

Child Safe Training Policy

Policy No:	GOV-028
Council Resolution Ref:	CM2026/293
Date Adopted:	15 September 2026
Review Date:	15 September 2027
Version No:	1
Responsible Officer:	Human Resources

1. Purpose

This policy establishes Murweh Shire Council's (MSC) commitment to providing structured, tiered and legislatively compliant child safety training to all workers. It gives effect to Standard 7 (Knowledge and Skills) of the Queensland Child Safe Standards under the Child Safe Organisations Act 2024 (Qld) and ensures that every Council worker has the knowledge, skills and confidence to identify, respond to and report child safety concerns.

This policy is supported by the MSC Child Safe Training Plan (Appendix A), which sets out the mandatory training modules for each worker tier, delivery arrangements, timelines, responsibilities and completion tracking requirements. The Training Plan has been endorsed by the Executive Leadership Team.

2. Scope

2.1. Application

This policy applies to all Council workers, including:

- Employees — full-time, part-time and casual
- Volunteers
- Contractors, subcontractors and consultants
- Labour hire workers
- Trainees and apprentices
- Work experience students (subject to completion of the Tier 5 module suite once adopted)
- Elected members (Councillors, Mayor and Deputy Mayor)

For the purpose of this policy, a reference to a "worker" has the same meaning as in the Child Safe Organisations Act 2024 (Qld) and includes the categories above. This policy applies to Council activities conducted at Council facilities, at external venues and in the community.

2.2 Exclusions

This policy does not apply to members of the public accessing Council facilities as visitors or patrons. It does not apply to employees of external organisations operating at Council facilities under a lease or licence arrangement, who are subject to the child safe training obligations of their own reporting entity.

Child Safe Training Policy

3. Principles

- Child safety training is a genuine organisational commitment — not a compliance exercise.
- Training is structured and tiered to reflect workers' roles and levels of child contact.
- All workers must complete mandatory training before commencing child-related duties and must maintain currency through periodic refresher training.
- Cultural safety for Aboriginal and Torres Strait Islander children is embedded as a universal principle throughout all training content.
- Completion records are maintained for audit, regulatory and legal purposes in accordance with the *Public Records Act 2023* (Qld).

4. Training Tiers and Mandatory Modules

Murweh Shire Councils child safety training is structured across five tiers. Each tier reflects the worker's child contact responsibilities and governance obligations. The training matrix at Appendix A sets out which modules apply to each tier.

Tier 1 — Outdoor Staff (excluding Child Facilities)

Tier 1 covers all outdoor and operational staff whose role does not involve regular delivery of programs or services to children at a designated child-facing facility.

Required modules:

- **MSC All Staff: What You Need to Know** (in-person facilitated session) — approximately 25 minutes
- **MSC Toolbox Talk — All Staff Module** (facilitated by supervisor) — approximately 15 minutes

Total estimated duration: approximately 50 minutes.

Delivery note: The Toolbox Talk is delivered by an outdoor supervisor as a morning briefing session. The All Staff workbook session is delivered in person by the Child Safety Officer or a designated facilitator.

Tier 2 — Indoor Staff (excluding Child Facilities)

Tier 2 covers all indoor administrative, corporate and operational staff whose role does not involve regular delivery of programs or services to children at a designated child-facing facility.

Required modules:

- **NSW Government: Child Safe Councils** (online module — external) — approximately 40 minutes
- **MSC All Staff: What You Need to Know** (in-person facilitated session) — approximately 25 minutes
- **Initial Child Safe Training — All Staff Module** (self-paced) — approximately 10 minutes

Total estimated duration: approximately 65 minutes.

Delivery note: The NSW Government online module and Initial Child Safe Training Module is completed individually. The MSC in-person session is delivered by the Child Safety Officer or a designated facilitator.

Tier 3 — Child Facilities Staff

Tier 3 covers all workers in roles at Council facilities where children are regularly present: **Charleville Library, Cosmos Centre, Visitor Information Centre, Swimming Pool, WWII Museum and Bilby Tours**. This is the most comprehensive training tier, reflecting the higher level of child contact and duty of care held by these workers.

Required modules:

- **QFCC Child Safe Standards** (external 3-hour facilitated session) — 3 hours
- **QFCC Reportable Conduct Scheme** (external 3-hour facilitated session) — 3 hours
- **MSC All Staff: What You Need to Know** (in-person facilitated session) — approximately 25 minutes

Child Safe Training Policy

Total estimated duration: approximately 6 hours 25 minutes.

Delivery note: QFCC has proposed two dedicated 3-hour sessions. Council will confirm session dates with QFCC and determine, in consultation with the CEO, which additional cross-functional staff will attend alongside Child Facilities staff (see Section 5 — Extended QFCC Session Attendees).

Supervisors and Managers of Child Facilities staff must also complete the Tier 4 Leadership Obligations module.

The MSC Facility-Specific Scenarios workbook (MSC-TRN-FAC-003) remains available as a supplementary resource for self-directed completion.

Tier 4 — Managers, Supervisors and Directors (all staff groups, including Child Facilities)

Tier 4 applies to all managers and supervisors of outdoor staff, indoor staff and child facilities staff, as well as all Directors. This tier must be completed in addition to the worker's applicable lower-tier modules.

Required modules:

- **MSC Leadership Obligations** (in-person facilitated session) — approximately 60 minutes

Delivery note: The Leadership Obligations session is delivered in person by the Child Safety Officer, scheduled alongside the relevant staff group sessions. Directors and the CEO will be provided the printed workbook and presentation slides to complete in their own time if unable to attend an in-person session.

Tier 5 — Executive Leadership Team and Councillors

Tier 5 addresses the specific governance and legal obligations of ELT members and elected members under the Act. QFCC will deliver shorter targeted information sessions to ELT and Councillors. The CEO also receives a dedicated obligations briefing report.

Required modules:

- **QFCC Shorter Information Sessions** (external — format and duration to be confirmed with QFCC) — ELT and Councillors
- **MSC CEO Obligations Briefing** (briefing report) — CEO only
- **NSW Government: Child Safe Councils** (online module — external) — approximately 40 minutes
- **MSC Councillor Governance Brief** (participant workbook, approximately 45 minutes) — Councillors only

Delivery note: QFCC information sessions for ELT and Councillors are to be coordinated by the Child Safety Officer following confirmation of QFCC availability. The CEO briefing is delivered in person by the Child Safety Officer.

Tier 6 — Work Experience Supervisors

Tier 6 training modules are currently under development and will be finalised following Council adoption of HR-036 and HR-037 (Under 18 Staff and Work Experience Policy suite). Pending HR-039 adoption, work experience supervisors must complete the applicable lower-tier modules and the HR-037 training obligations.

5. Extend QFCC Session Attendees

The two QFCC 3-hour sessions are mandatory for Child Facilities staff. Council recognises that the content of the QFCC sessions — Child Safe Standards and the Reportable Conduct Scheme — is highly relevant to a broader range of Council functions beyond direct child-facing service delivery.

Child Safe Training Policy

Closer to the scheduled QFCC session dates, the CEO will determine which additional staff will be invited to attend alongside Child Facilities staff. Functions likely to be considered for extended attendance include:

- Human Resources
- Work Health and Safety
- Information and Communications Technology
- Governance and Integrity
- Facilities Management
- Procurement and Contracting
- Events Management
- Community Development and Engagement
- Direct service delivery functions (e.g. libraries, childcare, community programs)

The Child Safety Officer will coordinate invitations and registration for extended attendees and will record attendance in the Child Safe Training Register.

6. Training Completion Timeline

6.1 Pre-1 July 2026 Requirements

The following actions must be completed before 1 July 2026 to ensure Council is compliant with the Reportable Conduct Scheme obligations commencing on that date:

#	Action	Responsible	✓
1	Email CEO: CEO Obligations Briefing and QFCC webinar link	Child Safety Officer	☒
2	Outdoor supervisors to deliver MSC Toolbox Talk to outdoor crews	Outdoor Supervisors	☒
3	Indoor staff, ELT and Councillors to complete the Initial Child Safe Training (self-directed)	All — self-directed	☒

6.2 Post-1 July 2026

The following actions must be completed:

#	Action	Responsible	✓
4	Arrange and deliver QFCC information sessions (3-hour sessions for Child Facilities; shorter sessions for ELT and Councillors)	Child Safety Officer	☐
5	Arrange and deliver in-person sessions with all required staff	Child Safety Officer	☐

Child Safe Training Policy

#	Action	Responsible	✓
	(outdoor, indoor, supervisors, managers)		
6	Annual refresher session at MSC Staff Wellness Day	Child Safety Officer	☐
7	Arrange and deliver Work Experience and Under 18 Staff supervisor training	Child Safety Officer	☒

7. Training Delivery and Records

7.1. Delivery Responsibilities

Training delivery responsibilities are set out in Section 10 (Responsibilities). The key principle is that:

- The Child Safety Officer coordinates, schedules and facilitates all MSC internal training modules and coordinates external sessions.
- Managers and supervisors facilitate Toolbox Talk delivery for outdoor crews and monitor completion by their direct reports.
- All workers are responsible for completing mandatory modules applicable to their tier within the required timeframes.

7.2. Training Records

The Child Safety Officer will maintain a Child Safe Training Register. For each worker: the register records staff details (name, position, department and employment type), applicable training tier, and for each module: completion status, date of completion, provider, delivery mode and next renewal due date. The register also captures overall compliance status and the date was last reviewed.

Training records are public records for the purposes of the Public Records Act 2023 (Qld) and must be retained in accordance with the General Retention and Disposal Schedule for Local Government. Training acknowledgement forms must be retained for a minimum period of seven years from the date of completion, or for the full period of the worker's engagement with Council plus seven years, whichever is longer.

8. New Workers

All new workers must complete mandatory training applicable to their tier before commencing any duties that involve contact with children. Where the worker's role does not involve child contact, Tier 1 or Tier 2 training must be completed within 10 business days of commencement. The Child Safety Officer and HR Manager are jointly responsible for ensuring new worker training requirements are communicated and tracked from the date of commencement.

A worker must not undertake child-related duties until all mandatory training applicable to their tier has been completed and recorded in the Child Safe Training Register.

Child Safe Training Policy

9. Annual Refresher Training

All workers are required to complete annual refresher training. MSC's primary vehicle for annual refresher training is the **MSC Staff Wellness Day**, at which the Child Safety Officer will deliver a brief session covering:

- Staff Induction overview
- Child Safe Induction
- Code of Conduct (HR-024)
- Child Safe Code of Conduct (HR-035)

Staff who are unable to attend the Wellness Day refresher session must complete the induction slides and the Code of Conduct policies (self-directed) within 10 business days of the Wellness Day.

Child Facilities staff may receive additional child safe refresher training annually, beyond the Wellness Day session, as determined by the Child Safety Officer based on current risk profile, incidents and legislative updates.

The refresher training schedule is set out in the table below.

Audience	Content / Format	Frequency / Trigger
All Staff	Annual session at MSC Staff Wellness Day covering: Staff Induction, Child Safe Induction, Code of Conduct and Child Safe Code of Conduct (HR-035). Staff unable to attend must complete the induction slides and Code of Conduct policies (self-directed).	Annual — MSC Staff Wellness Day
Child Facilities Staff	Annual Wellness Day session (as above) plus additional child safe refresher training each year. Format and content to be determined by the Child Safety Officer based on current risk profile, incidents and any legislative updates.	Annual — Wellness Day + additional CSO-scheduled session
All Staff	Refresher training following any significant change to legislation, Child Safe Standards or Council policy.	Within 60 days of legislative or policy change
All Staff	Refresher training following a child safety incident, near-miss or substantiated reportable conduct finding.	Within 30 days of the triggering event
Individual worker	Refresher training upon change in role that increases child contact responsibilities, before commencing new duties.	Before commencing new child-contact duties

Child Safe Training Policy

10. Non-Compliance

A worker who does not complete mandatory training within the specified timeframe must be reported by their supervisor to the Child Safety Officer within two business days of the deadline. The Child Safety Officer will notify the relevant Director and the HR Manager.

Non-completion of mandatory child safety training may constitute a breach of the worker's obligations under GOV-024 (Child Safety and Wellbeing Policy), GOV-026 (Reportable Conduct Scheme Policy) and HR-035 (Child Safe Code of Conduct) and may be addressed through Council's performance management or disciplinary processes.

A worker must not undertake child-related duties until all mandatory training applicable to their tier has been completed.

11. Audit and Review

This Policy will be reviewed:

- annually;
- following significant legislative changes;
- following significant child safety incidents or Reportable Conduct Scheme matters;
- feedback from workers, managers and the QFCC; or
- as otherwise required by Council.

12. Responsibilities

Role	Responsibility
Council	Adopt and resource this policy and training plan; include child safety training in annual budget planning; monitor training completion through annual CEO reporting; ensure policy and plan remain current.
Chief Executive Officer	Complete Tier 4 training (QFCC webinar and CEO Obligations Briefing) before 1 July 2026; receive annual training completion reports; ensure adequate resources are allocated across all directorates.
Child Safety Officer	Develop, deliver and maintain all MSC internal training modules; coordinate QFCC external sessions; maintain the Child Safe Training Register; report training status to CEO and Council annually; update materials within 30 days of a legislative or policy change; facilitate the annual Staff Wellness Day refresher session.
Directors	Ensure all workers in their directorate complete mandatory training within required timeframes; advocate for resource allocation; participate in annual governance reporting; complete Leadership Obligations workbook or attend in-person session.
Managers and Supervisors	Facilitate Tier 1 Toolbox Talk delivery for outdoor operational crews; monitor completion by direct reports; return attendance and completion

Child Safe Training Policy

Role	Responsibility
	records to the Child Safety Officer within two business days of each session; ensure workers in child-facing roles hold a current Blue Card before commencing duties.
Workers	Complete all mandatory training applicable to their tier within required timeframes; return signed acknowledgement forms; complete refresher training when directed; notify supervisor of any role change affecting child contact.

13. Definitions

Term	Definition
Child	A person under 18 years of age.
Child Facilities	Council facilities where children are regularly present as part of Council's service delivery, being: Charleville Library, Cosmos Centre, Visitor Information Centre, Swimming Pool, WWII Museum and Bilby Tours.
Child Safety Officer (CSO)	The officer assigned by the CEO under s.107(2) of the Child Safe Organisations Act 2024 (Qld) to perform Reportable Conduct Scheme functions. At MSC, the CSO is the Governance Officer.
Child Safe Standards	The 10 standards established under ss.9 and 58 of the Child Safe Organisations Act 2024 (Qld) which set out the requirements for child safe organisations in Queensland.
Child Safe Training Register	The official register maintained by the Child Safety Officer recording individual training completion data for all Council workers across all training tiers.
Facilitated delivery	Training delivered in person by the Child Safety Officer, a designated facilitator or an external provider such as QFCC, as distinct from self-directed or online completion.
Refresher training	Periodic repetition of mandatory training modules, at the annual Wellness Day or following a triggering event, to maintain currency of knowledge and skills.
Reportable Conduct Scheme (RCS)	The scheme established under Part 3 of the Child Safe Organisations Act 2024 (Qld), requiring Council as a reporting entity to report specified allegations and convictions involving Council workers to the QFCC. Commenced 1 July 2026.

Child Safe Training Policy

Term	Definition
Tier	A defined level within Council's training framework, aligned to a worker's role and child contact responsibilities. There are six tiers: Outdoor Staff (1), Indoor Staff (2), Child Facilities Staff (3), Managers/Supervisors/ELT (4), CEO/CSO/Councillors (5), and Work Experience Supervisors (6, pending).
Worker	Any person who performs work for or on behalf of Council, whether paid or unpaid, including employees, volunteers, contractors, trainees and work experience students. Has the same meaning as in the Child Safe Organisations Act 2024 (Qld).

14. Related Documents

Child Safety and Wellbeing Policy
 Child Safe Reporting, Complaints and Incident Management Procedure
 Reportable Conduct Scheme Policy
 Reportable Conduct Scheme Procedure
 Code of Conduct
 Child Safe Code of Conduct
 Under 18 Staff and Work Experience Policy
 Under 18 Staff and Work Experience Procedure
 Child Safe Training Register

15. Legislation

Child Safe Organisations Act 2024 (Qld)
 Working with Children Check Act 2000 (Qld)
 Child Protection Act 1999 (Qld)
 Local Government Act 2009 (Qld)
 Local Government Regulation 2012 (Qld)
 Human Rights Act 2019 (Qld)
 Public Records Act 2023 (Qld)
 Information Privacy Act 2009 (Qld)

16. Version Control

Version No.	Date	Approved	Amendment
1.0	17/09/2026	CEO	Initial Adoption

17. Approval

Chief Executive Officer			
Date:	17/09/2026	Signature:	Bruce Scott

Child Safe Training Policy

Appendix A – Child Safe Training Matrix

The table below sets out the mandatory training modules for each worker tier.

✓ = Mandatory. Select staff* = attendance extended at CEO's direction. – = Not applicable.

Module	Duration	Outdoor Staff	Indoor Staff	Child Facilities	Mgrs/ Supvrs/ELT	CEO/ Cllrs
NSW Gov: Child Safe Councils (online module)	~40 min	–	✓	✓	✓	✓
MSC All Staff: What You Need to Know (in-person session)	~25 min	✓	✓	✓	✓	–
MSC Toolbox Talk — All Staff (facilitated, outdoor crews)	~25 min	✓	–	–	–	–
QFCC Child Safe Standards (3-hour session)	3 hrs	–	Select staff*	✓	–	Shorter session
QFCC Reportable Conduct Scheme (3-hour session)	3 hrs	–	Select staff*	✓	–	Shorter session
MSC Leadership Obligations (in-person or self-directed)	~60 min	–	–	✓	✓	–
QFCC Shorter Info Sessions (ELT and Councillors)	TBC	–	–	–	–	✓
MSC CEO Obligations Briefing (in-person, Head of Reporting Entity)	In person	–	–	–	–	CEO only
MSC Councillor Governance Brief (workbook)	~45 min	–	–	–	–	Cllrs only

* Select staff from HR, WHS, ICT, Governance, Integrity, Facilities, Procurement, Events, Community Development and direct service delivery functions may be invited to attend one or both QFCC sessions in addition to Child Facilities staff, as determined by the CEO closer to the scheduled session dates.