

# EXTERNAL CONTRACTOR INFORMATION (Contractors Not Working with Children)

**C&K is a child-safe organisation, and we are committed to providing a safe and healthy environment for all.** We support the QLD Government Statement of Shared Commitment where 'Every Interaction Counts'. By signing this Register, you acknowledge and agree to comply with the following:

## Blue Card and Restricted Person Declaration

- I am not a **Restricted Person** under Queensland's Blue Card System and will cease work immediately if I become a Restricted Person.

And

- I hold a valid Blue Card (sighted by the centre Director/Manager).

Or

- I am exempt as I have not exceeded the allowable 7 days of work in child-related environments, this calendar year, as regulated by the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

## Housekeeping: I will:

- Immediately report to the centre Director/Manager
- Sign in upon arrival.
- Wear a visible visitor tag.
- Follow displayed signs and instructions.
- Keep all equipment, materials and substances related to my work inaccessible to children.
- When necessary, I will install safety barriers/signs and restrict children's access to work areas.
- Declare any hazardous goods upon arrival.
- Conduct work within agreed areas and access routes.
- Maintain a tidy, hazard-free workspace.
- Keep doors and gates closed/locked.
- Sign out upon departure.

## Conduct: I will:

- Uphold professional, ethical and respectful behaviour in line with the C&K Supplier Code of Conduct.

- Respect cultural diversity and refrain from harassing, discriminating against or vilifying anyone on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs, opinions, or background.
- Immediately raise concerns with a C&K employee as per the C&K Complaint Management Procedure.
- Diligently complete tasks for which I am authorised and licensed/qualified to perform.
- Wear appropriate and safe clothing.
- NOT swear and use any offensive or indecent language or gestures.
- NOT bring alcohol onto a C&K site or at a C&K event.
- NOT smoke (including electronic cigarettes) or vape on or within 5m beyond the boundary of a C&K site or at C&K event.
- NOT be adversely affected by alcohol, drugs or any other substance.
- NOT bring unauthorised persons or non-enrolled children on a C&K site or to a C&K event.
- NOT bring any animal on a C&K site or to a C&K event.
- NEVER engage in inappropriate conversations with others about the behaviour of children, employees and families.
- NOT use children's toilets

## Child Protection and Prevention of Sexual Exploitation, Abuse, and Harassment: I will:

- NEVER be alone with a child; or be in area with a child.
- NEVER sexually, physically or emotionally harm children, families or C&K employees.
- NEVER exhibit grooming behaviours towards a child(ren), families or C&K employee.
- NEVER implement any form of inappropriate discipline towards a child.
- NOT take your personal electronic device/s that can take image or videos of children (e.g. mobile phone, tablets, iPad, digital cameras and smart watches) into a centre where children are present (unless for an essential

purpose as per the National Model Code Taking Images and Videos of Children and when prior written C&K authorisation has been obtained)

- NOT record, take or save images or audio of children.
- NOT access or disclose personal information.
- NOT initiate interaction with children
- Report any interactions with children immediately.
- NEVER communicate with children or their families electronically.
- Immediately report and escalate any concerns or if you have any suspicions or allegations of harm, to the Centre Director/Responsible Person in Charge. If you feel your concern, disclosure or complaint has not been adequately addressed you can escalate concerns to C&K Central (3552 5300 / feedback@candk.asn.au)

## Incidents & Risk Management: I will:

- Take care to prevent injury or accidents.
- Report incidents, hazards, or near misses to C&K staff immediately.
- Use C&K's WHS Reporting System via the Director/Manager.
- Provide a documented risk assessment for high-risk work (e.g. working at heights, asbestos) before undertaking any works.
- Keep firefighting equipment accessible if working with fire, flammable materials, or electricity.
- Seek approval before isolating/reactivating fire equipment.
- Implement documented risk minimising strategies to minimise children's exposure to known allergies e.g. do not bring any known allergen into the centre.

## Legal Compliance: I will

- Adhere to WHS, Workers' Compensation, and other relevant legislation.
- Follow protocols for 'Danger' and 'Out of Service' tags.

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- Maintain appropriate insurance, licensing, and qualifications.
- Provide current insurance and Workcover Certificates to C&K before commencing work.

### **Asbestos:** I will

- (if applicable) Review the Asbestos Register before starting work.
- Provide a risk assessment or safe work method statement (or similar) for asbestos-related work to the Centre Director/Manager before commencing any works
- Immediately report any asbestos-related incidents.

*\*See QR code for further information on Restricted Persons and Blue Card obligations along with key C&K policies and documents.*



### **Emergencies:** I will

- Follow displayed emergency procedures and staff instructions.
- In the case of emergencies and if having to meet at evacuation point you will make every effort to maintain distance and limit interactions with children.

**Contractor Monitoring :** If you are undertaking works whilst children are present, C&K staff will monitor your compliance with this declaration and ensure you do not have access to, or interact with, children whilst you are at the centre.