Queensland Robotics & Coding Academy

Child and Youth Risk Management Strategy

Policy Version: 1.1
Effective Date: November 2026
Review Date: November 2027
Policy Owner: Daniel Ricardo (Director, QRCA)

QUEENSLAND ROBOTICS & CODING ACADEMY PTY LTD (QRCA)

Version	1.1 – reflective audit improvements November 2026
Effective date	On director approval 9/11/2026
Review date	12 months after approval, or earlier following significant incidents or legal change
Policy owners	Daniel Ricardo and Sharon Ricardo
Public contact	admin@qrca.com.au
Status	For director approval; supersedes Version 1.0 once approved

Change control: Version 1.1 retains the original 13-section structure and recognises QRCA's existing read-discuss-shadow induction model, with a simplified individual sign-off record.

Previously signed Version 1.0 acknowledgements remain on file; current changes must be communicated and acknowledged.

1. Purpose

QRCA is committed to the safety, wellbeing and protection of children and young people participating in after-school robotics and coding programs, school-based incursions, holiday workshops, competitive robotics training and events. This strategy applies to directors, staff, contractors, volunteers and persons engaged in QRCA activities.

- Provide safe, supportive and inclusive environments.
- Identify, assess and control foreseeable child safety risks.
- Listen to children and respond promptly to safety concerns.
- Meet applicable Queensland child safety and screening obligations.

2. Relevant legislation and standards

QRCA will operate in accordance with applicable legislation, including the Working with Children (Risk Management and Screening) Act 2000 (Qld), Child Protection Act 1999 (Qld), Criminal Code Act 1899 (Qld), Work Health and Safety Act 2011 (Qld), Child Safe Organisations Act 2024 (Qld), and applicable privacy obligations. The Queensland Child Safe Standards and Universal Principle inform the implementation of this strategy. The applicability of the separate Reportable Conduct Scheme must be verified; it is not assumed to apply automatically.

The Queensland Blue Card system and relevant screening/exemption requirements apply according to each person's role. QRCA will check and document any applicable teacher exemption and organisation-linking requirements.

3. Statement of commitment

QRCA has zero tolerance for child abuse, grooming, neglect, exploitation, bullying or retaliation for reporting concerns. Children are treated with dignity, are encouraged to speak up and are supported in culturally safe and inclusive ways, including Aboriginal and Torres Strait Islander children and children with disability.

4. Roles and responsibilities

4.1 Directors — Child Safety Contacts

Daniel Ricardo and Sharon Ricardo jointly oversee child safety, screening, incident management, training, risk reviews and communication with authorities. Contact: admin@qrca.com.au. A complaint involving either director must not be handled solely by the person concerned. Where both are implicated, or internal reporting is inappropriate, the complainant or worker may report directly to Queensland Police or Child Safety; QRCA must not obstruct external reporting.

4.2 Staff, contractors and volunteers

All personnel must comply with screening requirements, maintain professional boundaries, actively supervise children, follow approved activities and report safety concerns promptly. Contractors may not directly message children on electronic or online platforms or transport QRCA students in their vehicles.

4.3 Host schools

Where programs occur at schools, QRCA coordinates with school staff and complies with site-specific safeguarding, emergency and reporting processes. Responsibilities for supervision and reporting must be clear before the activity.

4.4 Parents and guardians

Parents provide accurate emergency contacts, medical information and relevant consents; follow collection and departure procedures; and are informed of QRCA child safety and complaints arrangements. At events, supervision responsibility must be communicated in advance and must not be assumed.

5. Recruitment, screening and training

5.1 Blue Card compliance

QRCA verifies the relevant Blue Card or lawful exemption status before a person begins regulated child-related work, checks required organisational links, maintains a screening register and monitors expiry/status. A person without the required clearance or exemption must not undertake the relevant duties.

5.2 Recruitment and selection

Personnel are selected for suitability to work with children, appropriate values and relevant skills. References and prior experience are checked where appropriate.

5.3 Training and induction

QRCA uses a practical induction process: (1) the staff member or contractor reads the current Child and Youth Risk Management Strategy, including its Code of Conduct and reporting requirements; (2) Daniel Ricardo or Sharon Ricardo discusses the requirements and answers questions; and (3) the person is supervised and shadows Daniel or Sharon while commencing duties, as appropriate to their role. The discussion covers recognising and responding to harm, internal and personal external reporting duties, allegations concerning an owner, supervision, equipment safety, professional boundaries, communication restrictions, student collection and

emergencies. The person and the inducting owner complete the Staff and Contractor Induction Sign-off Sheet, ticking only activities actually completed and recording any follow-up required. For induction previously undertaken, the sheet may be completed as a retrospective confirmation, with actual or approximate historical dates clearly identified; signatures must carry the date signed and must never be backdated. A previously signed strategy remains evidence of policy acknowledgement but does not by itself establish completion of every induction element. New or materially changed requirements are explained and acknowledged, and further instruction or training is arranged when necessary. QRCA retains induction records securely alongside screening and policy acknowledgement records.

6. Code of Conduct and behaviour standards

- Treat children fairly and respectfully; maintain professional boundaries and observable interactions.
- Do not harm, humiliate, groom, isolate or engage in inappropriate physical or sexualised conduct.
- Do not leave children unsupervised or allow children to leave an activity area without authorisation.
- Only Daniel and Sharon may communicate directly with students electronically, and only with students in Years 9–12, using approved, accountable channels for legitimate QRCA purposes. For Year 8 and below, communicate with parents/guardians. Contractors must not directly message any QRCA student.
- No private social-media messaging, disappearing-message services or unnecessary one-to-one secrecy. Safeguarding communications must be preserved where required.
- Only Daniel or Sharon may transport children, solely for emergencies or occasional parent-authorised child safety circumstances; contractors must not transport students.

7. Risk identification and management

7.1 Physical risks — tools and equipment

Tool use, moving robotic parts, batteries and electrical equipment require age-appropriate access, safety demonstrations, supervision, protective measures and immediate correction of unsafe behaviour. Advanced VRC build tools are restricted to appropriately trained older students.

7.2 Environmental risks

Before activities at QRCA premises, schools or external venues, identify hazards, define boundaries, confirm emergency exits and first aid arrangements, and ensure staff know site-specific procedures.

7.3 Supervision, movement and departure

Groups of up to 30 students are normally supervised by up to three or more adults, with staffing adjusted for age, needs, activities and risk. If only one adult is supervising, it must be Daniel or Sharon; one-adult arrangements must be assessed and interactions remain observable. Children cannot leave the classroom or designated activity area without adult authorisation and supervision.

Years 9–12 may depart independently at the scheduled end of a session only where current parent/guardian authorisation is recorded for that student. Students in Year 8 and below must

be collected by a parent, guardian or nominated authorised adult and must not leave independently. Identity and changes to collection arrangements are verified; a late or missing collection is escalated and supervised until resolved. Attendance and departures are recorded.

7.4 Online and digital risks

Direct student electronic communications are limited to Daniel and Sharon with students in Years 9–12. Messages must be educational, appropriate, sent through approved channels and retained when necessary. Contractors have no direct electronic communication with children. Parents/guardians are the contact for younger students.

7.5 Mixed-age groups

Use age-appropriate grouping, differentiated activities, restricted tool access and supervision matched to maturity and capability.

7.6 Photography and media

Photographs and videos are taken or published only within the scope of recorded parental consent. Avoid unnecessary identifying details; restrict storage and access, respect withdrawals where practicable and do not publish children without appropriate permission.

7.7 Events and competitions

Complete event-specific risk assessments, establish supervision responsibilities and meeting points, and set procedures for missing students, public access, equipment and emergencies. Parents supervise their own children at events unless QRCA expressly accepts responsibility and communicates that arrangement.

7.8 Emergency and exceptional safety transport

Transportation is not a routine QRCA service. Only Daniel or Sharon may transport a child in an emergency or occasional parent-authorised safety situation; contractors may not transport children. Seek written parent/guardian consent in advance where practicable; in a genuine emergency prioritise emergency services and immediate safety. Record the reason, driver, child, times, destination, parental contact, any consent and incident reference. Follow licensing, seatbelt, child restraint and safe driving requirements.

8. Reporting harm or suspected harm

When a child discloses harm or a concern is identified:

(1) ensure immediate safety and call 000 if required;

(2) listen calmly without investigating or leading questions;

(3) do not promise secrecy;

(4) make a factual, contemporaneous record including the child's own words; (5) report promptly through the appropriate internal and external pathways; and (6) preserve confidentiality and records.

Notify Daniel or Sharon where appropriate at admin@qrca.com.au. Where an allegation concerns one director, report directly to external authorities. Personal statutory reporting

duties, including any applicable duty under Criminal Code Act 1899 (Qld) section 229BC, are not replaced by internal notification.

External options: emergency 000; Queensland Police non-emergency 131 444; Queensland Child Safety Regional Intake Service during business hours; Child Safety After Hours 1800 177 135. Report to other regulators where legally required. Record concerns in a restricted-access incident register and do not conduct an internal investigation that interferes with authorities.

9. Managing breaches

Breaches are assessed promptly and proportionately. QRCA may implement immediate protective measures, remove a person from child-related duties, obtain external advice, notify authorities where required and document actions. Fair process must not delay child protection.

10. High-risk activity management

Higher-risk activities include tool use, external venues, competitions, one-adult supervision, digital communication and exceptional transport. Document activity-specific hazards, controls, supervision, responsible persons and review triggers before delivery.

11. Blue Card management

Maintain a current screening and exemption register, confirm required links and status, monitor expiry and changes, and immediately prevent duties for which a person lacks the required lawful clearance or exemption. Protect screening records from unauthorised access.

12. Communication and support

Provide this strategy and age-appropriate child safety information to staff, contractors, parents and students. Public complaints contact: admin@qrca.com.au. Clearly communicate external reporting options so concerns involving directors can be raised independently. Encourage complaints without retaliation and provide support and referrals where needed.

13. Review and continuous improvement

Review at least annually and following serious incidents, legislative changes or material program changes. Consider incident trends, feedback from children and families, supervision adequacy, training records and the effectiveness of risk controls. Both directors approve material amendments and record approval dates.

Approval

Directors Approved on the 8/11/2026

Document history: Version 1.0 — February 2026 (original signed strategy). Version 1.1 — November 2026