

# 1 Child Safe Standards report form

Child Safe Organisations Act 2024 (Qld)  
(Section 11)



**Important:** The Queensland Family and Child Commission's (the Commission) role is to promote and oversee child safe organisations. Reports submitted through this form should focus on concerns about an organisation's child safe culture, governance, systems, or practices, rather than a single incident involving an individual.

The most helpful information describes how the organisation prevents harm, responds to concerns, listens to children, manages risks, supports reporting, and meets its child safe obligations. Where concerns relate to a broader pattern, practice, or organisational response, please include as much detail as possible.

This information will assist the Commission to assess potential child safety risks and systemic issues within the organisation.

## Part 1 – Privacy

*Your contact details assist the Commission to verify and respond to your concern/s. The Commission is required to treat information confidentially.*

Can the Commission contact you regarding your concern/s?

- Yes, continue to part 2
- No, continue to part 3

*Choosing not to provide your details and remain anonymous may limit the action the Commission or the head of the organisation can take to investigate your concern/s.*

## Part 2 – Your details

|                          |   |
|--------------------------|---|
| Title                    |   |
| First name               |   |
| Middle name/s            |   |
| Last name                |   |
| Preferred name           |   |
| Phone                    |   |
| Email                    |   |
| Address                  |   |
| Preferred contact method | <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Post |

**Part 3 – Organisation**

If you don't have all the details, fill in as much information as you can.

**3.1 What organisation are you concerned about?**

|  |  |
|--|--|
| Organisation name                                |  |
| Phone  |  |
| Email  |  |
| Address  |  |
| ABN  |  |
| ACN  |  |
| Do you know who the head of the organisation is? | <input type="checkbox"/> Yes, continue to section 3.2<br><input type="checkbox"/> No, continue to part 4 |

**3.2 Head of organisation**

For example: CEO, Principal, Chief Operating Officer, Director-General.

|               |  |
|---------------|--|
| Title         |  |
| First name    |  |
| Middle name/s |  |
| Last name     |  |
| Role          |  |
| Phone         |  |
| Email         |  |

**Part 4 – Details of your concern**

|   |   |
|---|---|
| Do you believe the organisation is not meeting their obligations under Queensland's Child Safe Standards? | <input type="checkbox"/> Yes, they are not meeting their obligations<br><input type="checkbox"/> No, they are meeting their obligations |
|---|---|

**Part 4 – Details of your concern (continued)**

Please provide information relevant to your concern/s:

**4.1 Reporting your concern**

Have you reported your concern/s to the organisation?

- No, continue to section 4.2
- Yes, continue to section 4.3

**4.2 I have not reported my concern**

Why are you not reporting this concern/s to the organisation?

- Fear of negative consequences
- Concerned about privacy or safety
- Concerned about impact on others
- Do not know how to report to organisation
- Too difficult to make a report to organisation
- Prefer not to say

**4.3 I have reported my concern**

Who did you report your concern/s to?

When did you report the concern/s?

Have you received a response from the organisation?

- Yes
- No, continue to part 5

Response from organisation:

## Part 5 – Other agencies

Do you know if another agency or regulator has been made aware of your concern/s?

- Yes, continue to section 5.1  
 No, go to part 6

### 5.1 Other agencies

| Which agency has the concern been referred to?   | Date reported | Reference number |
|--|---------------|------------------|
| <input type="checkbox"/> Queensland Police Service   |               |                  |
| <input type="checkbox"/> Child Safety ( <i>Department of Families, Seniors, Disability Services and Child Safety</i> ) |               |                  |
| <input type="checkbox"/> Queensland College of Teachers  |               |                  |
| <input type="checkbox"/> Department of Education   |               |                  |
| <input type="checkbox"/> Regulator   |               |                  |
| <input type="checkbox"/> Blue Card Services  |               |                  |
| <input type="checkbox"/> Other: ( <i>please specify</i> )  |               |                  |

## Part 6 – Additional information

Please provide additional information relevant to your concern/s:

## Part 7 – Lodging

Lodge this form:

- **Online:** [www.qfcc.qld.gov.au](http://www.qfcc.qld.gov.au)
- **Post:** Queensland Family and Child Commission, PO Box 15217, Brisbane City East QLD 4002

The Queensland Family and Child Commission (the Commission) is collecting personal information for the purpose of carrying out the Commission's functions under the *Child Safe Organisations Act 2024 (Qld)* and may provide your information to corresponding bodies in accordance with the Commission's functions.

The personal information you provide will only be used for the purposes for which it was collected. Personal information will be handled in accordance with the *Child Safe Organisations Act 2024* and the *Information Privacy Act 2009*. If you do not provide the required information, we may not be able to fulfil that purpose.

You can find information about how we handle your information in our [privacy plan](#) on our website, and about how you can access and amend your personal information on our [Right to Information webpage](#). You can [contact us](#) if you have questions or complaints about how we manage your personal information.

Section 102 of the *Child Safe Organisations Act 2024 (Qld)* makes it an offence for a person to knowingly give Commission officials false or misleading information. Maximum penalty for such an offence is 100 penalty units.

By submitting this form to the Commission, you affirm that, to the best of your knowledge, the information provided by you on this form is accurate and truthful and you confirm that the information being provided to Commission officials is not false or misleading in any material particular.