction, all Aquatic Centre staff are informed and are required to recognise that they are aware of the CSAs. Staff then complete annual internal training at staff meetings by a Child Safe Advocate.	Risk and Compliance Manager	Process in place
7B	Staff are trained on and refreshed annually regarding activity risk assessment processes, including tutorials on how to complete activity submission.	Risk and Compliance Manager	Ongoing
7C	Child Safe Advocates undertake annual training and present to staff twice a year.	Child Safe Advocates	Annually
7D	The College maintains a register of families who do not wish for their child's image to be published. This information is shared with the Aquatic Centre. The Aquatic Centre enrolment forms also provides families the opportunity to opt out of the use of the child's image.	Director of Community Engagement Aquatic Centre Manager	Ongoing
7E	Staff briefings are used throughout the year to refresh and remind staff of mandatory reporting requirements and to recognise broad types and signs of harm and trauma.	Head Coach Aquatic centre Manager	Ongoing
7F	Staff are trained annually to understand the importance of record keeping and documentation whilst balancing privacy obligations. Staff have received training regarding: <ul style="list-style-type: none"> • Privacy Act obligations • Information sharing • Data storage and transmittal best practice 	Head of Knowledge Services Risk and Compliance Manager	Complete

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7G	Aquatic Centre CSAs, the Aquatic Centre Manager and Head Coach meet quarterly to discuss common trends in concerns and/or identify and manage child safety risks at the Aquatic Centre.	Aquatic Centre Manager	Quarterly Beginning May 2026
7H	Volunteers are informed and trained in Child Safe policy and procedures through an online platform provided by the ASC. They are also made aware of the CSAs should they require assistance.	Head of People and Culture Head Coach Aquatic Centre Manager	Process in place

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Standard 8: Physical and online environments

Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed.

No.	Action Taken	Responsible Person	Timeframe (where applicable)
	Physical		
8A	Safety audits are conducted of all on campus, physical spaces including the Aquatic Centre.	Risk and Compliance Manager	Bi-annually
8B	Offsite activities comply with the College risk assessment process to ensure physical, environmental, and wellbeing risks are considered and effective controls implemented to minimise potential for harm. Swimming Queensland's <i>Safe Trips Away Guidelines</i> also informs this process.	Risk and Compliance Manager	Ongoing
8C	Maintain Contractor Register which records due diligence process regarding: <ul style="list-style-type: none"> • Public liability insurance • Child Safe Action Plan (where applicable) • Blue Card evidence of relevant individuals 	Risk and Compliance Manager	Ongoing
8D	Separate, designated amenities are provided for students and adults throughout the Aquatic Centre.	Facilities Manager Aquatic Centre Manager	Ongoing
8E	Campus including Aquatic Centre walkthrough conducted to identify and review high risk locations and characteristics.	Chair of Child Safe Committee	Annual
8F	Physical and online risks are considered in the College Risk Register which also captures the Aquatic Centre	Risk and Compliance Manager	Ongoing
8G	Where practicable, CCTV monitors entry and exit to amenities.	Director of Knowledge Services	Ongoing

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Standard 9: Continuous improvement

Implementation of the child safe standards is regularly reviewed and improved

No.	Action Taken	Responsible Person	Timeframe (where applicable)
	Feedback		
9A	Student camp feedback forms are reviewed to identify common trends.	Head Coach	Ongoing
9B	Regular parent feedback is reviewed and actioned by Aquatic Centre Leadership.	Aquatic Centre Manager Head Coach	Ongoing
	Review/Audit		
9C	External audit of child safe practices conducted every two years. Aquatic Centre is within the scope of this review.	ASC appointed. TBC	2027
9D	Policies and procedures are regularly reviewed through a multi-stage process which includes: <ul style="list-style-type: none"> • Author • Executive Team • Principal • Risk and Compliance Committee • College Council 	Risk and Compliance Manager	Ongoing
9E	Biannual review of all Child Safe Response Forms including those related to the Aquatic Centre to ensure compliance with procedures and best practice.	Risk and Compliance Manager	Biannual
9F	Review and discussion of Child Safe standards at Child Safe Committee meeting, Executive meetings and College Council quarterly, as a minimum	Chair of Child Safe Committee Principal	Ongoing

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Standard 10: Policies and procedures			
<i>Policies and procedures document how the entity is safe for children.</i>			
No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
10A	<p>Policies and Procedures to support Standards 1-9 include:</p> <ul style="list-style-type: none"> • ASC Procedures: Child Safe Responses • ASC Procedures: Child Safe Operations • Blue Card Policy • Billeting Policy • Bullying Prevention and Management Policy • Code of Conduct • Complaints Management in Anglican Education • Equity and Diversity Policy • First Aid Policy • Medical Conditions Policy • Mobile Phone and Digital Device • Positive Behaviour Management Policy • Pre-employment Check Policy • Pre-service Teachers Policy and Procedures • Record Management Policy • Recruitment and Selection Policy • Religious Beliefs at School Policy • Risk Assessment Policy • Risk Management Policy • Student Exchange Policy • Students with Disabilities Policy • Substance Management Policy 	Executive Leadership	Ongoing

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	<ul style="list-style-type: none"> • Support Transgender and Gender Diverse Students Policy • Transporting Students in Private and College Vehicle Policy • Volunteer Policy • Whistleblowers in Anglican Education Policy 		
10B	All policies and procedures are reviewed at regular, appropriate intervals for effectiveness, clarity and continual improvement - 12 months, 2 years or 3 years. Policies and procedures are also reviewed and amended if and when required as a result of legislative, regulatory or operational change.	Risk and Compliance Manager	Ongoing
10C	All policies and procedures contain document control to promote transparency and accountability. Document control includes: <ul style="list-style-type: none"> • Author • Owner (always a member of Executive Team to promote leadership) • Last review date • Review frequency 	Risk and Compliance Manager	Ongoing
10D	Policies and procedures are written to be as concise and unambiguous to promote accessibility and ease of understanding.	Risk and Compliance Manager	Ongoing
10E	Policies and Procedures are available to all staff through the College SharePoint. Relevant policies and procedures are also available to families and the general public from the College website or Parent Portal.	Risk and Compliance Manager	Ongoing
10F	Staff are refreshed on key policies and procedures at the start of each calendar year.	Risk and Compliance Manager	Complete