



Child Safe Code of Conduct

Policy Title	Child Safe Code of Conduct
Original issue date	5/02/2026
Delegate	Commissioner
Authorisation	
Approval Date	5/02/2026
Effective date	5/02/2026
Review date	5/02/2027
Alignment to Strategic Plan 2023-2027	• Support the restoration of socially responsible standards of behaviour and local authority in welfare reform communities • Help people in welfare reform communities to resume primary responsibility for the wellbeing of their communities and the individuals and families of their communities • Create a capable, culturally safe, agile and innovative organisation • Improve engagement through co-design and partnerships

1.0 Purpose

The Family Responsibilities Commission (FRC) is committed to upholding the wellbeing, safety, and rights of all children and young people. This Code of Conduct establishes the behavioural and ethical standards expected of all FRC personnel in accordance with the *Family Responsibilities Commission Act 2008* (Qld) and the *Child Safe Organisations Act 2024* (Qld). It provides an accountability framework to ensure that every child connected to the FRC is safe, valued, and respected, and operationalises the principles set out in the FRC's Child Safety and Wellbeing Commitment Statement.

2.0 Application

This Code applies to all Commission members, the Registrar, FRC employees, Agency staff, volunteers, contractors, consultants, and service providers representing the FRC or acting under delegated authority. Compliance with this Code is a condition of engagement and continued participation in FRC operations.

3.0 Foundational Principle

- The FRC has implemented a Child Safe Organisation Commitment Statement that articulates the Commission's organisation-wide commitment to child safety and wellbeing.
- The wellbeing and best interests of children are paramount. This principle is enshrined in the Family Responsibilities Commission Act 2008 (Qld) and underpins every aspect of the Commission's work.
- Protecting children is a shared responsibility across Commissioners, staff, families, and communities.
- The FRC's community-led model, anchored in the authority of Local Commissioners ensures that child safety and wellbeing are embedded through cultural strength, respect, and accountability.

4.0 Guiding Principles

- Integrity and Accountability – Uphold the integrity of the Commission and its legislative purpose to restore social responsibility, local authority, and community wellbeing.
- Child-Centred Practice – Place the rights, needs, and voices of children and young people at the centre of all decisions and actions.
- Cultural Safety and Respect – Honour the leadership of Elders and Local Commissioners and recognise the cultural identities, languages, and traditions of Aboriginal and Torres Strait Islander children.
- Empowerment and Participation – Enable children and young people to express their views freely, to be listened to, and to participate in decisions that affect them.

Document Number	01	CONTROLLED DOCUMENT
Authorised by	Commissioner	
Original Issue Date	05/02/2026	
Current Version	V.1	

- Equity and Inclusion – Ensure that all children—regardless of background, ability, gender, or circumstance—are treated with fairness and dignity.
- Zero Tolerance for Harm – Maintain a safe environment where abuse, neglect, exploitation, or discrimination of any kind is not tolerated.
- Personnel must ensure children and young people are informed of their rights and available complaint mechanisms in a culturally appropriate manner.

5.0 Standards of Behaviour

The FRC is committed to ensuring the safety, wellbeing, and protection of children and young people. All Commission members, FRC staff, Agency staff, contractors, service providers, and volunteers are required to uphold the highest standards of professional conduct and adhere to the following principles:

Family Responsibilities Code of Conduct Principles

- Professional Conduct – Conduct yourself in a way that reflects positively on the FRC, upholding respect, courtesy, and impartiality.
- Child Safety and Wellbeing – Prioritise the safety and wellbeing of all children and young people; report harm or suspicion immediately; follow mandatory reporting obligations (if required).
- Cultural Safety and Collaboration – Respect community protocols, seek cultural guidance from Commission members, and promote inclusive environments.
- Respectful Engagement – Treat all individuals with dignity and sensitivity; foster trust through honesty and transparency.
- Confidentiality – Protect personal and sensitive information in accordance with legislative requirements.
- Conflict of Interest – Declare any personal or financial interests that could affect impartiality.
- Use of Position and Resources – Use FRC resources responsibly and solely for authorised purposes.

6.0 Child Empowerment and Voice

- Children and young people are active participants, not passive recipients, in FRC processes.
- Personnel must ensure communication is age-appropriate and culturally relevant, and that children’s voices inform decisions.

7.0 Roles and Responsibilities

- The Commissioner – Has overall legal responsibility for ensuring compliance with the Child Safe Organisations Act 2024 (Qld) and the Family Responsibilities Commission

Document Number	01	CONTROLLED DOCUMENT
Authorised by	Commissioner	
Original Issue Date	05/02/2026	
Current Version	V.1	

Act 2008 (Qld), including oversight of child safe governance, systems, and responses, and may delegate functions in accordance with the Act.

- The Registrar – Provides leadership and oversight of child safe systems, ensures organisational compliance with legislation, oversees responses to reports, coordinates training and awareness programs, and ensures the effectiveness of Child Safe Organisation materials.
- Managers – Model ethical behaviour, ensure training for the staff, embed child safe practices and report any misconduct or suspected harm to the Child Safe Organisation Contact Officer (Registrar).
- Local Commissioners – Guide culturally appropriate engagement and uphold community accountability for child safe obligations.
- Employees– Adhere to the Code, report misconduct or suspected harm against children and participate in regular training.
- Service Providers and Contractors – Must comply with this Code and all child safe obligations under relevant contracts, MOUs, and funding agreements. Non-compliance may result in corrective action, suspension, or termination of contracts in accordance with contractual and legal requirements.

8.0 Reporting and Responding to Concerns

- Any person who suspects that a child is at risk of harm must report it without delay to the Child Safe Organisation Contact Officer in the first instance. Where there is an immediate or serious risk of harm, reports must be made directly to emergency services or the relevant statutory authority.
- The Child Safe Organisation Contact Officer receives and manages child safety concerns, conducts initial risk assessments, coordinates reporting to relevant authorities, and ensures appropriate internal and external responses in accordance with legislative obligations.
- Reports will be treated confidentially, and retaliation against reporters is prohibited.

9.0 Training and Awareness

- All personnel must complete induction and refresher training on child safety, cultural safety, and ethical behaviour.
- Specialist training will be provided for roles involving direct engagement with children.

10.0 Breaches of the Code

Non-compliance may result in disciplinary action, termination of engagement, or referral to law enforcement, in accordance with applicable legislation, industrial instruments, and procedural fairness requirements.

Document Number	01	CONTROLLED DOCUMENT
Authorised by	Commissioner	
Original Issue Date	05/02/2026	
Current Version	V.1	

11.0 Monitoring and Review

- This Code will be reviewed biennially, or sooner if legislative or organisational changes occur.
- Consultation will include Local Commissioners, staff and Commissioner.

12.0 Acknowledgement

- All personnel must acknowledge in writing that they have read, understood, and agree to comply with this Code.
- Acknowledgements will be retained on personnel files.

Contact

Registrar
Family Responsibilities Commission
184 Mulgrave Road, Westcourt, 4870
Telephone (07) 4081 8400 Fax (07) 4041 0974

Document Number	01	CONTROLLED DOCUMENT
Authorised by	Commissioner	
Original Issue Date	05/02/2026	
Current Version	V.1	