

Child safety in procurement: Application guide

Practical examples to support the Child Safety in Procurement placemat.

This guide helps agencies and categories apply the Child Safety in Procurement placemat in practice. It provides example wording and prompts to help identify child safety relevance, assess exposure, and apply proportionate procurement, contract and contract management controls.

Start by identifying whether child safety is relevant to the procurement. If child safety is relevant, assess the likely exposure level and decide what controls are needed.

Step 1: Identify child safety relevance

At the planning stage, answer three questions:

- Does the procurement involve services to children, services for children, work in child-accessible environments, or access to child-related information?
- If yes, what is the child safety exposure level? **Low / Medium / High**
- How will child safety be addressed in the procurement, for example through invitation questions, contract requirements, KPIs or contract management controls?

Exposure prompts

Indicator	Suggested exposure rating
No child contact, no child-accessible environment, no child-related information, and no role involving care, supervision or authority over children.	Low
Child-accessible environments, incidental contact with children, child-related information handling, subcontractors or labour hire in child-accessible environments, or lower-risk online environments.	Medium
Direct services to children, unsupervised contact with children, transport or accommodation involving children, sensitive child-related information, child-facing online platforms, welfare or support services for children, subcontracted frontline delivery, or responsibility for managing child safety complaints or incidents.	High

The exposure level should guide how much child safety content is included in the invitation, contract and contract management approach. The exposure level is for procurement planning purposes.

Step 2: Include child safety in the invitation

Keep the invitation section short. Detailed obligations belong in the contract. The invitation should ask Suppliers to confirm compliance intent and demonstrate capability.

When to use the optional wording

Use the optional wording below where the procurement involves services to children, services for children, work in child-accessible environments, or access to child-related information.

*The wording supports evaluation and due diligence by helping assess whether the Supplier can identify, manage and meet child safety requirements relevant to the services, including requirements under the **Child Safe Organisations Act 2024 (Qld)**, the **Queensland Child Safe Standards**, the **Universal Principle**, the **Reportable Conduct Scheme** and the **Working with Children Check Act 2000 (Qld)**, where these apply.*

The wording should be tailored to the procurement and used alongside the agency's usual contract conditions and legal compliance requirements.

Optional ITO wording: child safety

The wording below may be adapted and inserted into an invitation document.

Child safety

The services under this invitation will be delivered to children, for children, in environments where children may be present, or may involve access to child-related information.

The Supplier must demonstrate how it will identify and manage child safety risks when delivering the services.

Child safety compliance check

Does the Supplier confirm that, if awarded the contract, it will comply with all child safety obligations applicable to the Supplier and the services, including, where relevant, the Child Safe Organisations Act 2024 (Qld), the Queensland Child Safe Standards, the Universal Principle, the Reportable Conduct Scheme, and the Working with Children Check Act 2000 (Qld)?

☐ Yes

☐ No

The child safety compliance check is assessed as a pass / fail compliance requirement, having regard to any explanation provided about whether particular requirements apply.

Short response

In up to 400 words, describe how the Supplier will manage child safety risks when delivering the services, including:

- how the Supplier will support a safe, respectful and child-safe environment;
- how the Supplier will identify and manage child safety requirements relevant to the services;
- how complaints, incidents, allegations or concerns involving children will be received, escalated and managed;
- how relevant employees, subcontractors, labour hire personnel or volunteers will be informed of their child safety responsibilities; and
- what evidence the Supplier can provide if requested.

The Supplier may attach supporting documents where available and relevant to the services. This may include a child safety policy, complaints process, incident escalation process, screening process, induction or training material.

Optional, higher exposure procurements

For higher exposure procurements, the agency may ask the Supplier to demonstrate how it will implement child safety arrangements in practice for this engagement. This may include screening, training, supervision, **subcontractor controls and incident management arrangements** for relevant employees, volunteers, subcontractors and labour hire personnel, where applicable.

Step 3: Evaluate the response

Decide before issuing the invitation, decide and document in the evaluation plan how each child safety requirement will be evaluated:

- The child safety compliance check may be treated as a pass / fail compliance requirement.
- The short response may be assessed as an unscored minimum requirement against defined adequacy criteria, unless child safety capability is material to successful service delivery.
- For higher exposure procurements, a separate scored question may be included and assessed against the published evaluation criteria.
- Clarification may be sought where allowed by the procurement process.

Step 4: Consider the contract terms

Categories and agencies should consider whether child safety requirements need to be addressed in the contract, based on the nature of the procurement, the level of child safety exposure and any legal obligations that apply to the Supplier.

Standard contract terms may already require Suppliers to comply with all applicable laws, which would include the Child Safe Organisations Act 2024 where it applies.

Categories and agencies should also consider whether the relevant contract terms should include a specific reference to child safe organisation requirements, where appropriate and subject to agency legal advice.

Additional clauses should complement existing legal obligations and should not unintentionally extend statutory requirements to Suppliers that are not captured by the Act, unless this is an intentional and approved policy decision.

Step 5: Manage child safety during delivery

This guidance is optional and should be applied by categories and agencies using their own risk assessment and internal approval processes, including procurement, legal, child safety, risk and contract management pathways.

Contract management requirements should be proportionate to the level of child safety exposure and should avoid unnecessary reporting burden for low exposure contracts.

Activity	Low exposure	Medium exposure	High exposure
Standing agenda item	No	Yes, where relevant	Yes
Child safety discussion frequency	On request, contract milestone or contract close.	Quarterly, key milestone, or agreed reporting point	Each contract meeting, key milestones, or agreed reporting point
Supplier confirmation of required clearances, including blue card requirements where applicable, and training	On request, where relevant	Before commencement and on request, or quarterly for longer-term contracts	Before commencement, when personnel change, and quarterly or as agreed
Supplier reporting on incidents, complaints, allegations, reportable conduct concerns or clearance issues	As they occur	As they occur, with summary reporting where required	As they occur, with summary reporting at each meeting or quarterly
Supplier confirmation that relevant subcontractors, volunteers, consultants and labour hire meet applicable child safety requirements	On request, where relevant	Before commencement and on request	Before commencement, when relevant personnel change, and on request
Statement of compliance	Not required unless justified	Optional, or at contract close for short-term contracts	At agreed intervals, or before commencement and contract close for short-term contracts, where justified.

Serious incidents, allegations and breaches require immediate notification regardless of reporting cadence. Quarterly reporting is for summary visibility, not a substitute for incident-by-incident escalation.

Contract Manager actions:

- Confirm agreed reports are received and follow up gaps
- Maintain a short record of child safety discussions and agreed actions
- Confirm relevant subcontractors and labour hire personnel continue to meet agreed child safety expectations.

Escalate promptly if any of the following occur:

- Serious allegation or incident involving a child;
- Reportable conduct concern connected with the Services;
- Repeated incidents or complaints with no clear improvement;
- Concerns that required clearances, including applicable blue card requirements, training or supervision are not as agreed;

- Concerns that the Supplier has not appropriately escalated, recorded or managed a child safety matter; or
- Concerns that subcontractors, volunteers, consultants or labour hire personnel are not meeting agreed child safety expectations.

If a concern is raised, record the information, escalate it through the agency's approved pathway and preserve relevant records. Do not investigate the allegation yourself.

Quick Reference: What good looks like

Stage	Low exposure	Medium exposure	High exposure
Planning	Child safety considered and rationale recorded if relevant.	Child safety exposure identified, rating documented and proportionate controls noted.	Detailed child safety risk approach documented, with relevant internal advisers identified.
Invitation	No separate child safety schedule unless justified. Use standard compliance wording only where relevant.	Compliance check plus short response. Scored question only if needed.	Compliance check, short response, scored question and targeted supporting schedules where justified.
Evaluation	No separate evaluation unless exposure is identified. Compliance check assessed as pass/fail only.	Compliance check plus short response, assessed for adequacy of practical arrangements. Not separately scored unless capability is material to delivery.	Compliance check and short response assessed, with a scored criterion applied where capability is material to delivery. Clarification sought where allowed.
Contract	Standard terms. Additional child safety clause only where justified.	Proportionate child safety requirements, incident notification and targeted reporting where relevant.	Enhanced child safety requirements, subcontractor flow-down, reporting, evidence or review rights, rectification and targeted schedules.
Management	On request, milestone or contract close check only where relevant.	Standing agenda item where relevant, quarterly or milestone-based check-ins, and incident-by-incident escalation.	Standing agenda item each meeting, Supplier reporting, active issue tracking and immediate escalation of serious matters.