Child safety coordinator responsibilities

MTCC | Safe Ministry training and compliance | Version 1.0 | 28 October 2026

The coordinator keeps safeguarding checks organised and alerts the CEO and Board Chair to gaps. The CEO remains the statutory Head of Entity. This proposed operating checklist supports the SAFE policy update and requires MTCC adoption and a named coordinator and backup.

ACT NOW ON A CONCERN. Protect the person, call 000 for immediate danger, make required external reports and escalate promptly. Never wait for a weekly check. Staff including CEO concerns go to Bill; other concerns go to Ross. Workers report CEO reportable matters directly to QFCC.

Weekly

- Review Safe Ministry flags, incomplete onboarding, overdue training and approaching expiry dates. Chase the responsible leader; prevent service where required approval or clearance is missing.
- Check upcoming event rosters and changes, new starters and departures. Confirm each event has a safeguarding contact and backup. Check assigned safeguarding actions are progressing; sensitive case details stay outside general training records.

Monthly

- Reconcile Safe Ministry against active staff and volunteer lists. Check role, required course, training expiry, Blue Card status and MTCC linking evidence, signed code, role qualifications and supervisor. Confirm stopped workers are removed from rosters and delinked where required.
- Give the CEO and Board Chair a brief de-identified exceptions and actions report. Check reporting contact cover and website/form delivery, restricted record access, and feedback trends. Escalate missed actions; do not close a flag without evidence.

Annually

- Coordinate the Board’s policy and Standards review, including cultural safety and feedback from children/families. Review actual controls, incidents and trends; update documents, risk assessments, contacts and action owners.
- Review role-based Safe Ministry course requirements and renewal dates, refresher needs, suitability reviews, delegations, investigation support, insurance and record retention/backup arrangements. Record Board decisions and brief workers on changes.

Before and after every event

- Obtain the final roster, including late replacements. Check every children’s worker has approved screening, required current Safe Ministry training, verified and linked clearance where required, signed code and induction. Check role-specific qualifications, licences and first aid where needed, with expiry covering the event. Do not assume all volunteers need the same qualification.
- Confirm the event/hirer safety record and risk assessment, supervision and relief cover, overnight/personal-care plans, collection and medical arrangements, reporting contacts, accessible child-friendly information and hirer/contractor assurances. Refer unresolved gaps to the CEO before the activity starts.
- Afterwards, collect child/family feedback, debrief, update Safe Ministry records as needed and track corrective actions. Preserve concerns in restricted case files.

REPORTING CLOCKS: head awareness starts the QFCC deadlines: initial report within 3 business days; interim or final report within 30 business days; final report as soon as practicable after investigation. Coordinator tracks and escalates; the head retains responsibility.

Bill Vine, Board Chair: staff including CEO concerns | Ross Dinnar, CEO: other concerns
Use the safeguarding concern form: www.mtcc.org.au/safe/ | QFCC: www.qfcc.qld.gov.au/report-concern