

QRU TRAINING WORKSHOPS

Implementation timeline



THE FIRST 30 DAYS (PRE-SEASON SETUP AND GOVERNANCE)

Focus on getting the rules endorsed, the right people screened and the information visible.

- » **Endorse the Policies (Standard 1)**
 - Have the committee formally endorse the Rugby Australia Child and Young Person Safeguarding Policy and QRU Child Safety and Wellbeing Commitment Statement at your next meeting and minute the decision
- » **Appoint Your Contact (Standard 1 & 6)**
 - Nominate a primary Child Safety Contact (and a back-up) and clearly publish their details online and at the venue. **Ensure the appointed contact explicitly knows the escalation steps, specifically knowing when they must escalate an issue immediately to Police, Child Safety services or Rugby Australia**
- » **Enforce “No Card, No Link, No Start” (Standard 5)**
 - Ensure all volunteers and staff in child-related roles have a current Blue Card. Link them to your club in the Blue Card Organisation Portal and update your internal employee/volunteer register before they start
- » **Mandate Integrity Training (Standard 7)**
 - Identify which roles must complete the Rugby Australia Level 1 Integrity training and ensure they complete it before the season starts. Keep records of completion
- » **Update the Website (Standard 3 and 6)**
 - Create or update a ‘Child Safety and Wellbeing’ webpage. Include your Child Safety Contact, links to Rugby Australia’s ‘reporting a concern’ page and external support services
- » **Put Up the Posters (Standard 1, 3 and 4)**
 - Display the “Child Safe Commitment,” “Child Safety Contacts,” “Rights in Rugby” and “Zero Tolerance for Racism” posters around the clubhouse, canteen and outside change rooms
- » **Start the Tracker (Standard 9)**
 - Open the QRU Child Safe Standards Tracker, set your baseline status and begin logging completed actions



3 MONTHS (EARLY-MID SEASON IMPLEMENTATION)

Focus on educating the kids, setting physical/online boundaries and establishing registers.

- » **Establish a Risk Register (Standard 1 and 6)**
 - Develop a Child Safe Risk Register to actively identify, prevent and minimise risks to children across club operations. Ensure any complaints, safety incidents or “near misses” are formally documented and logged here
- » **Explain Rights to the Kids (Standard 2)**
 - Talk through the “Rights in Rugby” poster with the children (e.g., a 2-3 minute chat at training). Explain in simple language how they can raise a concern safely
- » **Set Disciplinary Baselines (Standard 10)**
 - Ensure your club’s bylaws, policy documents or volunteer agreements clearly state that any breach of child safe policies will result in appropriate disciplinary action
- » **Communicate Online Rules (Standard 8)**
 - Share information sheets regarding safe online behaviour with coaches and managers. Reinforce that 1:1 private messaging with children is not allowed and official channels must be used
- » **Manage Photos and Media (Standard 8)**
 - Ensure you are getting parent/carer consent before taking or using images of children and never take photos in change rooms or private areas
- » **Enforce Environment Protocols (Standard 8)**
 - Ensure practical supervision rules are actively followed for high-risk areas. This includes the “knock and announce” rule for change rooms and the two-adult/two-child rule for transport and travel



6 MONTHS (MID-END SEASON REVIEW AND CONTINUOUS IMPROVEMENT)

Focus on auditing practices, culturally safe support and preparing for the off-season.

- » **Offer Culturally Safe Support (Standard 2)**
 - Ensure you are offering culturally safe ways to invite views and reduce barriers for speaking up, such as offering a support person or using respectful, non-judgemental language
- » **Manage Third-Party Risks (Standard 8)**
 - Ensure that contracts or agreements with third-party suppliers and contractors (e.g., canteen operators, external facility providers) reflect your club’s child safe approach and values
- » **Review Legal Obligations (Standard 10)**
 - Check whether your club or association is required to comply with Queensland’s Reportable Conduct Scheme and prepare to follow it if the scheme applies
- » **Tracker Review (Standard 9)**
 - Review your Tracker to ensure all evidence is saved and actions are properly logged. Ask: *What did we complete? What’s at risk or overdue? Any new risks this season?*
- » **Audit the Blue Card Register (Standard 1)**
 - Clean up your Blue Card portal by de-linking any volunteers or staff who are no longer working with the club so your records stay accurate for the next season