

Jurisdictional Guardian Council of Queensland

Job's Daughters International



Policies & Procedures Manual



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Auditing of Financial Records

The financial records and bank accounts of the Order in Queensland (including those of Bethels and the Jurisdictional Guardian Council) must be audited each term in accordance with the Associations Incorporation Act 1981 (Qld) and the Associations Incorporation Regulation 1999 (Qld).

1. The Associate Bethel Guardian shall ensure that the financial records and bank accounts of the Bethel are audited at the close of each term. The auditor need not be a qualified auditor but must be independent and eligible under section 59 of the Associations Incorporation Regulation 1999 (Qld), which allows suitably experienced persons to conduct an audit if they meet independence requirements.
2. The Jurisdictional Treasurer shall ensure that the financial records and bank accounts of the JGCQ, JDI are audited at the end of each financial year by an auditor approved at either the Annual Meeting or a Special Meeting of the JGCQ, JDI, in compliance with the Associations Incorporation Act 1981 (Qld) requirements for financial accountability.
3. The Jurisdictional Secretary will ensure that all necessary paperwork and payments for the JGCQ, JDI are made to the Office of Fair Trading after the audit has been completed. This includes lodging the association's annual return and financial statements as required under Part 7 of the Associations Incorporation Act 1981 (Qld).
4. To avoid fraud or conflicts of interest, the person(s) performing the audit must be independent of the group whose records are being audited. Independence requirements are as outlined in section 59 of the Associations Incorporation Regulation 1999 (Qld), which prohibits auditors from having a financial interest or decision-making authority in the accounts being audited.
5. In the case of a Bethel, the person(s) performing the audit must not be a member of the Executive Bethel Guardian Council or other person who has authority to sign cheques or make withdrawals.
6. In the case of the Jurisdictional Guardian Council, the person(s) performing the audit must not be an Executive Member of the Jurisdictional Guardian Council, a member of the Finance Committee, or other person who has authority to sign cheques or make withdrawals. The Auditor must be approved at either the Annual Meeting or a Special Meeting of the JGCQ, JDI, and must meet the eligibility criteria under the Associations Incorporation Act 1981 (Qld).

Catering Policy & Procedures

The Jurisdictional Guardian Council's fundraising activity caters for functions conducted by lodges and other organisations. In addition, Bethels also run caterings to fundraise for their own activities or provide food service for the purpose of catering for members at events.

To ensure that the JGC and Bethels meet the public safety requirements, comply with the Food Act 2026 and Food Safety Standards under the Australia New Zealand Food Standards Code, and the requirements of the organisations insurance, certain standards must be met. Failure to meet these standards may leave the JGC and individuals open to litigation by government departments and individuals as well as not being covered by the insurance policy.

All members must follow the conditions as per Jurisdictional caterings:

- at Bethel functions,
- at food service for external organisations, and
- at caterings for purposes of fundraising whether a one-off or ongoing basis, ensuring compliance with all relevant Queensland legislation and exemptions for community and charity events.

1. Catering Coordinator

The Catering Coordinator is responsible for taking the bookings for caterings carried out by the JGC and advising members of the jurisdiction of dates, times and venues for caterings.

Any bookings for caterings carried out by the JGC received by other members of the Jurisdiction should be referred to the Catering Coordinator.

The Catering Coordinator will note the dates, times and venue of the booking and provide a current menu to the organisation/person requesting our catering services.

Ideally, caterings should not be accepted when Jobs Daughters' major functions (eg Installations, official visits or Jurisdictional activities) are occurring, however, exceptions may be considered. The Catering Coordinator should use their best judgement when taking these bookings.

Contact should be made with the organisation approximately three weeks prior to the event to confirm the booking. Final details on numbers should be obtained, along with confirmation of any dietary requirement, including allergies and intolerances in accordance with Queensland food safety requirements.

2. Catering Supervisor

The Catering Supervisor is responsible for the whole catering, including: overall hygiene; sourcing, preparation and serving of the food; accounting, record-keeping in accordance with Queensland food safety regulations, as well as setting up areas at the venue for

- ✓ Food Preparation and plating
- ✓ Cleaning
- ✓ Hand Washing

The Catering Supervisor will also be responsible for timely and accurate billing, retaining records of sales and purchases in compliance with jurisdictional and Queensland requirements, recouping expenses, determining profitability, and forwarding the appropriate share of profits.

The Catering Supervisor must have completed an accredited Food Safety Supervisor training (as recognised under the Food Act 2006 (Qld) and associated Food Safety Standards), and must ensure this certification remains valid.

Food Preparation – The Catering Supervisor MUST ensure that the Food Safety Standards (as set out in the Food Standards Code and the Food Act 2006 (Qld)) are complied with at all times.

This includes all aspects of food preparation such as:

- ✓ *Personal hygiene, including the provision and use of a designated handwashing station, correct handwashing technique, and use of gloves where required.*
- ✓ *Sourcing food from safe and reputable suppliers, ensuring quality, correct storage, and safe transportation while maintaining required temperature controls.*
- ✓ *Equipment, ensuring it is in good condition, fit for use, cleaned and sanitised before use, along with the use of calibrated food thermometers for monitoring cooking and storage temperatures.*
- ✓ *Serving in a hygienic manner that prevents contamination.*

The Catering Supervisor will also be responsible for timely and accurate billing, retaining records of sales and purchased in compliance with the Jurisdictional and Queensland requirements, recouping expenses, determining profitability, and forwarding shares of profits.

3. Food Handlers

Food Handlers are responsible for assisting in the preparation and serving of the food and washing up. They **MUST** ensure that they follow the instructions of the Catering Supervisor in the proper preparation and serving of food and general conduct in the food preparation area. They **MUST** be aware of hygiene requirements and appropriate clothing.

Attendance at an induction or training session provided by the Jurisdictional Guardian Council is strongly recommended for all volunteers.

1. Food-borne illness. The food handler must tell the Catering Supervisor immediately if they have any of the following symptoms while at an event-vomiting, diarrhoea, a fever or a sore throat with a fever. The only exception is if the food handler knows that these symptoms are caused by a different reason. For example, a food handler may be vomiting because of pregnancy.
2. Food handlers **MUST** tell the Catering Supervisor if they have been diagnosed as having or carrying a food-borne illness.
3. In addition to reporting an illness, the food handler must not handle any food where there is a chance it might be unsafe or unsuitable because of their illness. If they stays on to do other work, they must make sure that food handlers do not contaminate any food.

Note: Illnesses that can be passed on through food include Hepatitis A and those caused by Giardia, salmonella and campylobacter.

4. If a food handler has skin injuries or sores or is otherwise unwell, they must inform the Catering Supervisor about any infections or conditions like a cold or other problem that may result in discharges from their ears or nose or eyes if there is any chance that it might make food unsafe or unsuitable as a result of their condition.
5. If a food handler continues to handle food with such a condition, food handlers must do whatever is reasonable to make sure that they don't contaminate any food. For example, an infected sore could be completely covered by a bandage and clothing or by a waterproof covering if on an area of bare skin, and medication can be used to dry up discharges.
6. If a food handler knows or suspects they might have contaminated some food, they must tell the Catering Supervisor if they know or think they may have made any food unsafe or unsuitable to eat. For example, jewellery worn by a food handler may have fallen into food.

7. Food handlers' personal hygiene practices and cleanliness must minimise the risk of food contamination. They must:
 - do whatever is reasonable to prevent their body, anything from their body or anything they are wearing, coming into contact with food or food contact surfaces;
 - do whatever is reasonable to stop unnecessary contact with ready-to-eat food;
 - wear clean outer clothing, depending on the type of work they do;
 - make sure bandages or dressings on any exposed parts of the body are covered with a waterproof covering;
 - not eat over unprotected food or surfaces likely to come in contact with food;
 - not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
 - not spit, smoke or use tobacco or similar preparations where food is handled; and
 - not urinate or defecate except in a toilet.
8. Special hand washing rules for food handlers; Food handlers are expected to wash their hands whenever their hands are likely to contaminate food. This includes washing their hands:
 - immediately before working with ready-to-eat food after handling raw food;
 - immediately after using the toilet;
 - before they start handling food or go back to handling food after other work;
 - immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
 - after touching their hair, scalp or a body opening.
9. How should food handlers wash their hands? Food handlers must:
 - Use the hand washing facilities designated handwashing facilities provided;
 - Clean their hands thoroughly using soap or other effective means.
 - Use warm running water.
 - Dry their hands thoroughly on a single use towel or in another way that is not likely to transfer disease-causing organisms onto the hands.

4. General

The Food Safety Standards require event organisers to ensure that food handlers and supervisors of food handlers have the skills and knowledge they need to handle food safely. This means that food handlers and supervisors must have the skills to do those tasks that are necessary to ensure the safety of the food being handled and knowledge of food safety and hygiene matters. For example, a food handler who is responsible for cooling cooked food must have the knowledge that the food must be cooled within a certain time to ensure it remains safe and the skills to do this (for example, by placing the food in shallow containers for cooling).

However, charities and community organisations (including incorporated non-profit associations) are exempt from this requirement if:

- ✓ there is no personal financial gain – that is, all the moneys raised are used for charitable or community purposes; and
- ✓ the food sold is shelf-stable (for example, biscuits, cakes without cream, jams or chutneys); or
- ✓ the food is consumed immediately after thorough cooking (for example, sausages sold straight from the barbecue).

This means that in the above circumstances the Catering Supervisor or event organiser does not need to ensure that each food handler has the skills and knowledge to handle food safely. However, these food handlers must still comply with the current health and hygiene requirements of the Food Safety Standards.

If the exemption does not apply, the event organiser should ensure that all food handlers and supervisors have the skills and knowledge they need to handle food safely.

The exemption does not apply if the activity involves:

- ✓ selling potentially hazardous foods that have not been cooked, such as salads or cream cakes; or
- ✓ selling potentially hazardous foods that are not served immediately after cooking, such as when food is pre-cooked and then heated for sale.

Contractors Policy & Procedures

1. Contractors for repairs, construction, maintenance etc.

The following details must be sighted for all contractors working for the Order.

On each occasion that the contractor works for the Order:

- Start and finish dates and times
- Nature of the work to be completed
- Estimated cost of work to be completed (even if labour and/or equipment are to be donated)
- Relevant Contractors' Licence(s) – Type - Number & Expiry date
- Contractor's Public Liability Insurance Policy - Policy Number & Expiry Date
- Certificate of Currency (Policy MUST be current)
- Contractor's Worker's Compensation Policy
- Policy Number & Expiry Date
- Certificate of Currency (Policy MUST be current).

Details are to be retained by the applicable Jurisdictional Secretary, Committee Secretary, Bethel Guardian Secretary or other similar office-bearer.

"Sighted" means you must physically see copies of the document (including facsimile or photocopy). Merely being given the details over the telephone, for example, is not acceptable.

2. Contractors for Personal Development Programmes

The following details **must** be sighted for all contractors working for the Jurisdictional Guardian Council, on

each occasion that the contractor works:

- Start and finish dates and times
- Details of the programme to be presented
- Detailed cost of the programme to be presented (even if labour and/or equipment are to be donated)
- Contractors' Positive Notice(s) (blue card) for Child Related
- Contractor's Public Liability Insurance Policy - Policy Number & Expiry Date
- Certificate of Currency (Policy must be current)
- Contractor's Worker's Compensation Policy - Policy Number & Expiry Date
- Certificate of Currency (Policy must be current).

3. Notes Regarding Contractors:

- 3.1 A contractor is any individual, group or company engaged to perform work (repairs, maintenance, construction, etc or provide personal development programmes) who will or may come into contact with members or non-members. The contractor may be paid for performing the work on a voluntary basis.
- 3.2 When engaging the contractor to perform the work it is necessary to ensure the above documents will be made available to sight prior to work commencing.
- 3.3 Once sighted, a copy of these documents should be placed on file and kept for a period of not less than 18 years. Work cannot commence until the above documents have been sighted.

Website and Social Media Policy

Job's Daughters Queensland recognises the importance of social media and websites as communication tools to promote and shape public thinking about our organisation. We also recognise the importance of our members and volunteers having access to useful and timely information and being given the opportunity to join in and help share conversation through interaction in social media.

Websites and social media are valuable tools that can communicate our purpose and activities to the general public and our members and volunteers, increase membership, help support our fundraising and promotion activities, and increase positive exposure of our organisation, both internally and externally. Therefore, our websites and social media sites/pages should be embraced and used in line with the guidelines set by Job's Daughters and the rules and values of Job's Daughters International

All Job's Daughters Queensland social media use must also comply with Queensland child safety, online safety, and privacy legislation for incorporated non-profit organisations. Public platforms must be managed carefully to protect the reputation of the organisation, while closed/private platforms for members must be moderated to ensure safety, respectful communication, and compliance with child protection requirements. The following website and social media guidelines are for the official website and public and closed/private social media sites/pages of Job's Daughters Queensland and Queensland Bethels'

1.Compliance

Job's Daughters Queensland recognises the rules and policies of Job's Daughters International. This Social Media Policy aligns with the following:

- Job's Daughters International Website Guidelines:
- <https://jobsdaughtersinternational.org/rules-forms-books/website-guidelines/>
- Job's Daughters International Social Media Guidelines:
https://www.facebook.com/pg/jobsdaughtersinternational/about/?ref=page_internal

In addition, Job's Daughters Queensland and all Bethels must comply with Queensland legislation and regulations, including:

- Child Protection Act 1999 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Privacy Act 1988 (Cth) and Information Privacy Act 2009 (Qld)
- Online Safety Act 2021 (Cth)
- Associations Incorporation Act 1981 (Qld) and related Office of Fair Trading guidelines for incorporated non-profit associations

Compliance with these laws means that all social media activity must prioritise the safety, privacy, and wellbeing of minors, ensure transparency in governance, and maintain accurate and respectful communication on behalf of the organisation.

2. Our Websites and Social Media Standards

2.1 Representation

All content published or posted through Job's Daughters Queensland or its Bethels must reflect the values and mission of Job's Daughters. Members and volunteers must communicate in a respectful, polite, and positive manner at all times.

2.2 Safety and Child Protection

Content must comply with Queensland child safety and privacy laws. This includes:

- Never sharing identifying details of minors (such as full names with school, home addresses, contact details, or specific schedules).
- Only posting images, videos, or personal information where written consent has been provided by a parent/guardian through the official media consent process.
- Ensuring all content is reviewed and approved by an authorised administrator before publication.

2.3 Respect and Privacy

- Permission must always be obtained before publishing images, videos, or personal information of any member, adult volunteer, or external guest.
- Private or closed groups are to be used only for internal communication among members and adult volunteers and must follow the same standards as public platforms.
- Confidential information about members, families, or organisational matters must not be shared online.

2.4 Compliance

All online activity must comply with:

- Job's Daughters International Website and Facebook Guidelines.
- Queensland Government requirements for incorporated associations.
- Current child safety and online safety legislation in Queensland.

2.5 Accountability

Any breach of this policy may result in removal of content, withdrawal of posting privileges, or further action in line with Job's Daughters Queensland governance processes and applicable laws.

3. Official Websites

Job's Daughters Queensland maintains one official website for the purpose of sharing information about who we are, how to join, and the activities of our organisation. This website is a key promotional and communication tool.

The official Job's Daughters Queensland website is: www.jdiqld.org

4. Public Content

- The public section of the website must only include information that promotes Job's Daughters, shares our purpose, and highlights activities and events.
- Photos and first names of current youth leaders may be published only when parental/guardian consent has been obtained through signed media release forms.
- Content must not include surnames, schools, personal contact details, addresses, or any other identifying information of youth members.
- All public content must be approved by the Queensland Web Master and Jurisdictional Guardian Council before publication.

5.Members-Only Content

- A restricted members-only section of the website provides access to invitations, policy documents, and other internal materials.
- Access to the members-only section is controlled by a single password that is changed annually. The password must only be issued to current members and adult volunteers by the Queensland Web Master.
- Content within the members-only section must not be shared publicly or with individuals who are not current members or approved adult volunteers.

6.Oversight and Compliance

- The website and its content must comply with all Job's Daughters International guidelines, Queensland child safety legislation, and national privacy and online safety standards.
- The Queensland Web Master, in consultation with the Jurisdictional Guardian Council, is responsible for reviewing and updating website content at least annually to ensure compliance with current regulations and best practice standards.

7.Official Public Social Media Sites

Job's Daughters Queensland has two official social media pages: managed by the Jurisdictional Guardian Council:

Job's Daughters Queensland Facebook Page – facebook.com/JDlqld

Job's Daughters Queensland Instagram Page – [@jobsdaughtersqld](https://www.instagram.com/jobsdaughtersqld)

These are the **only** official public social media pages of Job's Daughters Queensland. No other public social media pages may be created or operated in the name of Job's Daughters Queensland without the prior approval of the JGC

8.Official Private Social Media Pages

Job's Daughters Queensland maintains official private social media pages which are used for internal communication, connection and celebration. Access to these pages is strictly controlled, and membership is verified. These are the only official private social media pages of Job's Daughters Queensland:

JGC (Year) – Job's Daughters Queensland Private Facebook Group

Used to communicate upcoming activities, share Bethel events, and offer state-wide communication for members and active volunteers. Access is limited to current Queensland Job's Daughters, parents of current Job's Daughters, current Bethel Council members, Executive Jurisdictional Guardian Council, committee members, coordinators, and the Job's Daughters Queensland Social Media Manager.

Job's Daughters Queensland Bees – Private Facebook Group

Used to communicate and share information with our Jobie-to-Bee community. Access is limited to the Jobie-to-Bee Coordinator, the Job's Daughters Queensland Social Media Manager, current Jobie-to-Bee parents and guardians, and the Executive Jurisdictional Guardian Council.

Job's Daughters Queensland Past Members – Private Facebook Group

Created to connect Majority Members and other past members of Job's Daughters Queensland so they may keep up to date with current Job's Daughters Queensland events, share memories, photographs, and stories. Access is limited to the Job's Daughters Queensland Social Media Manager, Executive Jurisdictional Guardian Council, and verified past members of Job's Daughters Queensland. Verification occurs through membership questions.

Job's Daughters Queensland Members – Private Instagram Profile (@jdiqld.members)

A private Instagram account used to share event reminders, celebrations, and internal updates with current Queensland Job's Daughters and adult volunteers. Access is approved and managed by the Job's Daughters Queensland Social Media Manager, with membership limited to current members and volunteers.

No other private social media groups or profiles may be created in the name of Job's Daughters Queensland or its Bethels without prior approval of the Jurisdictional Guardian Council. This is to ensure consistent messaging, to safeguard the digital footprint of all members, and to uphold privacy, safety, and child protection standards.

9.Social Media Sites/Pages Not Maintained by the JGC

Queensland Bethels may create their own public or private social media sites or pages. However, to support strong engagement and consistent branding across Queensland, maintaining multiple public pages can dilute content, so Bethels are not encouraged to operate their own open social media profiles. Bethels are instead encouraged to use closed or private groups (e.g., WhatsApp, private Facebook groups, or email lists) for family communication, as an inclusive secondary communication option alongside email or Messenger.

9.1 Requirements for Bethel Public Sites/Pages

- All public sites/pages must be managed by at least two members of the current Executive Bethel Guardian Council (EBGC).
- The EBGC must appoint a Bethel Social Media Coordinator, who:
 - Must hold a current CAV/Blue Card
 - Must be a member of the current Bethel Guardian Council
 - Is responsible for content oversight and moderation
 -

9.2 Content and Safety Standards

- Content must reflect the values of Job's Daughters and promote the organisation positively.
- Images of Daughters, Jobie-to-Bees, or other youth must not be posted unless a signed media release form is held by the Bethel.
- Posts must be checked for wording, tone, and appropriateness before publishing.
- Complaints and concerns must be addressed privately, reported to the Bethel Guardian, and raised at the next Bethel Guardian Council meeting.
- Offensive, unsafe, or inappropriate content must be removed immediately. Users may be blocked at the direction of the EBGC.

9.3 Oversight and Accountability

- Branding and marketing of Job's Daughters Queensland is overseen by the Jurisdictional Executive. Content inconsistent with this policy may be removed, and repeat breaches may result in the site/page being decommissioned.
- If a site/page is not being appropriately managed, moderated, and maintained by the EBGC and Social Media Manager, the YPP Committee may request decommissioning.
- Breaches of this policy may result in disciplinary action in accordance with the Constitution and Bylaws of the Supreme Guardian Council, Jurisdictional Guardian Council, and Bethels.

10. Personal Social Media Profiles

A personal social media profile belongs to an individual, while a page or site represents an organisation, group, or brand. Queensland Job's Daughters does not create or manage personal profiles. However, some members may choose to link their involvement with Job's Daughters on their personal accounts.

Why this matters

Links between personal profiles and Job's Daughters can influence how the public views the organisation.

These guidelines protect:

- Members' privacy and safety
- Compliance with child protection and privacy laws
- The reputation of Job's Daughters

11. Guidelines for Members and Volunteers

- Job's Daughters titles (past or present) must not be used in a personal profile name.
- Titles may instead be listed under sections such as volunteer groups, work experience, or hobbies.
- Words commonly associated with Job's Daughters (e.g., "Jobie") must not be used in a profile name.
- Official Job's Daughters logos must not be used as profile pictures, cover images, or backgrounds.
- Photos or images with JDI content may be used only if they are respectful, copyright-free, and represent the organisation positively.
- Members and volunteers are encouraged to share or comment on official JDI content, provided they use respectful language and avoid personal details (such as surnames of minors, schools, or addresses).
- The Youth Protection and Privacy Committee, or the Jurisdictional Guardian Council, may request removal of any JDI-related content that is unsafe, breaches privacy, or reflects negatively on the organisation.
- Breaches of this policy may result in disciplinary action under the Constitution and Bylaws of the Supreme Guardian Council, Jurisdictional Guardian Council, and Bethels.

12. Guidelines for Leaders with Official Titles

Exceptions apply for members in current leadership roles in Job's Daughters Queensland. This is limited to: Miss Queensland Job's Daughter, Junior Miss Queensland Job's Daughter, Job's Daughters Queensland Charity Coordinator and Jurisdictional Bethel Honoured Queen and Executive Jurisdictional Guardian Council

Leaders in these roles may create a social media profile specifically for their term of office. These profiles:

- Must follow all Job's Daughters Queensland social media guidelines and Qld Law
- Are monitored by the Youth Protection and Privacy Committee to ensure all content remains appropriate
- Must be closed or rebranded once the term of office ends

13. Policy Review and Amendments

- The Youth Protection Policy (YPP) Committee is responsible for reviewing this policy.
- Amendments and updates will be discussed and agreed by the YPP Committee.
- Revisions shall be submitted annually, if required, for adoption by a vote of delegates at the Jurisdictional Guardian Council Annual Meeting.
- Members may submit recommendations for amendments or updates to the YPP Committee at any time.

14. Roles and Responsibilities

- The Executive Jurisdictional Guardian Council is responsible for the management, moderation, and maintenance of the JDI QLD website and all official social media pages/sites.
- The Executive will annually appoint (or renew) a professional hosting company for the JDI QLD website to ensure security, stability, and reliability.
- The Executive may delegate responsibilities for day-to-day operations to:
 - Queensland JDI Web Master – for website management.
 - Queensland JDI Social Media Manager – for official social media.
- Disciplinary action may be taken if online content is found to be in conflict with this policy, in line with the Constitution and Bylaws of the Supreme Guardian Council, Jurisdictional Guardian Council, and Bethels.

14.1 Queensland JDI Webmaster

The Queensland JDI Webmaster is appointed annually by the Jurisdictional Guardian to manage the official JDI Queensland website on behalf of the Jurisdictional Guardian Council.

Responsibilities include:

- Maintaining and updating the content of the official website as directed by the Executive Jurisdictional Guardian Council
- Ensuring the website remains secure, functional and in line with industry standards for data protection and availability
- Publishing approved public content that promotes the organisation positively and encourages community engagement
- Publishing approved private content to keep members informed of events and activities
- Ensuring that no images of youth are published without current signed media consent
- Promptly removing any content that is unsafe, offensive, or inconsistent with the values of Job's Daughters
- Reporting on website activity at Promotion Committee meetings and providing an annual report at the Jurisdictional Guardian Council Annual Meeting or when requested by the Jurisdictional Guardian.

14.2 Queensland JDI Social Media Manager

The Queensland JDI Social Media Manager is appointed annually by the Jurisdictional Guardian to manage the official social media platforms of Job's Daughters Queensland on behalf of the Jurisdictional Guardian Council.

Responsibilities include:

- Moderating and maintaining all official social media accounts of Job's Daughters Queensland
- Approving membership for private groups/pages and removing individuals who do not qualify for access
- Publishing approved content on public platforms to promote the organisation positively and strengthen its public profile
- Publishing approved content on private platforms to keep members informed, promote events, and encourage participation
- Ensuring that no images of youth are published without current signed media consent
- Responding promptly and professionally to complaints or negative comments, escalating concerns to the YPP Committee when required
- Removing unsafe, offensive, or non-compliant content immediately and, when directed by the YPP Committee, blocking offending users
- Reporting on social media activity at Promotion Committee meetings and providing an annual report at the Jurisdictional Guardian Council Annual Meeting or when requested by the Jurisdictional Guardian.

15. Online Behaviours – Expectations

Job's Daughters Queensland encourages members and volunteers to participate in our online presence by sharing, commenting, and engaging with content. These activities help us reach a broader community while promoting our values.

To ensure safety, respect, and a positive public image, the following standards apply:

- All posts and comments must reflect the standards and values of Job's Daughters and remain polite and positive.
- Images may only be shared with the consent of the photographer, and credit must be given where appropriate.
- Permission must be obtained from all individuals appearing in a photo before publishing. Only tag yourself in photos; allow others to tag themselves.
- The use of phones, cameras, or recording devices is strictly prohibited in changerooms and bathrooms.
- When using images or content from external sources, copyright law must be observed.
- Content from Job's Daughters Queensland private sites or pages must not be shared without permission.
- Personal information (e.g., addresses, phone numbers, schools, or workplaces) must never be posted.
- Confidential or sensitive information must not be published. If unsure, seek guidance from the Executive Jurisdictional Guardian Council.

16. Monitoring and Compliance

- The Executive Jurisdictional Guardian Council is responsible for the monitoring, moderation, and maintenance of the JDI QLD website and all official Job's Daughters Queensland social media sites/pages.
- The Youth Protection Policy (YPP) Committee oversees matters relating to online safety and may make decisions about content or users that could harm the organisation's reputation.
- The Executive may delegate operational tasks to the Queensland JDI Web Master (website) and the Queensland JDI Social Media Manager (social media).
- Members are encouraged to report any online content associated with Job's Daughters Queensland that may breach these standards to the YPP Committee.
- If a Bethel's website or social media page is not aligned with Job's Daughters values, or is not being managed appropriately by its Guardian Council, the YPP Committee may direct that the content be removed or the site/page decommissioned.

Camp and Overnight Stays Policy & Procedures

1.Purpose

The Annual camp is seen as an integral part of the JGCQ, JDI term. It brings a high majority of the Members together to connect with each other outside of their own Bethels, builds friendships, enriches their leadership and social development as well as an opportunity to hold the annual safeguarding training.

2.Policy Objectives

- To provide a safe, secure experience for members in a venue external to the Bethel's meeting place.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To provide an opportunity for the Annual Youth Safeguarding training in group settings.
- To further develop problem-solving and life survival skills.
- To extend understanding of the member's physical and cultural environment.

3.Camp Considerations

The Executive of the JGCQ, JDI is responsible for the conduct of all annual camps and must ensure that a planning process is undertaken which takes into account:

- Venue selection.
- Safety, emergency and risk management.
- Informed consent from Parents/Guardians.
- Medical information.
- Appropriate CAV Adults supervision.
- Member preparation and behaviour.
- Requirements for any adventure activities.
- Whether it is suitable for male CAV Adults to attend.

4.Approvals

All camps must be approved by the JGC Queensland and Overnight Stay Insurance Application submitted.

The Jurisdictional Guardians/Camp Coordinators organising a camp, must submit to the Jurisdictional Secretary, at least one month prior to the event, the following for approval.

A current Form 10 – JGC Application for Camp or Overnight Stay

- A current Risk Assessment
- Any Third Party Risk Assessment

ALL camps must be approved prior to running. Where camp documents have not been submitted, the camp will not run. This decision is made final by the Executive of the JGCQ, JDI.

The Jurisdictional Guardians/Camp Coordinators will ensure that all camps, transport arrangements, forms, emergency procedures and supervision complies with the JGC Qld Youth Protection Policy and the Policies & Procedures Manual.

Once the camp has been approved, all other relevant documentation must be completed. All forms are available in the members section of the JDI Qld Website.

5.Expectations

Requirements and guidelines to preparation and safety will be observed by the Jurisdictional Guardians/Camp Coordinators in the conduct of all camps.

The Jurisdictional Guardians/Camp Coordinators will ensure adequate pre camp planning and preparation, including the preparation of Members, takes place.

The Jurisdictional Secretary will ensure that all records are maintained regarding the camp.

The JGCQ, JDI may choose to subsidise some or all of the camp expenses. This will be identified when the budget is approved at the previous Annual Meeting of the JGCQ, JDI.

Members and their parents/guardians need to be made aware that acceptable standards of behaviour will be expected during a camp.

6.Guidelines for Implementation

Prior to conducting a camp, JGC Qld, JDI's requirements and guidelines relating to camps will be rigorously observed by the Jurisdictional Guardians/Camp Coordinators.

This includes:

- Venue selection – ensuring that camp venues are assessed and selected on the basis of their safety and suitability for the proposed activities.
- Adventure activities that involve greater than normal risk.
- Planning and Approvals – to ensure camps are appropriately planned and approved in accordance with the executive JGCQ, JDI
- Member Preparation and Behaviour ensuring that disciplinary measures for Members on camp are appropriate and consistent with the JGCQ, JDI Youth Protection Policy.
- Safety, Emergency and Risk Management including bushfires.
- Parent/Guardian consent – to ensure that the Jurisdictional Guardians/Camp Coordinators obtain signed consent forms from parents/guardians, for their child to participate in the camp.
- Supervision - to ensure that camps are appropriately supervised.
- Medical Information – to ensure that all up to date medical information about Members participating in the camp is received.

The Jurisdictional Guardians/Camp Coordinators will ensure that full records are submitted to the Jurisdictional Secretary regarding the camp well in advance of the start date of the camp and that no camp occurs unless the relevant documents have been completed and approved.

In approving a camp, consideration will include:

- The adequacy of the planning, preparation and organisation in relation to the Youth Protection Policy.
- Appropriateness of the venue.
- The provisions made for the safety and welfare of Members & CAV Adults.
- The experience and competence of third party staff relevant to the chosen activities.
- The adequacy of Member supervision.
- The risk nature of some activities.
- Emergency procedures and safety measures.
- Members to CAV Adult ratios.
- Male CAV Adult attendance.

7.Duty of Care

The Jurisdictional Guardians/Camp Coordinators in charge have ultimate responsibility for all Members and their care. By law, the duty of care cannot be delegated; this includes supervision of Members who are in the care of external third party providers. A camp with an external third party provider does not absolve supervision duties of the CAV Adult and First Aid staff. The correct ratio of CAV Adults must be in place at all times and remain designated with duty of care responsibilities.

8.CAV Adult Attendance

CAV Adults attending a camp will be considered upon application to the YPP Committee on an annual basis. This application must be made to the YPP Committee at least 2 months prior to the camp date.

In approving male CAV adult's attendance at a camp, the following must be taken into consideration:

- Separate sleeping arrangements are available.
- Separate bathroom facilities are available.
- The number of male CAV adults does not outnumber the female CAV Adults.
- Applications will only be accepted for attendance of the Associate Jurisdictional Guardian, Vice Associate Jurisdictional Guardian, the three current Associate Bethel Guardians and parents of active members who hold a positive blue card.
- The risk assessment shall include male attendance.
- Adult partners, including spouses, are not permitted to share a bedroom during camp.

The Jurisdictional Guardians/Camp Coordinators will ensure that a meeting of all CAV Adults will be held at the start of the camp to explain where the male's bedrooms & bathrooms are, as well as reiterating the 'Safety of Three'.

9.First Aid

At least one CAV Adult on camp will hold a current First Aid qualification. A first aid kit must be carried with the group that is appropriate for the activity and location.

10.Diversity and Equity

Members will not be denied attendance to any camp because of disability or medical conditions. The Jurisdictional Guardians/Camp Coordinators will take reasonable steps to support the inclusion of Members with disabilities in its planning and delivery. Parents/Guardians may be invited to assist.

Appropriate emergency and risk management planning will be undertaken for Members with disabilities attending camp. These Members will be identified to all Supervisors and third parties attending camp.

11. Emergency Notifications and Communication

If Parents/Guardians need to urgently contact camp due to an emergency or serious concern, they should call the designated number provided.

All consent and medical forms will be taken to camp and will remain with the Jurisdictional Guardians and/or Camp Coordinators for the duration of the camp.

In the event of an emergency, accident, or injury during camp:

Supervisors will:

- Take immediate action in line with the camp's approved risk assessment and emergency procedures
- Access appropriate first aid or emergency services as required
- Notify the Parent/Guardian as soon as practicable

12. Risk Management

An assessment of camp risks will be undertaken. In completing this assessment, risks across the entire camp (including transportation, activities and venue) must be taken into consideration.

All over night stays and camps will require approval from the Executive JGC Qld, JDI.

13. What Supervisors Do Need to Be Responsible For

- Overall Duty of Care: Supervisors have a legal and moral responsibility to ensure members are safe, accounted for, and supervised at all times during the event.
- Knowing Where Members Are: Supervisors should always know the location of members under their care while at camp/sleepovers (activities, cabins, meal hall, bathrooms, etc.).
- Health & Safety: Be aware of medical needs, allergies, or behavioural plans, and know who provides first aid.
- Contact & Records: Have access to emergency contacts, consent forms, and medication forms.
- Boundaries & Behaviour: Ensure members are following the rules of the event and intervene if there are safety or wellbeing concerns.

14. Coordinator (Jurisdictional Guardians / Camp Coordinators) Responsibilities

In addition, the Coordinators will:

- Hold overall responsibility for Member welfare, safety, and supervision arrangements during the camp/sleepover.
- Maintain an accurate list of all attendees (Members and adults).
- Hold a record of contact details for supervisors and family/emergency contacts for all attendees.
- Have copies of signed consent forms and medication forms for Members, and ensure these are accessible if required.
- Oversee first aid arrangements and ensure nominated first aid officers are identified.
- Keep copies of approved documents (including risk assessments and attachments) for the duration of the camp, and submit these to the Jurisdictional Secretary once the camp is completed.
- Ensure roll calls, buddy systems, or check-ins are in place so Members are always accounted for.

15. Member Illness, Injury or Behaviour

In extreme cases, the Jurisdictional Guardians/Camp Coordinators may determine that a Member should return home during a camp due to illness, injury or behaviour.

In such circumstances, the parent/guardian will be advised:

- Of the circumstance associated with the decision to send the Member home.
- Of the time when the parent/guardian may collect their child from the camp.
- Of the anticipated time that the Member will arrive home.
- Of any costs associated with the Members return which will be the responsibility of the parent/guardian.

Medication Policy & Procedures

Purpose

This policy sets out the requirements for the safe handling, storage, and administration of medications for youth members during camps, sleepovers, and regular activities conducted by Job's Daughters Queensland. The policy ensures compliance with Queensland child safety laws, Education Queensland expectations, and insurance requirements. It protects the health and wellbeing of members and safeguards adult volunteers through consistent, transparent procedures.

1. Camps and Overnight Stays

1.1 Authorisation

- Parents/Guardians must complete Form 13 – Medication Form for all medications.
- Medications must be prescribed or authorised by a registered health practitioner and provided in the original pharmacy-labelled container or accompanied by a signed Action Plan (e.g. asthma, anaphylaxis, diabetes).

1.2 Receipt and Storage

- All medications must be handed to the First Aid Officer on arrival.
- Medications must remain in their original container, clearly labelled with the member's name and dosage.
- Medications must be stored securely (e.g., locked medical kit or cooled storage if refrigeration is required).

1.3 Administration and Record-Keeping

- All medications must be administered in the presence of two CAV Adults, one of whom must hold a current Provide First Aid qualification.
- Both adults must:
 - Verify the medication, dosage, and recipient.
 - Record the administration on Form 13 – Medication Form (time, dose, signatures).

1.4 Incident Response

- Any errors, missed doses, or adverse reactions must be:
 - Documented on Form 13.
 - Reported immediately to the Jurisdictional Guardians/Camp Coordinators.
 - Communicated promptly to the Parent/Guardian.
- A formal Incident Report must be completed and submitted to the JGCQ.

1.5 End of Camp

- Unused medications will be returned to Parents/Guardians at the end of camp.
- Completed Medication Forms and incident reports will be filed with the Jurisdictional Secretary.

2.Regular Bethel Meetings and Day Events

2.1 Authorisation

- Parents/Guardians must have completed the Activity Consent Form.
- If a member requires medication, a Form 13 – Medication Form must also be completed.

2.2 Receipt and Storage

- Medications must be given to the designated First Aid Officer or supervising CAV Adult at the start of the event.
- Medications must be securely stored and returned at the end of the activity.

2.3 Administration and Record-Keeping

- Two CAV Adults must check and record all administered medications on Form 13 – Medication Form.
- Self-administered medications (e.g., inhalers, EpiPens) require written parental consent and must be noted on the form.

2.4 Emergency Situations

- In a medical emergency, CAV Adults will:
- Administer medication in line with the member's Action Plan.
- Call emergency services if required.
- Notify Parents/Guardians immediately.
- Complete an Incident Report and submit to the JGCQ.

3. Self-Managed Medications

Some members may need to carry and self-administer emergency or routine medications (e.g., asthma inhalers, EpiPens, insulin).

- Parents/Guardians must provide written consent on Form 13 and, where relevant, supply a current medical Action Plan.
- Self-managed medications must be:
 - Kept with the member as agreed with the Parent/Guardian and First Aid Officer;
 - OR
 - Stored in an accessible but safe location.
- The First Aid Officer must be notified whenever self-managed medication is used, and the use must be recorded on Form 13.
- Members must be capable of self-administering, and Parents/Guardians must confirm this in writing.
- In an emergency, CAV Adults may assist or administer the medication in accordance with the Action Plan and their First Aid training.

4.Review and Compliance

- This policy will be reviewed annually in August by the Youth Protection Policy (YPP) Committee.
- All CAV Adults are required to comply with this policy as part of their duty of care.
- Non-compliance may result in disciplinary action under the JGCQ Youth Protection Policy.

Privacy Policy

Purpose

The purpose of this policy is to outline the commitment of the The Jurisdictional Guardian Council Queensland of Job's Daughters International (JGCQ, JDI) to the responsible collection, use, storage, and disclosure of personal information. It defines the standards required under the *Privacy Act 1988 (Cth)*, as amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, and the 13 Australian Privacy Principles (APPs).

Scope of this Policy

In accordance with the Australian Privacy Principles, this Policy addresses:

- the types of personal information collected;
- how information is collected and stored;
- the purposes for which information is used and disclosed;
- the process for raising complaints; and
- disclosure of information to overseas recipients.

Responsibility, Approval & Review

The Youth Protection Policy (YPP) Committee is responsible for implementing, maintaining, overseeing, and reviewing this Policy.

This document has been approved by the Executive Members of the JGCQ and will be reviewed annually in August, or earlier if required. The YPP Committee may amend this document at any time, subject to approval by the Executive.

The intent of this policy is to ensure that the privacy of all members, parents/guardians, and volunteers is respected, and that personal information is collected and managed only for legitimate organisational purposes.

Objectives

- To ensure JGCQ complies at all times with the APPs and relevant legislation.
- To provide clarity to members and families about what information is collected, why it is collected, and how it is stored and disclosed.
- To provide assurance to insurers and regulators that privacy standards are in place and actively monitored.

This policy is binding on all members, parents/guardians, volunteers, and officers of Job's Daughters Queensland, and is available publicly on the website: jdiqld.org.

Types of Information We Collect and Hold Youth Members

Job's Daughters Queensland collects personal and health information from youth members for the purposes of

membership, communication, and duty of care. This may include:

- Full name, date of birth, address, and contact details.
- School details (for age verification and eligibility).
- Parent/guardian names and contact details (for communication and emergencies).
- Health and medical information, including Medicare and private health fund details, provided on Activity Consent Forms to ensure the health, safety, and protection of members.

Adult Volunteers

Personal information is collected from adult volunteers for membership, compliance, and youth protection purposes. This may include:

- Full name, date of birth, address, and contact details.
- Photo identification and Medicare card (sighted at the time of joining).
- Working with Children Check (Blue Card) details.
- Certified Adult Volunteer (CAV) training records.
- Reference check details provided by the volunteer.
- Driver's licence and vehicle registration details, collected annually to meet transport and insurance requirements.

Storage of Records

- Blue Card and CAV details are securely maintained by the Supreme Deputy and the YPP Committee.
- All information is collected and managed in accordance with the Australian Privacy Principles.

Collection and Storage

- Personal information is collected directly from the individual or their parent/guardian, unless impractical or consent has been provided for collection from another source.
- Information is collected only for purposes directly related to the operation of Job's Daughters Queensland, youth safety, insurance, and legal compliance.
- Records are maintained securely in both electronic and hard-copy formats.
- Electronic records are stored on an external hard drive and within a database maintained by the JGCQ and YPP Committee.
- Scanned copies of forms are retained indefinitely, as required by insurers.
- Access to personal information is restricted to authorised officers of the JGCQ and relevant committees.

Use and Disclosure

- Information will only be used for purposes directly related to the functions of Job's Daughters Queensland.
- Contact details may be shared internally to allow members and volunteers to communicate in the course of official activities.
- Personal information will not be disclosed to third parties or non-members, except custodial parents/guardians or where disclosure is required by law or authorised for insurance or regulatory compliance.
- Personally identifiable information is never sold or provided to external organisations for unrelated purposes.

Complaints

Complaints about the handling of personal information should be made in writing to the Executive Members of the JGCQ. Email: secretary@jdiql.org

Complaints will be acknowledged within 14 days and resolved as promptly as possible, generally within 30 days.

Disclosure to Overseas Recipients

Youth Members:

Job's Daughters International, headquartered in the USA, requires limited information annually (name, date of birth, contact details, and membership dates) to maintain global membership records.

Adult Volunteers:

Adult volunteers must complete Certified Adult Volunteer (CAV) training. Information required includes personal and contact details, education and employment background, and declarations relevant to youth safety. This information is securely stored electronically in accordance with Job's Daughters International requirements.

Policies and Forms

This policy should be read and understood in conjunction with the following JGC Qld, JDI policies & forms:

- Protecting Our Children & Risk Management Strategy (Youth Protection Policy)
- Policies & Procedures Manual
- Form 2 – Activity Consent Form
- Form 10 – JGC Application for Camp or Overnight Stay
- Form 12 – Incident Report Form
- Form 13 – Medication Form
- Form 14 – Camp Registration Form
- JGC Risk Assessment – General
- Any Third-Party Risk Assessments relevant to the camp
- Individual Medical Action Plans (e.g., Asthma, Anaphylaxis, Diabetes), where applicable
- All policies & forms can be found in the members section of the JDIQld Website – www.jdiqld.org

Definition of Terms

Term	Definition of Term
JGC Qld, JDI	Jurisdictional Guardian Council of Queensland of Job's Daughters International
Adult Volunteer	An adult member of Job's Daughters Queensland aged 20 years or older who is engaged in supporting the organisation in an official capacity.
Certified Adult Volunteer	An adult who holds a current Queensland Working with Children Check (Blue Card) and has successfully completed Certified Adult Volunteer (CAV) training as required by Job's Daughters International.
Executive of the JGCQ, JDI	The 6 Elected Officers of the Jurisdictional Guardian Council of Queensland who have decision-making power over the workings of the Jurisdictional Guardian Council.
Job's Daughters International	The international non-profit youth leadership organisation of which Job's Daughters Queensland is a chartered Jurisdiction.
Jurisdictional Guardian Council of Queensland	The entity chartered by the Supreme Guardian Council of Job's Daughters International to manage and oversee the affairs of Job's Daughters International in Queensland, including the incorporated body.
Member	Includes Youth Daughters, Parents/Guardians, and Adults formally engaged in Job's Daughters Queensland under the JDI framework
Supreme Deputy	The officer appointed by the Supreme Guardian of Job's Daughters International to act on her behalf in the Queensland Jurisdiction.
Volunteer	Individuals serving Job's Daughters Queensland in an official capacity, including JGC Executive Committee members, Bethel Guardian Council members, and those appointed to chair committees or coordinate events
Youth	An active member of Job's Daughters up to the age of 20 years
YPP Committee	The Youth Protection Policy Committee established by the JGCQ to oversee the development, implementation, and compliance of the Youth Protection Policy.

Document Revision History

Version Number	Date Drafted	Author	Sections Modified	Date Adopted by JGC at AGM
1.0	18 August, 2023	22-23 YPP Committee	ALL – Transferred from: Protecting our Children & Risk Management Strategy Social Media Policy v1.3 Privacy Policy 1.0	26 August, 2023
1.1	1 July 2024	23-24 YPP Committee	Updates to: Social Media Policy Add; Camp Policy	24 August 2024
1.2	15 August 2025	24-25 YPP Committee	Updates to: Catering Policy Camp Policy Website and Social Media Policy Privacy Policy Add ; Administration of Medication	23 August 2025