

NQS7 Governance and Leadership Information Sheet External Contractors

C&K is committed to keeping children safe and providing a safe, healthy environment for everyone. By signing in to enter a C&K site, you confirm that you understand and agree to follow the requirements below:

Blue Card Declaration

You are **not a Restricted Person** under Queensland's Blue Card system and will not enter or continue work on site if you become a Restricted Person.

You also confirm that either:

- You hold a current valid Blue Card (verified by the Centre Director/Manager); or
- You are exempt under the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

Housekeeping

While on site, you will:

- Report to the Centre Director/Manager on arrival.
- Sign in on arrival and sign out before leaving.
- Follow all site signage, instructions and designated access areas.
- Keep tools, equipment, materials and hazardous substances out of children's reach.
- Use safety barriers and signage where required to prevent children's access to work areas.
- Declare any hazardous goods brought onto site.
- Keep the work area clean, tidy and free from hazards.
- Ensure all doors and gates remain closed and secured, all external gates, excluding the front centre entrance gate, must remain locked when children are at the centre.
- Ensure gates and doors are NOT propped open, pinned back or held open at any time when children are at the centre

Reportable Conduct

Immediately report to the Centre Director/Manager any concerns, allegations, incidents, unsafe behaviour, or inappropriate conduct towards a child, or any behaviour by a person on site that may place a child at risk.

If you feel the concern you have raised has not been adequately addressed, escalate your concern/s to C&K Central (3552 5300 / feedback@candk.asn.au).

Child Safeguarding

While on site, you must NOT:

- be alone with a child or remain in an area where you are alone with a child
- cause, or engage in, any sexual, physical, or emotional harm towards children, families, or C&K employees.
- engage in grooming behaviours towards a child(ren), families or C&K employees.
- use any form of discipline with a child.
- record, photograph, save, or otherwise capture images or audio of children on any device capable of taking photos, videos, or audio recordings (including mobile phones, tablets, iPads, digital cameras, or smart watches).
- capture images unless it is required for the purpose of work. These images must not include C&K employees or children.
- access, use, or disclose personal information without authorisation.
- communicate electronically with children or their families.
- interact with children unless specifically authorised as part of your role.

Professional Conduct

While on site, you will:

- Behave professionally, ethically and respectfully at all times.
- Treat all people with respect and not engage in harassment, discrimination, bullying or offensive behaviour.
- Raise any concerns with a C&K employee in accordance with the C&K Centre Complaints Management Procedure.
- Only perform work that you are authorised, qualified and/or licensed to undertake.
- Wear appropriate clothing and personal protective equipment (PPE) where required.
- Respect the privacy and confidentiality of children, families and employees and not engage in inappropriate discussions about them.

While on site, you will not:

- Use offensive, abusive or inappropriate language or gestures.
- Bring or consume alcohol, illegal drugs or other impairing substances, or attend site while under their influence.
- Smoke or vape on site or within 5 metres of the site boundary.
- Bring unauthorised persons, animals, or non-enrolled children onto the site.
- Use children's toilets.

Incidents and Risk Management

While on site, you must:

- Carry out your work in a manner that prevents injury, illness, property damage, and accidents.

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- Immediately report all incidents, hazards, near misses, and unsafe conditions to a C&K employee.
- Complete WHS incident and hazard reporting as directed by C&K.
- Provide a documented risk assessment and any required Safe Work Method Statements (SWMS) before commencing high-risk work (e.g. working at heights, asbestos-related work, or other high-risk activities).
- Ensure firefighting equipment remains readily accessible when undertaking work involving fire, heat, flammable materials, or electrical hazards.
- Obtain approval before isolating, disabling, testing, or reactivating any fire protection or alarm systems.
- Implement appropriate controls to minimise children's exposure to known allergens and must not bring known allergens into the centre without prior approval.
- Not bring button batteries or equipment containing button batteries on site.

Legal Compliance

You must:

- Adhere to WHS, Workers' Compensation, and other relevant legislation, regulation and applicable standards.
- Follow protocols for 'Danger' and 'Out of Service' tags
- Maintain appropriate insurance, licensing, and qualifications.

- Provide current insurance and Workcover Certificates to C&K before commencing work

Asbestos

If you are working in or near any area that may contain asbestos, you must:

- Check and review the site Asbestos Register before starting any work.
- Confirm whether asbestos is present or assumed to be present in your work area.
- Do not begin work until a documented risk assessment and any required Safe Work Method Statement (SWMS) have been provided to C&K.
- Follow all approved controls and procedures for working safely around asbestos.
- Before starting work, isolate the work area to prevent access by others.
- If asbestos is suspected to be disturbed, **immediately stop work, isolate the area, and restrict access.**
- Immediately report any asbestos disturbance, damage, or potential exposure to the Centre Director/Manager and C&K Facilities Team.

Emergencies

You must:

- Follow all displayed emergency procedures and comply immediately with instructions from C&K employees.
- In the event of an emergency, proceed to the designated evacuation assembly point as directed.

- At the evacuation point, maintain appropriate distance from children and minimise interaction with them.
- Remain at the assembly point and await further instructions from C&K employees or emergency services.

Security Cameras (CCTV)

- Some C&K sites have CCTV installed in and around the premises.
- By entering the site, you acknowledge that your image and/or voice may be recorded while you are on site.
- CCTV footage may be used for safety, security, and incident investigation purposes.
- You must not tamper with, obstruct, or interfere with any CCTV equipment.

Monitoring

If you are undertaking work while children are present, C&K employees will monitor your compliance with applicable policies, and procedures, including the Supplier Code of Conduct, to ensure you do not access or initiate interaction with children while on site.

C&K employees may direct you to leave the centre at any time, and you must comply immediately with any such instruction.

Please scan the QR code below for further information on Restricted Persons, Blue Card obligations and key C&K policies and documents

