



Child Safety Reporting & Responding Procedure- Mackay Gymnastics Inc.

Version: Child Safe Standards – Commencing Compliance (QFCC-aligned)

Applies to: All staff, coaches, junior coaches, volunteers, contractors and committee members.

1. Purpose (QFCC-aligned)

Mackay Gymnastics Inc is committed to embedding a child-safe culture where the safety, wellbeing and best interests of children are paramount.

This procedure supports compliance with the Queensland Child Safe Organisations Act 2024, the Child Safe Standards (CSS) and the Universal Principle, and outlines how Mackay Gymnastics:

- Identifies and responds to child safety concerns
 - Enables safe, consistent and timely reporting
 - Ensures concerns are handled fairly, confidentially and appropriately
 - Reduces the risk of harm through continuous improvement
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2. Scope

This procedure applies to all activities conducted by Mackay Gymnastics, including:

- Recreational, developmental and competitive gymnastics programs
- Training sessions and in-gym events
- Competitions and sanctioned activities

Mackay Gymnastics does not provide camps, tours or overnight accommodation. Parents and carers remain responsible for children outside scheduled training times.

3. Alignment with Gymnastics Australia (GA) and Gymnastics Queensland (GQ)

Mackay Gymnastics Inc is an affiliated member of Gymnastics Australia (GA) and Gymnastics Queensland (GQ). As such, the Club adopts and aligns with the following GA and GQ child safety-related policies, standards and procedures (as amended from time to time):

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- Gymnastics Australia Child Safe Policy and Child Safe Standards Framework
- Gymnastics Australia Member Protection Policy
- Gymnastics Australia Complaint Handling and Disciplinary Procedures
- Gymnastics Australia and Gymnastics Queensland reporting guidance, including escalation to external authorities where required (e.g. Queensland Police Service, Child Safety Services, Blue Card Services)

These documents provide the national framework and minimum standards for child safety within gymnastics. Mackay Gymnastics Inc does not duplicate these policies; rather, this document outlines how those standards are implemented locally within the Club's governance structure, facilities, staffing model and day-to-day operations.

Where there is any inconsistency between this procedure and a GA or GQ policy, the GA or GQ policy will prevail. This procedure is intended to be read in conjunction with the above GA and GQ documents.

4. Governance & Roles

Committee (Governing Authority)

- Holds ultimate accountability for child-safe governance
- Ensures policies, procedures and resources are in place
- Oversees compliance and continuous improvement

Gym Operations Manager (Primary Onsite Authority)

- Leads implementation of child safety systems
- Makes decisions regarding internal and external reporting
- Ensures concerns are documented and managed appropriately

Team Leaders / Senior Coaches

- Support supervision of junior coaches
- Monitor training environments and behaviour

All Staff, Head Coaches, Junior Coaches & Volunteers

- Must act in accordance with the Code of Conduct
- Must report concerns promptly and in good faith
- Share responsibility for child safety

5. What Must Be Reported

Any concern relating to a child's safety or wellbeing must be reported, including:

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- A disclosure of harm or abuse
- A reasonable suspicion of abuse, neglect or grooming
- Inappropriate behaviour by an adult or another child
- Breaches of the Code of Conduct
- Inappropriate physical contact beyond accepted coaching practice
- Bullying, intimidation or degrading language
- Unsafe practices or environments

Proof is not required. A reasonable belief or concern is sufficient.

6. Gymnastics-Specific Risk Context

Mackay Gymnastics recognises increased child-safety risk in the following situations:

- Physical spotting and skill assistance
- Mixed-age and mixed-ability classes
- Junior coaches assisting younger gymnasts (under supervision)
- One-on-one coaching (rare and risk-managed)
- Injured or distressed children requiring privacy
- Parents not always present during training
- Change rooms and bathroom use

Controls include:

- Observable and interruptible coaching environments
- Clear supervision ratios
- Staff-only bathroom use (no adult use of athlete facilities)
- Clear language and discipline expectations

7. Reporting Process (Internal)

Step 1: Immediate Safety

If a child is at immediate risk:

- Call 000
- Ensure the child is safe
- Notify the Gym Operations Manager as soon as practicable

Step 2: Report Internally

Concerns must be reported as soon as possible, preferably the same day.

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Reporting pathway:

1. Junior/ Head Coaches
2. Team Leader
3. Gym Operations Manager

Junior/ and or Head coaches report to the Team Leaders, who escalates as required.

Reports may begin verbally but must be documented.

8. Documentation

Child safety incidents or concerns must be recorded using the Club's Child Safety Incident / Concern Report Form. This form is separate from injury or accident reporting forms and must be used for all child safety-related matters, whether or not an injury has occurred.

All reports must include:

- Date, time and location
- Names of individuals involved
- Objective description of what was observed or disclosed
- Actions taken
- Escalation details

Records are:

- Stored securely
- Confidential
- Accessed on a need-to-know basis

9. External Reporting

Where required, Mackay Gymnastics may report matters to:

- Queensland Police Service – criminal matters or immediate risk
- Department of Child Safety – suspected abuse or neglect
- Blue Card Services – concerning conduct involving card holders
- Gymnastics Queensland – serious misconduct or integrity issues

External reporting is managed by the Gym Operations Manager, with Committee oversight where required.

Staff must not investigate matters independently.

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10. Responding to Concerns

Mackay Gymnastics will:

- Act promptly and proportionately
- Support children and families
- Apply procedural fairness
- Implement interim risk controls where required

11. Confidentiality & Protection

- Information is shared only where necessary
- Reports made in good faith are protected
- Retaliation is a serious breach of policy

12. Referenced External Policies and Standards

- [Gymnastics Australia Child Safe Policy](#)
- [Gymnastics Australia Member Protection Policy](#)
- [Gymnastics Australia Complaints & Disputes](#)
- [Mackay Gymnastics Child Safety Incident / Concern Report Form](#)

12. Review & Continuous Improvement

This procedure will be reviewed annually and updated to reflect legislative changes, incidents and feedback.

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