

asis Camp  
www.oasis.asn.au Phone 9736 2898

# CHILD SAFE VENUE FRAMEWORK

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## Child Safe Venue Framework Overview

**Oasis Camp Inc Child Safe Venue Framework** is our commitment to welcoming children and their care-givers and providing a child-safe environment, culture and programs for children, including safe and secure physical, emotional and spiritual environments. This commitment is part of our vision and mission to operate according to biblical, Christian principles for living and for recognising the unique value and potential of every person.

The Framework is designed to ensure that all persons associated with **Oasis Camp** fulfil their pastoral, legal, organisational and duty of care obligations towards children, with the aim of providing God-honouring, life-giving, harm-free venues.

The Framework forms part of **Oasis Camp's** operational documentation which includes our: constitution; operations manual; employment / human resource management; privacy; work, health & safety; emergency management and critical incident documents.

The Framework will be implemented by all levels of **Oasis Camp** according to the policy and procedures herein. Acknowledging that child safety is a shared responsibility, we are committed to clearly communicating relevant aspects of the Framework to all those associated with **Oasis Camp**

**Acknowledgement:** This Child Safe Framework is an adaptation of the Safe Ministry Resources P/L (SMR) - Safe Ministry Framework © 2019 Peter Barnett & CMI Vocational Training and is used by permission and for the purpose of child protection in Christian Venues Association members' venues. It also contains material adapted from previous CVA child protection documentation.

**Disclaimer:** This publication is not legal advice. The ideas and procedures herein are based on nationally-recognised good practice advice for child protection and have been written with due regard to Australian State legislation.

CVA members have access to SMR's business hours (AEST) free-call Helpline for child protection - **1800 070 511**.

# Part 1. Child Safe Venue Policy

## 1.1 Purpose

This Policy:

- guides our work in establishing and maintaining child-safe & child-friendly environments;
- underpins our biblical mandate to: Love the Lord your God with your heart, soul, mind and strength ... and to love your neighbour as yourself (Matthew 22:37-40);
- promotes and provides for the provision of services that foster the health and safety of children who access our venue and/or programs;
- ensures that all people associated with <organisation name> fulfil their pastoral, organisational and duty of care obligations to children; and
- ensures compliance with legislation, and also with the intention of the legislation, that seeks to protect and nurture the holistic development of children.

## 1.2 Scope

This Policy applies to all those associated with <organisation name> including:

- all workers, including paid employees, volunteers and members of boards;
- as specified herein, guests or hirers of the venue and its facilities, including school, church, service providers or other groups;
- as specified herein, contractors, subcontractors, delivery persons or others engaged to provide services; and
- as specified herein, those who access Oasis Camp's site and/or programs (including children and their care-givers).

## 1.3 Policy Statements

As a child-safe and child-friendly venue:

- we acknowledge that all children have a right to feel and be safe, and to experience life-giving, harm-free interactions at our venue and in our programs.
- we acknowledge the need for sensitivity and consideration of those children of Aboriginal, culturally &/or linguistically diverse backgrounds, as well as any child with a disability.
- we acknowledge the primary role of parents and care-givers as well as the role of children in child protection and will actively engage with children and care-givers, inviting open communication and feedback as part of our procedures and interactions.
- acknowledge the shared responsibility of the whole community for child safety and welfare, including caregivers, guest organisations and our workers (e.g. camp leaders), and as such we will actively promote the role of parents and care givers and the wider community in the shared responsibility of child safety.

- we commit to the welfare of all children through the implementation and ongoing improvement of our Child Safe Venue Framework which includes:
  - safe and friendly environments where children are listened to, feel safe, have fun, accept challenges, learn and grow;
  - safe and adequate recruitment, training, supervision, support and resourcing of our workers; and
  - child-friendly, appropriate and expedient responses to all incidents, accidents and/or child protection concerns.

It is a serious breach of this Policy for any person associated with Oasis Camp to contravene any related procedure, or any regulation in law, in relation to the safety and protection of children.

## **1.4 Responsibilities**

*General responsibilities* of all those associated with Oasis Camp are to:

- be respectful of the boundaries of children, respecting the rights of the child to a safe and friendly venue and/or program;
- foster and encourage the participation and safety of children;
- take all reasonable care for their own health and safety;
- take responsible care that their actions do not adversely affect the health and safety of children;
- comply with all reasonable instructions from venue managers / supervisors / leaders;
- comply with relevant employment, usage, and guest conditions as communicated, including the code of conduct relevant to role/position;
- report all child protection concerns, allegations or incidents immediately to the Child Safety Officer; and
- report all incidents or hazards to the Health & Safety Officer (or to a Team Leader/ Program Director/Site Manager) as soon as practicable.



## Specific Responsibilities

In addition to the general responsibilities under this policy the following office holders and those associated with Oasis Camp have the following specific responsibilities:

Governance Board	<ul style="list-style-type: none"> <li>• Primary duty of care to ensure so far as is practicable the health and safety of all persons involved in the organisation</li> <li>• Endorse the Child Safe Venue Framework (Framework)</li> <li>• Assign responsibilities for the management of the Framework</li> <li>• Monitor and review the implementation of the Framework</li> </ul>
Head of Agency/Organisation	<ul style="list-style-type: none"> <li>• Ensure disclosures of harm are reported to all relevant regulatory bodies</li> <li>• Fulfil relevant legislative 'head of agency roles' in child protection related investigations</li> </ul>
Management Group	<ul style="list-style-type: none"> <li>• Maintain a positive, child-safe and child-friendly culture</li> <li>• Overall responsibility for implementation of the Framework</li> <li>• Regular reporting to the Governance Board in relation to implementation of the Framework</li> </ul>
Program Director	<ul style="list-style-type: none"> <li>• Implementation of Child Safe Venue Policy &amp; Procedures</li> <li>• Monitor workers who they oversee to ensure workers are acting safely and according to policy and procedure</li> <li>• Provide reasonable instruction to workers regarding the provision of child-safe and child-friendly environments.</li> <li>• Report to Child Safety Officer any suspicions of, allegations, incident or potential breaches of the relevant code of conduct</li> <li>• Identify and report all risks and hazards to relevant officer holder for treatment</li> </ul>
Site Manager	<ul style="list-style-type: none"> <li>• Implementation of Child Safe Venue Procedures as directed by the Governance Board</li> <li>• Liaise or be a part of the Child Safety Team and Health &amp; Safety Team</li> <li>• Monitor workers who they oversee to ensure workers are acting safely and according to policy and procedure</li> <li>• Provide reasonable instruction to workers regarding the provision of child-safe and child-friendly environments</li> <li>• Report to Child Safety Officer any suspicions of, allegations, incident or potential breaches of the relevant code of conduct</li> </ul>

	<ul style="list-style-type: none"> <li>Identify and report all risks and hazards to Health &amp; Safety Officer/Team for treatment</li> </ul>
Child Safety Officer/Team	<ul style="list-style-type: none"> <li>Implementation of Child Safe Venue Procedures as directed by the Governance Board</li> <li>Receive reports of incidents &amp;/or concerns of risk of harm in relation to children or workers</li> <li>Maintain secure records in relation to the Framework</li> <li>Regular reporting to Management Group &amp;/or Governance Board</li> </ul>
Health & Safety Officer/Team	<ul style="list-style-type: none"> <li>Write and implement WHS policies, including privacy policy and evacuations procedures</li> <li>Keep WHS on the agenda at meetings of the Management Group and Governance Board</li> <li>receive notifications of hazards / incidents such as serious events and dangerous incidents from workers and visitors</li> <li>notify incidents such as serious events and dangerous incidents within a prescribed period to the appropriate office holder/s e.g. board</li> <li>address health and safety concerns within reasonable time frame</li> <li>undertake a site safety environment audit of the venue at least twice a year</li> </ul>
Workers (paid and volunteer)	<ul style="list-style-type: none"> <li>Implementation of Child Safe Venue Policy &amp; Procedures</li> <li>Report to Child Safety Officer any suspicions, allegations, incident or potential breaches of the relevant code of conduct</li> <li>Identify and report all risks and hazards to relevant officer holder for treatment</li> </ul>

Parents & care-givers of children	<ul style="list-style-type: none"> <li>• Provide all information as necessary to ensure the safety of their child/ren</li> <li>• Provide feedback the venue if and when they have concerns about the safety of children including their own child/ren</li> </ul>
Campers/ users of venue	<ul style="list-style-type: none"> <li>• Participate in safe and respectful ways</li> <li>• Have a say (e.g. talk to any of their leaders when feeling unsafe)</li> <li>• Report any unsafe behaviour of others including other children and leaders</li> <li>• Abide by all venue rules (code of conduct for the program/camp/event)</li> </ul>

Note: Dependent upon the size of the venue one person may fulfil a number of functions.

## 1.5. Child Safe Venue Procedures

As part of our Policy we will implement the following Child Safe Venue Procedures for the establishment and provision of child-safe and child-friendly environments:

• Child Safe Venue Framework implementation procedure	• Participation & inclusion of children and their care-givers
• Recruitment & appointment of workers	• Training & resourcing of workers
• Supervision of workers	• Responding to child protection concerns
• Safe environments	• Record keeping
• Responding to incidents & emergencies	• Workplace investigation procedure

These Procedures are found in Part 2 of our Child Safe Venue Framework.

## 1.6 Definitions & Terminology (see Framework Part 5)

Please refer to the Child Safe Venue Framework Part 5 for definitions and terminology used herein.

## 1.7 Policy Approval & Review

This Policy was revised and updated to reflect current legislative requirements (see Child Safe Venue Framework Part 6) in 2020.

- It was approved by the Oasis Camp Management Team and adopted for use by Oasis Camp Inc. in October 2020.
- The child protection policy and procedures will be reviewed at least every 6 months, or as often as necessary in order to remain compliant with new legislation.
- Any proposed changes will be submitted to the board of management of Oasis Camp Inc for approval at a properly convened meeting for approval before being adopted and implemented.

## **Part 2. Child Safe Venue Procedures**

The Child Safe Venue Procedures are the practical outworking of our Child Safe Venue Policy, providing specific and practical directions to office holders in relation to the implementation of our Child Safe Venue Policy.

### **Index of Procedures**

- 2.1 Child Safe Venue Framework implementation
- 2.2 Participation & inclusion of children and their care-givers
- 2.3 Recruitment & appointment of workers
- 2.4 Training & resourcing of workers
- 2.5 Supervision of workers
- 2.6 Safe environments
- 2.7 Responding to child protection concerns
- 2.8 Responding to incidents & emergencies
- 2.9 Workplace investigation
- 2.10 Record keeping

## **2.1 Child Safe Venue Framework Implementation**

The Child Safe Venue Framework Implementation Procedure relates to the appointment of person to Framework positions, and mechanisms for program approval, communication, reporting, review and improvement of the Framework.

### **Appointment of Child Safe Venue Personnel**

The Governance Board will appoint current personnel or where necessary employ new staff to carry out the following Child Safe Venue Framework implementation roles, and review these roles annually:

- Child Safety Officer/Team
- Head of Agency/Organisation
- Health & Safety Officer/Team
- Site Manager
- Program Director
- Management Group

Role descriptions for these roles can be found in **Part 6 Implementation Forms 6.1 to 6.6**. The Governance Board will adequately communicate the names of the persons holding these roles to all workers and guests at Oasis Camp (**Part 6 Form 6.7 - Child Safe Venues poster**).

### **Approving Programs and Events**

The Governance Board of Oasis Camp Inc will ensure that, prior to commencement, a written approval for all programs and events of Oasis Camp is undertaken. This process will include: ensuring that all duty of care issues have been addressed and all foreseeable program / event risks have been identified, assessed and treated.

### **Communication of the Child Safe Venue Framework**

The venue's Management Group will ensure documentation for our Child Safe Venue Framework will be made available through our website [www.oasiscamp.org.au](http://www.oasiscamp.org.au)  
We will communicate targeted, relevant and specific information about our Child Safe Framework to all persons associated with Oasis Camp.

The venue Management Group will ensure that age appropriate signage is posted to provide information about who people (children and adults) can speak with if they have a concern.

### **Reporting to Management Group and Governance Board**

The Governance Board will have a set agenda item for reporting on child safety at all board meetings. The Management Group will have set agenda item for reporting on child safety at each meeting.

The Program Directors (or equivalent), Health & Safety Officer/Team and Child Safety Officer/Team will report quarterly to the Management Group as to the implementation of the Child Safe Venue Procedures.

### **Review of Framework**

The Governance Board will receive an annual report from the Management Group as to the progress of implementation to the Child Safe Venue Framework. Every second year the Management Group will undertake a review of the Framework. This review will include receiving feedback and advice concerning the implementation of the Framework, from CVA, Program Directors, Child Safety Officer/Teams, Health & Safety Officer/Teams and Site Manager/s, children, parents and community stakeholders as appropriate. The review will be presented to the Governance Board for amendment of the Framework as deemed appropriate for the protection and safety of children (Part 6 – Form 6.8. Child Safe Venue Framework implementation and review checklist).

## 2.2 Participation & Inclusion of Children and their Caregivers

The Child Safe Venue Framework Procedure for participation and inclusion of children and their care-givers relates to the implementation of the following Policy statements.

We:

- acknowledge the need for sensitivity and consideration of those children of Aboriginal, culturally &/or linguistically diverse backgrounds as well as any child with a disability.
- acknowledge the primary role of parents and care-givers as well as the role of children in child protection and will actively engage with children and care-givers, inviting open communication and feedback as part of our procedures and interactions.
- acknowledge the shared responsibility of the whole community for child safety and welfare, including caregivers, guest organisations and our workers (e.g. camp leaders), and as such we will actively promote the role of parents and care givers and the wider community in the shared responsibility of child safety.

### 2.2.1 Children's participation & Inclusion

- a. All workers will actively listen to children when they speak about matters that directly affect their sense of safety or wellbeing and *will act on* any concerns children or their carers raise with them.
- b. Program Directors will ensure that children will have opportunity to reflect on their experience at the venue and to make comments regarding the accommodation, meals and program elements and other aspects of wellbeing, including staff conduct. Such feedback will inform and guide adjustments to practices, programs and training (**Part 6 Form 6.9 - Children's feedback form**).
- c. Program Directors will schedule time in the program to talk to children about their safety, usually at the beginning of the program or event, and as is practicable will encourage the children to participate and contribute to safety discussions.
- d. The Management Group will provide information, including age appropriate signage, in relation to safety, acknowledging the need for sensitivity and consideration of those children of Aboriginal & Torres Strait heritage, and culturally &/or linguistically diverse backgrounds as well as any child with a disability.
- e. The Management Group will take steps to respect and promote the cultural identify of children of Aboriginal & Torres Strait heritage, and culturally &/or linguistically diverse backgrounds through engagement with the children and their care-givers in relation to taboos and symbols and activities that are important to the children's cultural heritage, as is practicable given the nature of the program.

### 2.2.2 Engaging with Caregivers & Community

- a. The Management Group will promote open communication with parents and care-givers, and other community stakeholders, encouraging feedback on the program that their child has attended (**Part 6 Form 6.10 – Parents/care-givers feedback form**).
- b. The Management Group will, when reviewing the Child Safe Venue Policy and Procedures, seek input from targeted group of parents and care-givers.
- c. The Management Group will take reasonable measures to allow for communication and input from community members who have relationships with children accessing our programs, including up to date information on our website [www.oasiscamp.org.au](http://www.oasiscamp.org.au)





## **2.3 Recruitment & Appointment of Workers**

[Where your operation manual has employment processes included, ensure that the steps herein are included to ensure those procedures have the equivalent steps involved for the protection of children]

Oasis Camp seeks to attract and retain the best staff and volunteers.

The Governance Board will carry out, or delegate to the appropriate office holders, recruitment and screening due diligence checks according to good practice standards for all staff and volunteers. All recruitment and screening documentation will be accessed by a suitably experienced member of the organisation with the authority of the Governance Board.

All completed recruitment and screening documentation will be stored securely and successful applicant documentation will be held on personnel files for a minimum of 30 years. We also have appointment and admission procedures for contractors and guests to our venue. We have four recruitment and screening procedures:

1. Procedure for paid staff & Governance Board members
2. Procedure for volunteer workers and helpers
3. Procedure for contractors
4. Procedure for admission of guests (including those hiring our venue, parent visitors, all other adults who visit when children are on site)

### **2.3.1 Procedure for Paid Staff & Governance Board Members**

#### **a. Prior to Recruitment and Screening**

- When a vacancy occurs, the relevant office holder in the management of the Venue will take the opportunity to review the position description for the role to ensure it is still meeting the needs of the Venue.
- A position description will be produced.
- The role/position will be advertised appropriately.

#### **b. Requirements of Applicants**

- Submit a written application including an outline of their willingness to commit to the mission and values of the Venue and hold to the Christian faith.
- A curriculum vitae (CV) for the nominee must be attached to the form. The CV should be no longer than two pages in length and focus on information relevant to the particular position and role.

#### **c. Short listed Applicants for the Position**

- Complete the Screening check questionnaire for paid staff and Governance Board members (Part 6 Form 6.11).
- Undertake a Police Background Check.
- Provide registration details for the relevant state-based Working With Children (or Vulnerable People) Check.
- Be interviewed by the relevant office holder of our organisation (Part 6 Form 6.12).

- Provide references. These will be checked with referees by the relevant office holder.

**d. Successful Applicants**

- The Management Group will provide adequate and appropriate information and induction training to enable them to safely fulfil their role/s, including being given a copy of the Child Safe Venue Policy and the Procedures as they relate to their role.

**2.3.2 Procedure for Volunteer Workers and Helpers**

**a. Prior to Recruitment and Screening**

- A position description will be produced.
- The position will be appropriately advertised and/or recruits sought by current staff through church contacts and alike.

**b. Requirements of Applicants**

- Complete the Screening check questionnaire for volunteer workers (Part 6 Form 6.13).
- Provide registration details for the relevant state-based Working With Children (or Vulnerable People) Check.
- Be interviewed by the relevant office holder of the organisation (Part 6 Form 6.14).
- Provide references. These will be checked with referees by the relevant office holder.

**c. Successful Applicants**

- The Management Group will provide adequate and appropriate information and induction training to enable them to safely fulfil their role/s, including being given a copy of the Child Safe Venue Policy and the Procedures as they relate to their role.

**2.3.3 Procedure for Contractors**

**a. Pre-appointment/Agreeing to Quote**

- The Management Group will send all prospective contractors who are considered for work a copy of the Venue safety expectations prior to a quote being accepted for work (Part 6 Form 6.15).

**b. Sign in Requirements**

- All contractors are to report to the Venue site office and sign in, including signing the declaration about safe behaviour on site (Part 6 Form 6.16).

**c. Signage on Site**

- The Management Group will display adequate signage around the Venue in relation to expected safe behaviours and how to report hazards, incidents and concerns (Part 6 Form 6.7).

**2.3.4 Procedure for admission of guests (including those hiring our venue, parent visitors, all other adults who visit when children are on site)**

**a. Sign in Requirements**

- All guests are to report to the Venue site office and sign in, including signing the declaration about safe behaviour on site (Part 6 Form 6.16).

**b. Signage on Site**

- The Management Group will display adequate signage around the Venue in relation to expected safe behaviours and how to report hazards, incidents and concerns (Part 6 Form 6.7).

## 2.4 Training & Resourcing of Workers

The Child Safe Venue Framework Procedure for training and resourcing of workers relates to the implementation of the following Policy statement:

- we commit to the welfare of all children through the implementation and ongoing improvement of our Child Safe Venue Framework which includes: safe and adequate recruitment, training, supervision, support and resourcing of our workers;

### 2.4.1 Training

#### a. Induction Training

All workers will be fully inducted in relation to:

- Knowledge of Standard Operating Procedures and Emergency Procedures that apply to equipment, programs and general site Health and Safety.
- *Code of conduct* expectations and appropriate behaviours with children.

#### b. Child Safe Venue Training

- All workers will receive initial and ongoing training in Child Safe Venues: including empowering and including children, identifying and responding to children at risk of harm, and safe environments (duty of care).

#### c. Ongoing In-Service Training

- The Management Group will arrange ongoing staff and worker professional development as is appropriate to the worker's role, e.g. first aid, specific qualifications as necessary for the successful carrying out of the worker's role.

### 2.4.2 Resourcing of Workers

- a. The Governance Board will ensure the programs of the Venue are adequately resourced with human resources and equipment for the safe and effective running of the program.
- b. The Management Group will ensure that program leaders and workers are resourced with the equipment and qualified persons to run the events and activities that are programmed.
- c. Workers will report to the Management Group or Site Manager and shortage of supplies prior to the operation of events and activities, to ensure that these supplies can be replaced for the effective operation of the event or activity.

## 2.5 Supervision of Workers

The Child Safe Venue Framework Procedure for supervision of workers relates to the implementation of the following Policy statement:

- we commit to the welfare of all children through the implementation and ongoing improvement of our Child Safe Venue Framework which includes: safe and adequate recruitment, training, supervision, support and resourcing of our workers;

The Governance Board will provide a system of support and supervision for all our workers, to ensure they feel valued, respected and fairly treated, including:

### 2.5.1 Provision of up to Date Documentation to Workers

- The Management Group will ensure all workers (paid staff and volunteers) have access to the current version of our Child Safe Venue Framework Policy & Procedures and relevant code of conduct.

### 2.5.2 Supporting Workers

- The Management Group will communicate the types of formal or informal support mechanisms available to workers, so that workers have a clear understanding of to whom they can go for support & what type of support is available to them (e.g. staff meetings, communications processes, processes for accessing counselling or prayer, etc).

- Weekly Staff meetings
- HR Staff and staff consultants
- Camp Chaplain

### 2.5.3 Review of Position

- All casual or permanent staff shall engage in an annual process of position review through a formal written process or review to provides an opportunity for leaders to say they will or will not be available next year/time, which is important for the health of committed teams.  
HR staff and Stuff (Sophie) is available for consultation for all staff.

- Volunteers will be provided with an opportunity to access position reviews as required.

### 2.5.4 Codes of Conduct

#### a. Codes of Conduct have been developed with the following underlying intentions and commitments:

- To encourage staff members to seek to act at all times in a manner that faithfully represents the ethos and beliefs of the organisation.
- To ensure clear expectations of staff and their alignment with the vision and commitments of the organisation to ensure the safety and well-being of children, teenage and adult (clients, guests) and Oasis Camp.
- To detail the standards of conduct expected by various persons associated with Oasis Camp in relation to the performance of their duties and their behaviours.



**b. We have Four Role Specific Codes of Conduct:**

- Staff including paid staff (paid employees)
- Venue works Governance board members, volunteer workers, casual helpers, and students undertaking work experience.
- Venue guests, including contractors, subcontractors (and their employees) and visitors (e.g. parents of campers).
- Children who participate in our programs.



## 2.6 Safe Environments

The Child Safe Venue Framework Procedure for safe environments relates to the implementation of the following Policy statement:

- we commit to the welfare of all children through the implementation and ongoing improvement of our Child Safe Venue Framework which includes: safe and friendly environments where children are listened to, feel safe, have fun, accept challenges, learn and grow.

Safe environments are transparent and accountable in relation to both procedures and relationships. The spiritual, physical and emotional environments are safe and safe practices are in place to run the program, where all foreseeable risks and hazards are identified, assessed and managed. In implementing procedures for the fact that some activities or situations present more inherent risks than others, consideration should be given to the participants' ages and cultural backgrounds.

1. **Risk assessment** and safety management practices are embedded in our procedures prior to each program, event or activity. We use these practices to inform our planning and operating of all our programs, events or activities. Risk management applies to common law duty of care, Work Health & Safety and specifically to the minimising of safety risks for children who are in our care.
2. The Governance Board will delegate the task of management of site and program risks to the relevant venue workers responsible for **risk management** (safe environments), - Camp Manager, Assistant camp manager, Work health and safety officer, programs co-ordinator. The risk management group above is responsible for the identification, assessment, management or all site and program risks, and the reporting and addressing of incidents.
3. Physically Safe Environments: The Program Director will
  - Conduct WHS site inspection of the area to be used for a program,
  - Apply hierarchy of control measures (RMP) where hazards are identified, and control measure communicated with all worker and program participants (SOP).
  - Our Child Safe Venue Framework procedures for safe environments (herein) form part of our overall site safety procedures as found in our Risk Management policy. Our Venue has the following safe environments procedures to ensure the physical safety of all persons associated with our Venue:

- Accident, injury & near miss policy
  - Activity safety:
    - Safe operating procedures (sop)
      - Age and supervision ratios
      - Appropriate equipment
      - Participant and instructor responsibilities
      - Safe activity operation instructions
      - Safety briefing and activity notes
      - Safety equipment and inventory
    - Risk management plans (rmp)
      - Risk analysis
      - Risk matrix
      - Controls in place to minimise or eliminate risks
    - Activities covered
      - Archery
      - Bush cooking
      - Bushwalking
      - Candle making
      - Crate climb
      - Enviro walk
      - Flying fox
      - Initiative games
      - Kayaking
      - Laser tag
      - Low ropes
      - Reptile experience
      - Rock climbing
      - Swimming pool
      - Team challenge
- Alcohol & drugs policy
- Camp debrief procedures
  - Host, guest & coordinator responsibilities
  - COVIDSafe debrief
  - Housekeeping & hygiene
  - Camp rules and boundaries
  - Emergency assembly areas
  - Noise curfew
- Code of conduct – staff expectations
- Code of Conduct – venue workers
- Code of conduct - guests
- Confidentiality policy
- COVIDSafe plan
- Cleaning checklists:
  - Chemical storage areas
  - Dining hall & kitchenette
  - Dormitories
  - Food preparation area

- General site
- General use areas
- Laundry
- Storage areas
- Emergency management plan
  - Site plan and emergency assembly areas
  - Emergency – what to do in an emergency (3.1)
  - Other emergency contact numbers
  - Fire safety plan (3.2)
  - Building fire (3.3)
  - Bush fire (3.4)
  - Missing camper off site (3.5)
  - Missing camper from campsite (3.6)
  - Stranger or prowler (3.7)
  - Injury or illness off site (3.8)
  - Injury or illness on-site (3.9)
  - Near drowning (3.10)
  - Media management (3.11)
  - Child abduction off site (3.12)
  - Child abduction on-site (3.13)
  - Hostage situation (3.14)
  - Roles and responsibilities (3.15)
  - COVID management (3.16)
  - Other (3.17)
- Food Safety Plan
- Induction & training policy
- Privacy policy
- Risk management plan
- Safe Sleeping Arrangement Policy
- Smoking policy
- Social networking policy
- Transportation Policy
- Staff induction handbook
- Workplace behaviour and communication policy
- Workplace relationship policy
- Workplace Health and Safety Manual

**i. First aid**

- All paid workers will hold current first aid training, e.g. St John Ambulance, and there will be a suitably qualified first aid person on site at all programs, events and activities.
- A suitable, up-to-date, stocked and accessible first aid kit is to be available at all times.
- A record should be kept of any treatment given.
- Analgesics should not form part of your first aid kit.

**ii. Transportation**

- We will only provide responsible transportation (road rule-abiding, in registered vehicle, with an appropriately screened and licensed driver).
- Whenever possible, group leaders or teachers will be asked to transport children in their own vehicles. When there are no private vehicles available, our workers will only transport children with one of their group leaders or teachers present.
- None of our workers will be in a car with a child alone.
- At no time will there be more passengers in a car than the number of seat belts that are in working order and available for use.
- If a child is travelling in a vehicle driven by a worker who possesses a provisional license, prior written consent will, wherever possible, be given by a parent/guardian, except in the case of emergencies.

### **iii. Food**

- Food safety & storage guidelines will be followed according to the Department of health's food safety program for class 2 businesses (<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-program-template-class-2>) and posted on the wall in our kitchen or food preparation area.
- We will enquire of our local council to ensure we meet local requirements in relation to food handling.

### **iv. Supervision of Children**

- To properly exercise our duty of care we will have the right kind of workers as well as adequate numbers of staff to supervise program participants.
- Precise numbers of workers required for the supervision of a program, event and activities will be determined by taking into account the size of the group, age of participants, and the level of physical and or emotional risk inherent the activity. For example: Programs aimed at younger and/ or disabled children, require more supervision due to the increased level of risk involved. We will need many more workers when operating high-risk activities such as taking children or young people off-site, swimming, bushwalks, games nights or the like, or if the group is large.
- As a minimum number there will be 4 adult workers (over 18 years) present (on-site) for all programs during daylight hours, and we will adhere to all Department of Education and Australian Activity Standards guidelines at all times in regard to supervision ratios.
- We make the distinction between those adults who are part of the team and junior workers (under 18 years) who are not counted in supervision numbers.
- We practice a team / buddy system where no worker will be alone, one-on-one, with a child. One adult with a small group is fine as long as there are other adults on-site.
- All co-ed programs will have both male and female workers to provide support for both boys and girls.

- We have safe sleeping arrangements for over-night programs. We acknowledge that it is not advisable that workers sleep in the same room as the children. Children sleeping in a room together without an adult present are at less risk than in circumstances which may give prospective abusers access to sleeping children. Workers should be sleeping in a designated worker's space (cabin) nearby. This practice also avoids the possibility of false accusations of abuse by a child towards a worker.

### 2.6.1 Spiritually and Emotionally Safe Environments

We have identifying the following areas as having unique "risks" in relation to the spiritual and emotional environment for children who participate in our programs and as such requiring procedure to ensure safe and friendly environment for children.

#### a. Spiritual Safety

- **Use of the Bible:** The Bible will not be used to emotionally or spiritually scare or manipulate children. The Bible will be used to teach children about the love of God, God's interactions with people, and to encourage the children's faith journey.
- **Role of the venue in spiritual development:** We acknowledge the primary role of parents and care givers in the spiritual development of children. We will clearly advertise and communicate with parents and caregivers the aims and practices of each program in terms of what children will be invited to participate in, in relation to spiritual activities, e.g. prayer, Bible study, Bible talks, spiritual direction, participation in quiet times, or group discussions.
- **Right of children to choose what to participate in spiritually:** We will invite, not demand or coerce, children to engage in activities of a public / group spiritual nature, e.g. Bible reading, praying aloud, answering group discussion questions.
- Exercise safe practices when praying specifically for an individual child:
  - i. Where a parent requests that their child does not participate in individual prayer, it will be respected. In the case of prayer for the need of a child, particularly in relation to healing or specific charismatic gifts:
  - ii. Prior to the event or program, we will communicate with parents that this will be an option offered at the event or program.
  - iii. We will seek permission from a child prior to praying for them.
  - iv. We will advise parents of outcome of prayer.

#### b. Emotional Safety

- **Handling Private Information Appropriately**
  - i. We collect, and store program participants' personal information in line with the National Privacy Act i.e: private information is only collected if necessary; individuals concerned are advised of its intended use; personal information collected is stored securely and not divulged to others without the consent of

the individual involved; any personal information the church is holding which is no longer required, is out of date or incorrect, is either destroyed or amended to be accurate.

- ii. We collect all relevant personal, medical and other relevant personal information of program participants to ensure their safety **(Part 6 Form 6.17)**.

- **Respecting the Needs of the Individual Child**

- i. We will take into consideration and make appropriate and reasonable modifications to cater for the needs of individual children as far as is practicable, including ensuring the cultural safety of Aboriginal and Torres Strait Islander Children, children with culturally diverse backgrounds and any child with a disability. This includes consideration of activities that may cause a problem culturally for those involved. When our Management Group suspects an activity could be a problem they will ask the program participant or their family, prior to asking them to take part.

- **Communication with Children**

- i. Workers have a responsibility to ensure that their conversations are not abusive or offensive within the normal range of these terms. As a general principle all workers will consider the impact of their words and actions before they speak or act.
- ii. If it is necessary to speak to a program participant privately, workers will inform their supervisor of the intention to do so, and the conversation will occur in the sight of other workers.
- iii. Workers will consider the impact of distance and personal space in front or behind participants when communicating. Workers are to consider the distances they stand or sit from the people they are leading and determine if they may be making the person uncomfortable because they are operating within an inappropriate space for an interaction.
- iv. We acknowledge that the use of electronic media for communication is part of everyday life, however, we need to be mindful of the position of trust and power we have been entrusted with as leaders. As such our workers will:
  - As far as it is practical interact electronically with children and young people as a team, not as individuals, e.g. group emails or SMS.
  - Seek parental permission before communicating with a child electronically, and only do so with the parent's full knowledge.
  - Not transmit, retrieve or store any communication that is: discriminatory or harassing, derogatory, obscene, sexually explicit or pornographic, defamatory, threatening, for any purpose that is illegal or contrary to the relevant code of conduct.
  - Do not send any electronic communication that attempts to hide the identity of or represent the sender as someone else.
- v. Boundary Setting (Establish of Program 'Rules') and Discipline

- Program Director / leaders will communicate prior to the program or event of the expectations in relation to behaviour of participants.
- Program Director /leaders will engage children (participants) in a time of establishing boundaries in relation to acceptable behaviours for the program.
- Workers will not engage in physical discipline of a child.

## 2.7 Responding to Child Protection Concerns

The Child Safe Venue Framework Procedure for responding to child protection concerns relates to the implementation of the following Policy statement:

- we commit to the welfare of all children through the implementation and ongoing improvement of our Child Safe Venue Framework which includes: child-friendly, appropriate and expedient responses to all ... child protection concerns.

### 2.7.1 Child Centered Approach to Reporting

We commit to a child focused approach to responding to concerns about a child or group of children who may be at risk of harm. We start with the question: “How is the child experiencing the suspected or actual harm?” and then act in the best interests of the child.

### 2.7.2 Workers will report when as soon as is practicable when

- a child discloses that they are being harmed or are at risk of being harmed
- another person discloses that a child is being harmed or is at risk of being harmed
- the worker has a reasonable concern that a child is at risk of harm (based on the indicators of children who may be at risk of harm)

**Definition of reasonable concern:** Concern that a child or group children is at risk of any form of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation which is likely to result in harm to health, survival, development or dignity of the child or group of children.

### 2.7.3 How to Report

#### a. Report to your Child Safety Officer

Note: When a disclosure occurs or child/ren’s immediate safety is at risk (sexual and physical abuse), go directly to the Program Director, who will in turn phone the police (local or 000) and also organise immediate appropriate support for the child/ren.

#### b. Child Safety Officer completes internal Venue Child Protection Concerns Record (Part 6 – Form 6.18).

#### c. The Child Safety Officer takes appropriate actions (pastoral, legal, organisational and risk management). Including:

- Contacting denomination [delete if not governed by a denomination]
- Contacting Helpline (1800 070 511) where there is no denominational governance
- Completing any reporting to Government Child Protection Agencies (Note: In SA the person who has the concern / received the disclosure must make the report to the Child Abuse Report Line).
- Additional reporting (police, government agency such as an ombudsman) and/or completing workplace investigation (where the allegation is against a worker)



**d. Reporting in Relation to Third Parties Using Our Venue e.g. Schools**

Where workers are concerned about a child involved in a program who is on site as part of a third-party group such as a school group, the Child Safety Officer will inform the Principal, unless the Principal is the alleged abuser. Child Safety Officer will also report the matter according our procedure.

**e. Disclosures - “Dos and Don’ts” – for Workers**

**Do:**

- Listen ... do not add anything to what the child says (you will need to write this down, exactly)
- Reassure ... the child that they have done the right thing in speaking to you
- Inform ... the child that you need to tell people who will try to help you
- Ensure ... that the child is not in immediate danger

**Don’t:**

- Start an investigation re the information, do not ask leading questions, i.e. questions that have a yes or no answer
- Promise the child that the abuse will stop
- Tell anyone who does not need to know

**Note:** Keep it brief, do not have a long conversation, as this may be seen to have influenced the child.

## 2.8 Responding to Incidents & Emergencies

The Child Safe Venue Framework Procedure for responding to incidents and emergencies relates to the implementation of the following Policy statement:

- we commit to the welfare of all children through the implementation and ongoing improvement of our Child Safe Venue Framework which includes: child-friendly, appropriate and expedient responses to all incidents & accidents.

### 2.8.1 Incidents and critical incident response procedures form part of our overall site safety procedures as found in our WHS Manual, Emergency Management Plan and internal policies.

- Our response to incident procedures management applies to our common law duty of care, Work Health & Safety and specifically to the minimising of safety risks for children who are in our care.

### 2.8.2 The Governance Board will delegate the task of management of incidents and critical incidents to the Site Manager

### 2.8.3 The Management Team is responsible for the implementation of our incident and critical incident procedures.

### 2.8.4 General

- Every incident will require immediate response, in the moment, and follow up over the next 12-24 hours (or longer) including care for those involved.
- Review of the reason for the incident and changes made to minimise the risk of the same incident occurring the next time the same activity or event is run.
- Injuries or accidents which require secondary medical attention e.g. visit to a doctor or medical centre should be written up on an *Accident & incident report form (Part 6 – Form 6.19)*.
- Incidents of a serious nature will need to be reported to the Venue's insurer.
- Report all incidents to parents and/or care-givers of children and vulnerable adults, and in some instances, where the impact has been felt by a wider group, reporting to the wider concerned group may be done with the permission of those involved in the incident.

### 2.8.5 Specific procedures

- Accident, injury & near miss policy
  - Activity safety:
    - Safe operating procedures (sop)
      - Age and supervision ratios
      - Appropriate equipment
      - Participant and instructor responsibilities
      - Safe activity operation instructions
      - Safety briefing and activity notes
      - Safety equipment and inventory
    - Risk management plans (rmp)
      - Risk analysis
      - Risk matrix

- Controls in place to minimise or eliminate risks
- Activities covered
  - Archery
  - Bush cooking
  - Bushwalking
  - Candle making
  - Crate climb
  - Enviro walk
  - Flying fox
  - Initiative games
  - Kayaking
  - Laser tag
  - Low ropes
  - Reptile experience
  - Rock climbing
  - Swimming pool
  - Team challenge
- Camp debrief procedures
  - Host, guest & coordinator responsibilities
  - COVIDSafe debrief
  - Housekeeping & hygiene
  - Camp rules and boundaries
  - Emergency assembly areas
  - Noise curfew
- COVIDSafe plan
- Emergency management plan
  - Site plan and emergency assembly areas
  - Emergency – what to do in an emergency (3.1)
  - Other emergency contact numbers
  - Fire safety plan (3.2)
  - Building fire (3.3)
  - Bush fire (3.4)
  - Missing camper off site (3.5)
  - Missing camper from campsite (3.6)
  - Stranger or prowler (3.7)
  - Injury or illness off site (3.8)
  - Injury or illness on-site (3.9)
  - Near drowning (3.10)
  - Media management (3.11)
  - Child abduction off site (3.12)
  - Child abduction on-site (3.13)
  - Hostage situation (3.14)
  - Roles and responsibilities (3.15)
  - COVID management (3.16)
  - Other (3.17)
- Food Safety Plan
- Induction & training policy
- Privacy policy

- Risk management plan
- Safe Sleeping Arrangement Policy
- Smoking policy
- Social networking policy
- Transportation Policy
- Staff induction handbook
- Workplace behaviour and communication policy
- Workplace relationship policy
- Workplace Health and Safety Manual

## 2.9 Workplace Investigation

The Child Safe Venue Framework Procedure for workplace investigation relates to the implementation of the following Policy statement:

- we commit to the welfare of all children through the implementation and ongoing improvement of our Child Safe Venue Framework which includes: child-friendly, appropriate and expedient responses to all incidents/accidents and/or child protection concerns.

### 2.9.1 Rationale & Principles for the Process

- This process is designed for addressing allegations of misconduct, where a formal process is required to make findings for implementation of risk management and/or disciplinary actions, including government statutory body required or insurance investigations.
- This process form part of our Child Safe Venue Framework including our Policy, Procedures and clearly defined expectations for behaviour for workers (volunteers and paid staff) i.e. code of conduct.
- This process is not designed for use where there are allegations of very minor misconduct which require only admonition and correcting worker behaviour, nor is this process appropriate for resolving conflicts or misunderstandings between parties. For instances of conflicts between parties a process focussed on restoring relationships is recommended.
- For situations where a worker (volunteer or paid) is alleged to have engaged in minor or unknown conduct or a minor breach of a relevant code of conduct, the matter should be dealt with pastorally by the appropriate leader with a view to re-correcting behaviours.
- This process aims at working through information relating to allegations of more serious misconduct, for findings to ensure all parties are offered natural justice.
- This process is recommended for compliance with legal and insurance requirements such as, but not limited to:
  - Making findings to report to government agencies in jurisdictions where a Reportable Employee Conduct Scheme, or similar scheme, applies.
  - The Workplace Health & Safety Act classes all volunteers as workers (in all states apart from Victoria and Western Australia), and workers and visitors must be afforded a duty of care, and safe emotional and physical environments. Under this legislation all persons must comply with all reasonable requests from the person/s conducting a business or undertaking.

**Note:** In the state of Victoria the Reportable Employee Conduct Scheme has additional requirements for the Head of Organisation in relation to timelines for reporting to the Children’s Commissioner (see Victorian Government CCYP website for timelines:

<https://ccyp.vic.gov.au/reportable-conduct-scheme/>)

#### a. The principles of Natural Justice Shall be Applied Throughout:

Head of Agency, the Case Response Group/Manager (see page 15 under *Formalisation of allegation*) and all Governance Board members shall:

1. Act fairly, in good faith, without bias and in a dispassionate manner;
2. Provide each party the opportunity of adequately stating their case and correcting or contradicting any relevant statement prejudicial to the person's case;
3. Not receive information except as part of its information gathering and of assessment of the allegation;
4. Ensure that a person called upon to answer an allegation shall be given in writing the particulars of the allegation being made;
5. Ensure that each party has the opportunity to respond to further statements.

**b. The Matter is to be Managed:**

1. Without undue delay: Acting as quickly as possible shall be a genuine recognition of the seriousness of the allegation, and care should be taken to avoid delays.
2. With clear communication: All parties should be fully and speedily informed regarding decisions made, the reasons for the decisions and what processes are being used at all stages, particularly where there is any delay.
3. In a non-biased manner: Disputed allegations will be investigated by persons who have no relationship (biological or other) to any party.
4. Considering conflict of interest: Disputed allegations will be investigated by persons who have no stake in benefiting from any particular outcome of the case.
5. So that evidence-based decisions are made: Decisions made are to be fact-based. All disputed facts will be independently investigated. All outcomes will be based on the findings of the investigation. The burden of proof shall be on the balance of probabilities, e.g. was the conduct more likely to have occurred than not?
6. With protection of privacy: Every effort must be made to protect the privacy of all parties. Findings are only to be released with the permission of the Person Subject of the Allegations (PSOA) and/or the person/s bringing complaints. When the Case Response Group's report to the employer/Head of Agency/Organisation, the Case Response Group will focus on the needs of the person bringing the complainant and any family; the PSOA and any family; and the other affected parties.

## **9.2.2 Procedure**

**a. Receipt of Allegation / Information Relating to Misconduct**

- i. An allegation/information may come in any form: phone call, email, mail, or in conversation.
  - o If the person who receives the allegation is not the relevant office holder, it will be forwarded to the relevant office holder as soon as practical. An allegation may also be made in relation to 'information' about alleged misconduct (as defined above). A Governance Board member or a member of the Management Group can also make an allegation on behalf

of a third party where a finding is deemed necessary for risk management purposes.

- In relation to sexual harassment and/or abuse the complaint may be historical (whenever or wherever occurring) or current (wherever occurring), so long as the person subject of the allegation is still attending the church (denominationally) undertaking the process.
- ii. Triage of the Allegation (classification & clarification)
  - The relevant denominational Professional Standards Director (or equivalent) should at this time be forwarded the allegation / information and triage the matter satisfactorily; including providing details of the process to the person bringing forward the allegation (provide documentation). Discuss legal ramifications, and ensure the matter is an allegation of 'serious misconduct' against a person currently under the jurisdiction of the denomination.
  - Where there is no denominational governance, call the Helpline 1800 070 511 for assistance with the triage of the allegation / information.

### **2.9.3 Criminal matters and Government Statutory Reporting**

#### **a. Reporting and Notification to Government Statutory Bodies**

- i. Where the allegation is clearly of a criminal nature the relevant denominational office holder (e.g. Professional Standards Director) will report to relevant state and/or federal government agencies and/or police. Criminal matters are defined in the criminal codes and include but are not limited to; child abuse and or neglect, acts of indecency, sexual assault, fraud, drug dealing.
- ii. Child Protection statutory bodies will also be notified, e.g. Victoria if the allegation is in relation to reportable employee conduct the notification must occur within the first 3 days. In NSW this will include, where applicable, reporting to the NSW Ombudsman.

#### **b. Risk Assessment and Management of the Situation**

- i. At this stage a risk assessment must be undertaken by the relevant office holder/s, as to whether it is appropriate during the police investigation to ask the Person Subject of the Allegation/s (PSOA), to step aside from their active duties and/or attendance onsite.

### **2.9.4 Formalisation of Allegation**

- a. Appointment of Case Response Group (CRG) / Case Manager. If the matter, after triage, is not deemed by the Head of Agency/Organisation and Governance Board members to be a police and/or government agency matter (child protection), or when the police/criminal justice process has concluded, the head of agency will appoint a Case Response Group (CRG). This Case Response Group (CRG) of 1-3 persons is to make binding decisions in relation to the process from this point forwards. The CRG will look different depending upon the nature of the allegation and the level of leadership being accused. The CRG may in some cases be the Case Manager e.g. Professional Standards Director, or, where it is deemed necessary for natural justice, an external Case Manager. The CRG will report to the Head of Agency/Organisation or Governance Board for determination.

- b. The CRG will appoint from their group a Case Manager, to oversee the process.
- c. The CRG will offer pastoral support persons to all persons bringing allegations.
- d. It will be suggested that the pastoral support person is not a relative.
- e. Further risk management steps implemented
- f. The CRG will at this time discuss with the Head of Agency/Organisation implementation of or amendments to any risk management actions which need to be determined or may be already in place, dependent upon the nature of the allegations. These risk management actions are to consider the safety of all parties.
- g. Case Manager formalises the allegation. This will include:
  - i. That all witnesses have the procedure explained. This will include providing a copy of this investigation process document.
  - ii. Writing up the allegation/s as a set of alleged breaches of the relevant code of conduct, legislation or allegations of types of misconduct where a code does not apply. This document will include all relevant witness statements being signed and attached to the allegation documentation.
  - iii. The allegation document will also include a covering letter explaining the process, and any risk.

If during the formalisation process it becomes clear that the matter is of a child protection or criminal nature, Step 2 (above) is to be implemented.

#### **2.9.5 Process Pathway Decision**

- a. The CRG will consider the formalised allegation material and make a process decision:
- b. If the CRG in its discretion consider that the complaint is frivolous, vexatious or that further action is not necessary, the appropriate office holders may decide to dismiss the complaint and will inform the Head of Agency of this decision who will in turn inform all parties of this decision.
- c. If the matter is deemed by the CRG to not be a serious matter but rather a misunderstanding/conflict or involves minor misconduct an alternative process may be recommended, such as a process for resolving misunderstanding and conflicts.
- d. If the allegations are deemed to be of a significantly serious nature, and if there is enough substance in the allegations to be tested on the balance of probabilities the Case Manager will be asked to continue with this investigation process.

#### **2.9.6 Initial Investigation**

- a. The Case Manager to undertake initial investigation
- b. Where they are not already aware of the allegation/s the PSOA will be contacted by the Head of Agency/Organisation or Case Manager, notifying the PSOA that allegation/s of misconduct have been received and will need to be formally investigated. The PSOA will be informed of the allegation/s in writing with clear instruction in relation to this process, and a clearly defined process for responding to the allegation/s. The Case Manager will:
  - i. explain the process to the PSOA (including providing documentation);



- ii. provide the PSOA with an explanation of any risk management actions to be put in place, e.g. Interim Safety Measures in the case of sexually-related matters. Where the allegations require the PSOA to step aside from duties, this will be explained. Note: At this stage these are allegations only and stepping aside is not to be seen as an expression of guilt, but rather a risk management step for all parties;
- iii. present the allegation documentation to the PSOA in person. It will not be read out in the meeting.
- c. Pastoral support will be offered to the PSOA by the Head of Agency/Organisation. The pastoral support person will be asked to attend all face-to-face meetings.
- d. The PSOA will have 21 days to write a response to the specific allegation/s.
- e. The CRG will discuss the response (can be electronically) and decide on an appropriate next step of the process based on the response of the PSOA and alert all parties (including relevant officer holders).
- f. Non-disputed allegations
  - i. If the PSOA acknowledges/admits the misconduct or does not significantly deny the allegation/s or does not significantly dispute the substance allegations the CRG consider the case and refer the matter to the Head of Agency/Organisation (Steps 7 & 8).

*Note:* The Head of Agency/Organisation, as employer, must make the determination and implement outcomes, not the CRG.

*Note:* In Victoria the Head of Organisation needs to inform the Children's Commissioner within set timeframes.

(see <https://ccyp.vic.gov.au/assets/resources/Reporting-to-the-Commission.pdf> for details)

### **2.9.7 Further investigation**

#### **a. Disputed allegations**

If the PSOA disputes the allegation/s significantly (denies the substance of the allegation/s), the matter will be considered by the CRG in terms of whether the matter should be at this point tested by them on the balance of probability or whether the matter should be referred to an external investigator for further assessment of facts on the balance of probability. The decision to appoint an external investigator will take into consideration:

- i. The type of allegations (nature and seriousness)
- ii. The outcomes for the PSOA if the allegations were to be found more likely to have occurred.
- iii. The ability to test the allegations, i.e. credible witnesses, other corroborating facts.

#### **b. Appointment of Investigator**

The CRG will appoint an appropriately experienced external investigator to make an assessment of the facts and to then provide a Case Report to the CRG. The

Case Manager will provide the investigator with all the documents to date, and with adequate briefing in the matter.

**c. Investigation**

- i. The investigator shall arrange interviews (phone or face to face) with the all relevant parties, record these interviews and produce where deemed necessary transcripts of these interviews.
- ii. Under no circumstances shall there be any attempt to intimidate any party.
- iii. No interview with a child will take place if there is a risk that this will interfere with the proper process of civil or criminal law. No interview shall be conducted with a child without the express written authority of and without the presence of the parent or guardian, and only then by a person recognised as skilled practitioner in interviewing children. Special care shall also be taken in interviewing persons with an intellectual or psychiatric disability, and any such interview shall be conducted only by an appropriately qualified and experienced person.
- iv. A PSOA may be invited to admit to the alleged serious misconduct but is not bound to do so.
- v. A PSOA has the right to obtain independent legal advice at their own expense.
- vi. The PSOA should have a support person present during any interviews.
- vii. A written Case Report shall be given to the CRG. The investigator shall present the evidence, examine the areas of dispute and provide conclusions to the CRG as to whether the alleged behaviour is more likely to have occurred than not, based on the balance of probabilities. The investigator must provide evidence-based reasons for their conclusions. If they are unable to reach a determination based on the balance of probabilities. They may make risk management suggestions to the CRG.

**2.9.8 Making Findings Case Response Group**

**a. Undisputed matters – referral to Head of Agency/Organisation**

- i. In undisputed matters the CRG will provide a Case Report to the Head of Agency/Organisation for determination of outcomes (Step 8). The CRG may make recommendations in relation to the outcome that is reasonable given all the facts of the matter.

**b. Disputed Matters**

- i. In disputed matters the Investigator will provide a case report to the CRG.
- ii. The CRG will consider the Case Report and make a preliminary finding as to whether the PSOA has, on the balance of probabilities, engaged in the alleged behaviour/s.
- iii. If the CRG preliminary determination is that the PSOA may have engaged in misconduct, it will request the PSOA to provide a further written response (within 14 days) for consideration before making a final decision.
- iv. Having received the PSOA's written response, and taking any further investigative measures necessary, the CRG will make its final decision/s.

- v. The final decision of the CRG, including reasons for the decision, ie the facts, and any mitigating circumstances, will be provided to the Head of Agency/Organisation. The CRG may provide the Head of Agency/Organisation with recommendations as to outcomes for all parties but shall not make the determination or carry out the outcomes, as this is the role of the Head of Agency/Organisation. Recommendations provided by the CRG must be appropriate given all the known circumstances of the case.

### **2.9.9 Determination of Outcomes**

The CRG will provide their findings to the Head of Agency/Organisation for determination in the matter.

The Head of Agency/Organisation will take into consideration the findings of the CRG and then make determinations in relation to outcomes of the PSOA and any parties impacted by the determination, including any survivors of abuse, and other secondarily-impacted persons.

#### **Step 8a - Outcomes for PSOA**

- 8a.1 Where the CRG finds that PSOA has not engaged in the alleged conduct, or that there is not enough evidence to make a finding, there is to be a full apology to the PSOA.
- 8a.2 Where the CRG finds that although the allegations were not proved on the balance of probabilities but that the PSOA acted in ways that were misconstrued or placed him/herself in a position of high risk, then recommendations will be made to the PSOA as to how he/she can avoid future allegations.
- 8a.3 Where the CRG finds that the PSOA engaged in the alleged behaviour, it will consider possible action that might be taken in response to the breach. Actions which might be taken include; discipline or suspension, these will be implemented by the Head of Agency/Organisation.

#### **Step 8b – Outcomes Relating to the Person/s Bringing Allegations**

- 8b.1 In the event that the CRG are satisfied of the truth of the complaint, and/or where there is significant emotional damage to the complainant, the appropriate office holders shall respond to the needs of the victim in such ways as are demanded by justice and compassion.

### **2.9.10 Right of Appeal**

Where the PSOA is a paid employee (or if the investigation process is part of a reportable employee conduct scheme), the PSOA can lodge an appeal, providing reasons in writing, to the Head of Agency/Organisation. The appeal will be a paper review of the process by a suitably qualified person. The decision of the Head of Agency/Organisation will be final.

## 2.10 Record Keeping

The Child Safe Venue Framework Procedure for record keeping relates to the documentation and safe and secure storage of records in relation to keeping children safe, of reports of concerns about children and of reporting of incidents.

1. In the documentation and storage of records we will take into account the National Privacy Act principles, i.e.
  - that private information is only collected if necessary;
  - individuals concerned are advised of its intended use;
  - personal information collected is stored securely and not divulged to others without the consent of the individual involved;
  - any personal information the venue is holding which is no longer required, is out of date or incorrect, is either destroyed or amended to be accurate.
2. The Governance Board will delegate the task of adequate documentation and secure storage of all records to Camp Manager.
3. The Oasis Camp Inc board of Management is responsible for the implementation of our record keeping procedures.
4. Safe Venue records will be kept in secure (locked or pass-worded) storage for a period of not less than 30 years.
5. The Program Director will collect information using information and permission forms for giving permission in situations including but not limited to:
  - collecting, retaining and distributing of personal information of program participants;
  - taking photos, displaying photos of attendees in hard copy or electronic forms such as websites or social media sites;
  - providing details of persons appearing in photos in either hard or electronic forms.
6. Employment records, including all documentation as part of our Child Safe Venue Procedures will be securely stored electronically by the Camp Manager.
7. Child protection reports and records including all documentation as part of our Child Safe Venue Procedures will be securely stored electronically by the Child Safety Office. These records will be kept permanently.
8. Incident reports and records including all documentation as part of our Child Safe Venue Procedures will be securely stored electronically by the WH&S co-ordinator. These records will be kept permanently (**Part 6 Form 6.19**).

## **Part 3. Child Safe Venue Codes of Conduct**

Our codes of conduct clearly define expected standards of behaviour we have in relation to those associated with Oasis Camp Inc.

We have three codes of conduct to reflect the various levels of responsibility:

- 3.1 Code of conduct – staff expectations (paid employees)
- 3.2 Code of Conduct - other venue workers, (volunteers, casual workers and Governance Boards)
- 3.3 Code of conduct - contractors & venue guests (all casual contractors, guests on site)
- 3.4 Code of conduct (acceptable standards) for children
- 3.5 Responding to Code of Conduct Breaches

## 3.1 Code of Conduct - Staff Expectations

### 1. Act in 'Good Faith'

*Every member of staff represents our venue and programs. Always act in the best interests of Oasis Camp. In the performance of duties, you should:*

- Be open, welcoming and respectful of all.
- Provide all necessary assistance to clients and visitors.
- Observe organisational requirements, such as punctuality, preparation, training and reporting
- Apply yourself exclusively to your duties during your working hours – avoid going on-line or using your phone, for example.
- Work cooperatively with colleagues, support and learn from each other. Accept differences in style. Back each other up.
- Never criticise a colleague or the organisation publicly.

### 2. Dress Code

*You should dress appropriately to the weather, the activity and avoid styles that are attention-seeking or immodest, bearing in mind that you represent our venue and programs.*

- Wear uniform items where provided, and always wear your identification tags.
- When on duty, look neat, tidy and professional,
- When interacting with campers, female staff members should always wear tops that cover the shoulders and avoid overly tight items that may bring unwanted comment or interest.
- When interacting with campers, male staff members should always wear tops that cover the shoulders.
- In the warmer months (October to April) be Sunsmart – wear a hat, sunglasses, apply sunscreen regularly, and cool, loose-fitting garments that protect from sunburn.

### 3. Maintain 'professional' boundaries

*When interacting with the public, please follow these guidelines:*

- **Make it authorised:** Restrict your actions to the specific duties that have been assigned and make it clear that you have authority of the site director to direct or to close down the activity if deemed unsafe for any reason, including misbehaviour. **(Check that all those participating in an activity have been given consent to do so and are deemed competent to undertake the activity by parents or adults with a duty of care e.g. teachers.)**
- **Make it public:** The more visible, public and busy the location the better. Avoid being alone with a child or young person in any situation. Always inform a colleague or your manager if you have to, and keep doors open or be observable.
- **Make it timely:** As far as possible, provide support during normal work hours, and do not conduct excessively long sessions. Do not prolong contact with clients beyond your hours of duty. Do not initiate contact with clients after your working hours.
- **DON'T TOUCH!** Except to ensure the safety of a client, or to assist them, and then only with permission! Inform other team members of what you are about to do.

### 4. Act fairly and impartially

*At all times ensure you are acting in the best interests of all, in alignment with the values and expectations of this **Code of Conduct** and other protocols and policies.*

- Act honestly, impartially and without discrimination.

- In relationship with others, be fair and open, respecting confidentiality. Avoid being too matey or showing favouritism.
- Act ethically and professionally. This may mean enforcing rules and taking unpopular decisions.
- Refrain from any form of harassment or 'put-downs'.

## **5. Exercise due diligence, care and skill**

*In your role at Oasis Camp you are expected to be responsible to those in your care, and for the facilities and equipment you use in the course of your duties. This means:*

- Recognise your duty of care to clients, especially children. Do not leave them unsupervised at any time (that is, you must be able to *see them or know where they are* when **you** are in charge).
- Take whatever steps are necessary to ensure the health, safety and well-being of those in your charge. You cannot opt out of your responsibilities.
- Be observant, identify OH&S risks in the grounds and facilities and notify the management.
- Follow all Standard Operating Procedures when using equipment, check and test before beginning an activity. **DO NOT USE FAULTY EQUIPMENT.**
- Ensure you keep up your personal qualifications, skills and knowledge of all aspects of your duties. Request briefing or training if you are unsure about any aspect of your work.

## **6. Use your position appropriately**

- Be accountable, work to clear objectives in a transparent and responsible manner.
- Do not abuse the authority vested in you to offend or humiliate others.
- Do not speak about or advise others regarding matters that are outside of your duties and professional responsibility, even if you feel you are knowledgeable or skilled.

## **7. Model 'safe' practices at all times – Sunsmart, risk assessment procedures, equipment checks, child protective behaviour.**

- Model 'Sunsmart' or other weather-appropriate behaviours, and encourage clients to comply. Revise activity plans in extreme weather conditions. Keep hydrated.
- Be 'visibly' diligent to follow risk assessment procedures, ensuring client safety.
- Check equipment before using it and demonstrate to clients that it works well and is safe.
- Your guiding rule at all times, when working with children, is "Is the child safe?" Actively take all necessary steps to ensure the safety of children and young people, and avoid any personal actions or behaviours that might be deemed negligent, inappropriate or unlawful.

***Essentially, how you conduct yourself speaks more loudly than the words you use. Be a great example of respect, care, professional due diligence and fairness.***

*As an employee of a Christian organisation, you are also modelling Christian values and attitudes, the evidence of a relationship with Christ, where love, truth, wisdom and*

### **Specific Expectations to Protect Children from Abuse**

#### **DO:**

- Treat all children with respect, and without favouritism or discrimination.
- Use positive and affirming language towards a child.
- Listen carefully and actively to what a child tells you. Show understanding and compassion.
- Report breaches of this Code of Conduct to your manager or supervisor.
- Report strong suspicions of child abuse or neglect to your Manager and to the State/Territory Child Protection agency in your area, or to the Police. Use the Complaints Form (Appendix 2)

#### **DO NOT:**

- Ignore a child who is trying to let you know they feel unsafe, threatened or have been harmed.
- Engage in unduly rough or physical play.
- Touch a child in a manner inappropriate to their age, gender or culture.
- Hold, kiss or cuddle a child, except where physical reassurance is appropriate, e.g. to comfort distress.
- Spend time alone or out of sight with a child.
- Make sexually suggestive comments to a child, including 'compliments' or negative comments about their physical appearance.
- Show or share sexually suggestive or explicit material too a child in any form – e.g. image, text, movie.
- Use profane or obscene swearing near or around children.
- Assist children to do things of a personal nature they can do themselves. Always ask permission to assist.
- Use physical means to control, discipline or punish a child, unless restraint is necessary to protect a child from hurting themselves or others.
- Take a child to your home, room or encourage private meetings on or off-site.



- Take unauthorised photos or movies of a child on site or during a venue-run activity without authorisation and/or parental/guardian consent.
- Don't publish or share photos or movies of a child on-line in social media or any other site without parent/guardian consent. Avoid putting any pictorial or textual information about a child on line that may allow identification of their name, address, email address or details of school or group they attend.

**Declaration:**

I, (Name) \_\_\_\_\_ have read this document, and the Policies and procedures to which it refers and I agree to comply with these rules and expectations

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Employer \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**3.2 Code of Conduct for Other Venue Workers**

We expect all our workers (i.e. volunteer, members of the board, all helpers and leaders) to provide safe and friendly environments for children. All workers are expected to:

1. Commit to serving and honouring God, living according to the principles and teachings of the Bible, and hold to the ethos and mission of our organisation.
2. Be respectful, ethical and honest.
3. Respect confidentiality.
4. Avoid showing favouritism.
5. Take whatever steps are necessary to ensure the health, safety and wellbeing of themselves and others.
6. Uphold organisational requirements and procedures, including reporting all concerns or suspicions of child abuse or neglect to the Child Safety Officer &/or manager.
7. Work cooperatively with colleagues, e.g. support and learn from each other, accept differences in style, never criticise a colleague or the organisation publicly.
8. Perform their assigned duties diligently, and not attempt to fulfil roles or tasks they are not qualified to carry out.
9. Be accountable & transparent in all interactions, e.g. avoid being alone with a child or young person in any situation.
10. Maintain a healthy work/life balance.
11. Listen to children's concerns, not ignore a child who is trying to communicate that they feel unsafe, threatened or harmed.

12. Act lawfully, i.e. not commit crime.
13. Not discriminate against, abuse, harass, victimise or engage in bullying behaviours of others.
14. Communicate with integrity, including accountable and wise use of electronic communication, and commit to following the Child Safe Venue Procedures for electronic communication.
15. Not take property belonging to others, including intellectual property (copyright).
16. Not knowingly make false, misleading, deceptive, or defamatory statements.
17. Be responsible in the use of, and/or access to, addictive substances and/or behaviours, e.g. gambling, alcohol, prescription medications.
18. Act with financial integrity: not avoid payment of just debts or engage in tax evasion, do not to seek personal advantage or financial gain for self or family from a position or from a pastoral relationship.
19. Maintain appropriate touch boundaries, ensuring the safety or care of children, assisting them, with permission. Maintain professional touch boundaries; being very careful when making physical contact with children. All adult-initiated touch is to be of a non-intimate nature and must take into consideration the needs of the child, and only be initiated for a child's care. Touch that is not to be engaged in with children includes: unduly rough or physical play, kissing or coaxing a child to kiss anyone, extended hugs, tickling, and touch on any intimate area of the body e.g. buttocks, thighs, breasts, groin areas, and sitting them on one's lap.
20. Act with sexual integrity, and not engage in sex outside of marriage; and not engage in sexual misconduct, inappropriate sexual behaviour or disgraceful conduct of a sexual nature.
21. Not sexualise interactions in any way, i.e. make intimate or suggestive comments to a child, including 'compliments' or negative comments about their physical appearance. Workers will not show or share sexually suggestive or explicit material to a child in any form – e.g. image, text, movie.
22. Not assist children to do things of a personal nature they can do themselves.
23. Not use physical means to control, discipline or punish a child, unless restraint is necessary to protect a child from hurting themselves or others.
24. Not take unauthorised photos or movies of a child on-site or during a venue-run activity or publish or share photos or movies of a child on-line in social media or on any other site without parent/guardian consent.

As a worker of Oasis Camp Inc I \_\_\_\_\_,  
agree to uphold the standards of behaviour in this code of conduct for workers.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

### 3.3 Code of Conduct for Contractors & Venue Guests

We expect our all contractors and guests to provide safe and friendly environments for children. ***We ask all contractors and venue guests to:***

1. Respect the rights of the child to a safe and friendly venue.
2. Take all reasonable care for their own health and safety.
3. Take responsible care that their actions do not adversely affect the health and safety of others at our venue.
4. Comply with all reasonable instructions from venue managers.
5. Comply with relevant employment, usage, guest conditions as communicated.
6. Report all child protection concerns immediately to the Child Safety Officer or Site Manager as soon as practicable.
7. Report all incidents or hazards to the Health and Safety Officer or Site Manager as soon as practicable.

This set of behavioural expectations will be communicated in signage and on sign-in forms for contractors. This set of behavioural expectations form part of a wider WHS set of expectations for site safety.

### **3.4 Code of Conduct (Acceptable Standards) for Children**

We will afford children an opportunity to have a voice in the establishment of acceptable standards of behaviour at the beginning of residential camps.

Where residential camps or ongoing programs are offered, we will hold a “boundaries” session with the children to allow them to participate in establishing appropriate behavioural boundaries.

The following is a template for signage in relation to acceptable behaviours or “rules” for younger children (5-10 yrs). In circumstances where a short program (day long only) is being run, it is important to set boundaries together or refer to the “rules” for the program at the beginning of the program.

The template may also be used in a session where leaders work with the children to agree to these boundaries together. For teenage children, the boundaries will need to be adjusted as appropriate for their age.

**We will ....**

- treat each other kindly
- join in and try our best
- follow leaders' directions
- stay where we can be seen by our leaders
- let our leader know if we feel unsafe, upset or unwell
- let our leader know if someone else is hurt

### 3.4 Responding to Code of Conduct Breaches

- **Minor:** Everyone is capable of sin but can repent and be forgiven (1 John 1:8-9). It stands to reason then, that codes of conduct can be breached. When this happens in an area that is not a serious breach (one which would require removal from a role if found, on balance of probability to have occurred), or is not a breach of civil or criminal law, the worker should be asked to cease the conduct.
- If this is difficult, the person should see their team leader or supervisor about receiving help (eg. counselling). In some cases it may be necessary to step a person aside from their duties whilst this takes place. It is crucial to deal with such matters confidentially and sensitively.
- **Unknown:** In cases where a worker has unknowingly breached the code, and this happens in an area that is not a serious breach (one which would require removal from role if found, on balance of probability to have occurred), or is not a breach of civil or criminal law, the worker should be asked to cease the conduct. Even after explaining the code, some may be unaware they are exhibiting unacceptable behaviours. Workers need to be open to correction and humble enough to modify behaviours so as to not discredit the gospel. As above, stepping a person aside from their duties may be necessary.
- **Constant:** There are breaches that are not serious misconduct, or a breach of civil or criminal law, but which are still unacceptable behaviour in a ministry context. Where a worker has been made aware of their behaviour and yet refuses to change:
  - a) The supervisor meets with the worker for behaviour review meetings and communicates the required behaviour change (no more than 3 meetings).
  - b) If behaviour continues, the management team or governance board may arrange a meeting to address the behaviour. Stepping aside may be appropriate at this point.
  - c) If the behaviour/s continues beyond this meeting, then respectfully, and upholding confidentiality principles, the worker may be stood down or dismissed.

NB: Written notes of all meetings are to be carefully taken and a copy given to all parties.
- **Breaches of the law or allegations of serious misconduct and abuse:** Where there are complaints against workers of a serious nature we will commence our Workplace Investigation Procedure, which includes reporting of all criminal matters to the police, and all child protection matters to relevant civil authorities.

# Part 4. Australian Legislation & Government Policy Relevant to Child Protection

Our Child Safe Venue Framework has been written to comply with Australian state and federal legislation, including the Royal Commission into Institutional Responses to Child Sexual Abuse – 10 Elements for Creating Child Safe Institutions, and the Victorian State - 7 Child Safe Standards.

This section provides a list of, and references to, relevant Australian child protection and other relevant legislation and state government websites, current (2<sup>nd</sup> October 2020)

In response to the Royal Commission into Institutional Responses to Child Sexual Abuse governments are currently working through a period of legislative reform and as such this list should be checked against the current official version of legislation: <https://legify.com.au>.

For child protection legislation see the Commonwealth Government's Australian Institute of Family Studies. <https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>

Whilst not an exhaustive list, local churches need to be aware of and comply with:

### ***In general:***

- common law duty of care;
- due diligence in recruitment and supervision of all church workers (paid and volunteer) under the responsibilities of office holders particularly related to civil litigation claims and WHS & ACNC governance standards;
- safe environments (physical and online) ie free from violence and exploitation;
- fosters people's health as well as developmental and spiritual needs (e.g. self-respect and dignity) as related to civil litigation claims and WHS & ACNC governance standards; and
- processes that uphold principles of natural justice for responding to workplace misconduct allegations of abuse and misconduct (including sexual harassment).


### ***More specifically compliance with:***

- criminal codes (e.g. consent, sexual harassment, in some states failure to report / protect);
- Work Health and Safety and/or other safety legislation;
- Civil law (Wrongs) Acts or equivalent
- child protection legislation;
- elder abuse legislation;
- Working with Children Checks;
- Australian Standards (e.g. building);
- Australian Charities and Not for profits Commission
- copyright and music playing licences such as APRA, CCLI, CAL licences; and
- local government food preparation and storage guidelines.

## Commonwealth

Document or Resource	Notes	Further Information
<p>National Framework for Protecting Australia's Children 2009 - 2020</p>	<p>The <i>National Framework for Protecting Australia's Children 2009-2020</i> ('National Framework'), was endorsed by the Council of Australian Governments in April 2009.</p> <p>The intention is for the Australian child protection regulatory framework to be based on this report. The National Framework is applied by eight state and territory legislative regimes. In delivery of government funded child services the contractual framework applies the National Framework by requiring providers to comply with the legislative requirements. This action checklist needs to be supplemented by reference back to the relevant state or territory legislation and contractual obligations.</p> <p>The six supporting outcomes of the National Framework are:</p> <ul style="list-style-type: none"> <li>• children live in safe and supportive families and communities,</li> <li>• children and families access adequate support to promote safety and intervene early,</li> <li>• risk factors for child abuse and neglect are addressed,</li> <li>• children who have been abused or neglected receive the support and care they need for their safety and wellbeing,</li> <li>• indigenous children are supported and safe in their families and communities,</li> <li>• child sexual abuse and exploitation is prevented, and survivors receive adequate support.</li> </ul>	<p><a href="https://www.dss.gov.au/our-responsibilities/families-and-children/programs-services/protecting-australias-children">https://www.dss.gov.au/our-responsibilities/families-and-children/programs-services/protecting-australias-children</a></p>



Document or Resource	Notes	Further Information
<p data-bbox="219 256 584 320">National Principles for Child Safe Organisations</p> 	<p data-bbox="707 256 1585 384">In December 2017, further to legislation, the Royal Commission into Institutional Responses to Child Sexual Abuse released its recommendations, volume 6 relates to child safe organisations and volume 16 relates to religious institutions.</p> <p data-bbox="707 408 1585 472">The National Office for Child Safety was established in response to the Royal Commission</p> <p data-bbox="707 496 1592 655">The National Principles collectively show that a child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people. A child safe organisation consciously and systematically:</p> <ul style="list-style-type: none"> <li data-bbox="707 679 1585 743">creates an environment where children’s safety and wellbeing is the centre of thought, values and actions</li> <li data-bbox="707 767 1514 831">places emphasis on genuine engagement with, and valuing of children</li> <li data-bbox="707 855 1585 919">creates conditions that reduce the likelihood of harm to children and young people</li> <li data-bbox="707 943 1603 1007">creates conditions that increase the likelihood of identifying any harm</li> <li data-bbox="707 1031 1541 1094">responds to any concerns, disclosures, allegations or suspicions</li> </ul>	<p data-bbox="1722 256 2123 384"><a href="https://chidsafe.humanrights.gov.au/national-principles/download-national-principles">https://chidsafe.humanrights.gov.au/national-principles/download-national-principles</a></p>

# National Principles for Child Safe Organisations



**1** Child safety and wellbeing is embedded in organisational **leadership, governance and culture.**



**2** Children and young people are informed about their **rights, participate** in decisions affecting them and are taken seriously.



**3** Families and communities are **informed and involved** in promoting child safety and wellbeing.



**4** **Equity** is upheld and **diverse needs** respected in policy and practice.



**5** People working with children and young people are suitable and **supported** to reflect child safety and wellbeing values in practice.



**6** Processes to respond to **complaints and concerns** are child focused.



**7** **Staff and volunteers** are equipped with the knowledge, skills and awareness to keep children and young people safe through **ongoing education and training.**



**8** **Physical and online environments** promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.



**9** Implementation of the national child safe principles is **regularly reviewed and improved.**



**10** **Policies and procedures** document how the organisation is safe for children and young people.



Australian Government

For more information, please visit  
<https://pmc.gov.au/child-safety>  
<https://childsafef.humanrights.gov.au/>

Document or Resource	Notes	Further Information
Australian Human Rights Commission Act 1986		<a href="https://www.humanrights.gov.au/our-work/commission-general/publications/know-your-rights-about-us">https://www.humanrights.gov.au/our-work/commission-general/publications/know-your-rights-about-us</a>
Disability Discrimination Act 1992		<a href="https://www.humanrights.gov.au/our-work/disability-rights/publications/disability-discrimination-act-25th-anniversary-easy-read">https://www.humanrights.gov.au/our-work/disability-rights/publications/disability-discrimination-act-25th-anniversary-easy-read</a>
Workplace Gender Equality Act 2012		<a href="https://www.dss.gov.au/sites/default/files/documents/11_2012/factsheet_amended_201112.pdf">https://www.dss.gov.au/sites/default/files/documents/11_2012/factsheet_amended_201112.pdf</a>

<p>Racial Discrimination Act 1975</p>		<p><a href="https://www.humanrights.gov.au/our-work/employers/racial-discriminationdiscrimination/publications/fact-sheet-racism-it-stops-me-community-service">https://www.humanrights.gov.au/our-work/employers/racial-discriminationdiscrimination/publications/fact-sheet-racism-it-stops-me-community-service</a></p>
<p>Family Law Act, 1975</p>		<p><a href="https://www.afp.gov.au/what-we-do/crime-types/family-law-kit">https://www.afp.gov.au/what-we-do/crime-types/family-law-kit</a></p>
<p>Sex Discrimination Act 1984 Australian Human Rights Commission Act 1986</p>		<p><a href="https://www.humanrights.gov.au/our-work/sex-discrimination/publications/guidelines-special-measures-under-sex-discrimination-act">https://www.humanrights.gov.au/our-work/sex-discrimination/publications/guidelines-special-measures-under-sex-discrimination-act</a></p>

Document or Resource	Notes	Further Information
<p>The federal government has also ratified the <i>United Nations Convention on the Rights of the Child (1989)</i> [Ratified by Australian Parliament, 17 December 1990]</p>		<p><a href="https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx">https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx</a></p>

<p>Australian Charities and Not for Profits Commission (ACNC) Governance Standards</p>	<p>Standard 1: Purposes and not-for-profit nature. Standard 2: Accountability to members Standard 3: Compliance with Australian laws. Standard 4: Suitability of Responsible Persons Standard 5: Duties of Responsible Persons</p> <p>Under Governance Standard 5 your charity must take reasonable steps to make sure its responsible persons meet certain duties. The following is a general summary of what each duty requires.</p> <ol style="list-style-type: none"><li>1. Act with reasonable care and diligence</li><li>2. Act honestly in the best interests of the charity and for its purposes.</li><li>3. Not misuse the position of responsible person</li><li>4. Not to misuse information obtained in performing duties</li><li>5. Disclose any actual or perceived conflict of interest</li><li>6. Ensure that the charity's financial affairs are managed responsibly</li><li>7. Not allow a charity to operate while insolvent</li></ol>	<p><a href="https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards">https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards</a></p>
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## Australian Capital Territory

Document or Resource	Notes	Further Information
Children and Young People Act 2008	Statutory Body: Relevant Legislation sections: What to report – s. 354 Who are Mandatory reporters? S.- 356	<a href="https://www.legislation.act.gov.au/View/a/2008-19/current/PDF/2008-19.PDF">https://www.legislation.act.gov.au/View/a/2008-19/current/PDF/2008-19.PDF</a>  <a href="https://www.communityservices.act.gov.au/oc/yfs/children/child-and-youth-protection-services/report-child-abuse-and-neglect">https://www.communityservices.act.gov.au/oc/yfs/children/child-and-youth-protection-services/report-child-abuse-and-neglect</a>
Working with Vulnerable People (Background Checking) Act 2011		<a href="https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwwvp%29-registration">https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwwvp%29-registration</a>

<p>Failure to Report Offence Royal Commission Criminal Justice Legislation Amendment Act 2019</p>	<p>From 1 September 2019 adults who reasonably believe that a sexual offence has been committed against a child, must make a report to police. Failure to make a report is an offence. The new offence has been introduced in response to recommendations made by the Royal Commission into Institutional Responses to Child Sexual Abuse</p> <p>In summary the Act:</p> <p>makes ministers of religion mandated reporters under the <i>Children and Young People Act 2008</i>;</p>	<p><a href="https://www.act.gov.au/childabuseroyalcommission/formalresponse/new-laws-to-improve-reporting-of-child-abuse">https://www.act.gov.au/childabuseroyalcommission/formalresponse/new-laws-to-improve-reporting-of-child-abuse</a></p>
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Document or Resource	Notes	Further Information
	<p>create a new offence for failing to report a sexual offence committed against a child;</p> <p>amend the <i>Ombudsman Act 1989</i> to clarify the application of the Reportable Conduct scheme to information disclosed in a religious confession;</p> <p>make other minor technical amendments to the <i>Ombudsman Act 1989</i> relating to the application of the reportable conduct scheme to religious bodies;</p> <p>make a number of other changes to criminal laws that implement other recommendations made in the Royal Commission’s Criminal Justice Report.</p>	
<p>ACT Reportable Conduct Scheme</p>	<p>This scheme has been extended to all religious organisations. The reportable conduct scheme addresses employment related child protection. “Broadly, ‘reportable conduct’ covers allegations or convictions of child abuse or misconduct toward children. The reportable conduct scheme does not interfere with reporting obligations to ACT Policing or Child and Youth Protection Services (CYPS) or any other relevant professional bodies.” (<i>The ACT Reportable Conduct Scheme: An Introduction - February 2018</i>).</p>	<p><a href="https://www.act.gov.au/_data/assets/pdf_file/0004/1397659/Factsheet-Reportable-Conduct-Changes.pdf">https://www.act.gov.au/_data/assets/pdf_file/0004/1397659/Factsheet-Reportable-Conduct-Changes.pdf</a></p>



## NSW

Document or Resource	Notes	Further Information
Children and Young Persons (Care and Protection) Act 1998 (NSW)	Statutory Body: Family & Community Services  Relevant Legislation sections:  What to report – s.23  Who are Mandatory reporters? – s.27	<a href="https://www.legislation.nsw.gov.au/acts/1998-157.pdf">https://www.legislation.nsw.gov.au/acts/1998-157.pdf</a>  <a href="https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk">https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk</a>
Child Protection (Working with Children) Act 2012		<a href="https://www.legislation.nsw.gov.au/#/view/act/2012/51">https://www.legislation.nsw.gov.au/#/view/act/2012/51</a>
Commission for Children and Young People Act, 1998 (NSW)		<a href="https://legislation.nsw.gov.au/inforce/4d329f0b-0983-e6ac-d6fd-83cb6190360e/1998-146.pdf">https://legislation.nsw.gov.au/inforce/4d329f0b-0983-e6ac-d6fd-83cb6190360e/1998-146.pdf</a>

<p>Crimes Act 1900</p>	<p>Concealing serious indictable offence s.316</p>	<p><a href="https://www.legislation.nsw.gov.au/#/view/act/1900/40">https://www.legislation.nsw.gov.au/#/view/act/1900/40</a></p>
<p>Failure to report child abuse offence (S.316A of the crimes act)</p>	<p>Adults are required to report information to <b>police</b> if they know, believe or reasonably ought to know that a child has been abused (physically or sexually). A person will have a reasonable excuse for not reporting if the victim is now an adult and doesn't want the offence reported, or if the offence has already been reported to FaCS, or if the person fears for their safety or another person's safety if they report.</p>	<p><a href="https://www.justice.nsw.gov.au/Documents/Media%20Releases/2018/new-legislation-to-strengthen-child-abuse-laws-summary.pdf">https://www.justice.nsw.gov.au/Documents/Media%20Releases/2018/new-legislation-to-strengthen-child-abuse-laws-summary.pdf</a></p>

Document or Resource	Notes	Further Information
Failure to protect offence	An adult working in an institution doing child-related work will commit an offence if they know another adult working there poses a serious risk of abusing a child and they have the power to reduce or remove the risk, and they fail to do so.	<a href="https://www.justice.nsw.gov.au/Documents/Media%20Releases/2018/new-legislation-to-strengthen-child-abuse-laws-summary.pdf">https://www.justice.nsw.gov.au/Documents/Media%20Releases/2018/new-legislation-to-strengthen-child-abuse-laws-summary.pdf</a>
Grooming offences	<p>Grooming an adult, where a person provides gifts or money to an adult with the intention of making it easier to access a child in their care for unlawful sexual activity. The offence will be punishable by up to six years imprisonment</p> <p>Grooming offences -Any adult who offers a child a material or financial benefit with the intention of making it easier to access the child for unlawful sexual activity.</p>	<a href="https://www.justice.nsw.gov.au/Documents/Media%20Releases/2018/new-legislation-to-strengthen-child-abuse-laws-summary.pdf">https://www.justice.nsw.gov.au/Documents/Media%20Releases/2018/new-legislation-to-strengthen-child-abuse-laws-summary.pdf</a>

<p>The Civil Liability Amendments (CLA)</p>	<p>This has been in place from 26 October 2018, and it means that:</p> <p>a) All organisations (e.g. churches), including unincorporated associations, can be sued (as the proper defendant) in relation to child abuse.</p> <p>b) It is now the duty of organisations to prevent child abuse (the burden of proof has been reversed), i.e. "The organisation is presumed to have breached its duty of care unless the organisation establishes that it took reasonable precautions to prevent the child abuse."</p> <p>c) Organisations can be held responsible for the actions of their employees or anyone 'akin to an employee' if they abuse a child associated with the organisation, this is called "vicarious liability". 'Akin to an employee' is anyone who "carries out activities as an integral part of the activities carried on by the organisation and does so for the benefit of the organisation" (includes volunteers).</p>	<p><a href="https://inbrief.nswbar.asn.au/posts/bb24741e67431b27a08039cbb343ef1c/attachment/Civil_Liab_Amdmt_Org_Child_Abuse_Liability_Bill.pdf">https://inbrief.nswbar.asn.au/posts/bb24741e67431b27a08039cbb343ef1c/attachment/Civil_Liab_Amdmt_Org_Child_Abuse_Liability_Bill.pdf</a></p>
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Document or Resource	Notes	Further Information
The Civil Liability Amendments (CLA) (cont)	d) The Act says: "An organisation and any successor of that organisation are, for the purposes of this Part, taken to be the same organisation", e.g. if an organisation (church) takes over another organisation (church) the new organisation (church) is liable for duty of care failures that occurred previously.	

<p>Child Safe Standards</p>	<ol style="list-style-type: none"> <li>1. Child safety is embedded in institutional leadership, governance and culture</li> <li>2. Children participate in decisions affecting them and are taken seriously</li> <li>3. Families and communities are informed and involved</li> <li>4. Equity is upheld, and diverse needs are taken in to account</li> <li>5. People working with children are suitable and supported</li> <li>6. Processes to respond to complaints of child sexual abuse are child focused</li> <li>7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training</li> <li>8. Physical and online environments minimise the opportunity for abuse to occur</li> <li>9. Implementation of the Child Safe Standards is continuously reviewed and improved</li> <li>10. Policies and procedures document how the institution is child safe.</li> </ol>	<p><a href="https://www.kidsguardian.nsw.gov.au/ArticleDocuments/802/Factsheet_Child_Safe_Standards_OCG.pdf.aspx?Embed=Y">https://www.kidsguardian.nsw.gov.au/ArticleDocuments/802/Factsheet_Child_Safe_Standards_OCG.pdf.aspx?Embed=Y</a></p>
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Document or Resource	Notes	Further Information
<p>Regulation of Child Safe Standards in NSW</p>	<p>The Office of the Children’s Guardian (OCG) is working to design and implement responses to the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission). The government proposes:</p> <p>Regulated organisations would be required to implement child safe practice, guided by child safe standards.</p> <p>Child safe standards would be principle-based, and outcome-focused. They would aim to ensure that the cultural, operational and environmental aspects of an organisation are focused on child safety.</p> <p>The National Principles for Child Safe Organisations derive from the Royal Commission’s child safe standards. Both outline the same elements for child safe practice. We propose approaching regulation in a way that recognises that if organisations are implementing the National Principles, they would be considered to be simultaneously implementing the child safe standards. Monitoring undertaken will involve assessment against the child safe standards as they would be mandatory in NSW.</p>	<p><a href="https://www.kidsguardian.nsw.gov.au/ArticleDocuments/316/Standards_Consultation_summary.pdf.aspx?Embed=Y">https://www.kidsguardian.nsw.gov.au/ArticleDocuments/316/Standards_Consultation_summary.pdf.aspx?Embed=Y</a></p> <p><a href="https://www.kidsguardian.nsw.gov.au/ArticleDocuments/316/Standards_Consultation_report_full.pdf.aspx?Embed=Y">https://www.kidsguardian.nsw.gov.au/ArticleDocuments/316/Standards_Consultation_report_full.pdf.aspx?Embed=Y</a></p>

	<p>(Extracted from: "Making organisations safer for children – Regulation of child safe standards in NSW – Consultation Report")</p>	
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<p>Children's Guardian Bill 2019</p>	<p>The Bill was introduced in parliament in August 2019 The main elements in the Bill include:</p> <p>Consolidate the powers and functions of the Children's Guardian into one Act (this includes the Children's Guardian's powers in relation to out-of-home care, adoption, children's employment, reportable conduct, and official community visitors)</p>	<p><a href="https://www.kidsguardian.nsw.gov.au/about-us/news/children-s-guardian-bill-2019-introduced-in-nsw-parliament">https://www.kidsguardian.nsw.gov.au/about-us/news/children-s-guardian-bill-2019-introduced-in-nsw-parliament</a></p> <p><a href="https://www.ombo.nsw.gov.au/news-and-publications/publications/fact-sheets/child-protection">https://www.ombo.nsw.gov.au/news-and-publications/publications/fact-sheets/child-protection</a></p>
<p><b>Document or Resource</b></p>	<p><b>Notes</b></p>	<p><b>Further Information</b></p>

<p>Children's Guardian Bill 2019 (cont)</p>	<p>Transfer the following functions from the Ombudsman to the Children's Guardian:</p> <p>Oversight of the Official Community Visitors scheme relating to children — This scheme enables independent appointees to visit and report on out-of-home care services for children</p> <p>The reportable conduct scheme — The scheme to report, monitor and investigate allegations of reportable conduct (including sexual misconduct, ill-treatment, and neglect) towards children in certain government and non-government organisations</p> <p>Strengthen the reportable conduct scheme to cover the outside-work conduct of employees of public authorities, such as local councils, who hold, or are required to hold, a Working With Children Check; impose a statutory obligation on organisations to investigate allegations of reportable conduct; prescribe a notification time-frame of 7 days and 30 days; enable administrative review of Children's Guardian-initiated investigation decisions by the NSW Civil and Administrative Tribunal; and clarify the definition of reportable conduct.</p> <p>Continue the NSW's Government's implementation of recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse:</p> <p>Strengthen the reportable conduct scheme, including extension of the</p>	
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	<p>scheme to religious bodies and contractors or subcontractors who hold, or are required to hold, a Working With Children Check</p> <p>Provide additional protections for mandatory reporters who make a report to the Department in good faith that a child is at risk of significant harm</p>	
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Document or Resource	Notes	Further Information
	<p>Create the legislative lever for the establishment of a Residential Care Workers Register which will provide a mechanism for out-of-home residential care providers to exchange information about the safety and suitability of residential care workers, prior to making a decision whether to engage a person.</p>	

## Northern Territory

Document or Resource	Notes	Further Information
<p>Care and Protection of Children Act 2007</p>	<p>Statutory Body: Community Support and Care</p> <p>Relevant Legislation sections:</p> <p>What to report – s. 14, 15, 20</p> <p>Who are Mandatory reporters? – s.26</p>	<p><a href="https://legislation.nt.gov.au/en/Legislation/CARE-AND-PROTECTION-OF-CHILDREN-ACT-2007">https://legislation.nt.gov.au/en/Legislation/CARE-AND-PROTECTION-OF-CHILDREN-ACT-2007</a></p> <p><a href="https://nt.gov.au/community/child-protection-and-care/child-abuse">https://nt.gov.au/community/child-protection-and-care/child-abuse</a></p>

Working with Children Clearance		<a href="https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance">https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance</a>
Mandatory reporting of domestic violence to the police		<a href="https://www.rahc.com.au/sites/default/files/pictures/Mandatory%20Reporting_Domestic%20Violence.pdf">https://www.rahc.com.au/sites/default/files/pictures/Mandatory%20Reporting_Domestic%20Violence.pdf</a> <a href="https://nt.gov.au/law/crime/domestic-and-family-violence/report-domestic-and-family-violence">https://nt.gov.au/law/crime/domestic-and-family-violence/report-domestic-and-family-violence</a>



Document or Resource	Notes	Further Information
Mandatory child at risk reporting for all adults in NT		<a href="https://www.rahc.com.au/sites/default/files/pictures/Mandatory%20Reporting_Sexual%20Offences.pdf">https://www.rahc.com.au/sites/default/files/pictures/Mandatory%20Reporting_Sexual%20Offences.pdf</a>  <a href="https://nt.gov.au/law/crime/report-child-abuse">https://nt.gov.au/law/crime/report-child-abuse</a>
Criminal Code ACT 1983		<a href="https://legislation.nt.gov.au/en/Legislation/CRIMINAL-CODE-ACT-1983">https://legislation.nt.gov.au/en/Legislation/CRIMINAL-CODE-ACT-1983</a>
Work Health and Safety Act 2011		<a href="https://worksafe.nt.gov.au/">https://worksafe.nt.gov.au/</a>

## Queensland

Document or Resource	Notes	Further Information
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<p>Child Protection Act 1999</p>	<p>Statutory Body: Department of Child Safety Youth and Women</p> <p>Relevant Legislation sections:</p> <p>What to report – s. 13E</p> <p>Who are Mandatory reporters? – S. 13E</p>	<p><a href="https://www.legislation.qld.gov.au/view/pdf/inforce/2018-07-23/act-1999-010">https://www.legislation.qld.gov.au/view/pdf/inforce/2018-07-23/act-1999-010</a></p> <p><a href="https://www.csyw.qld.gov.au/child-family/protecting-children/reporting-child-abuse">https://www.csyw.qld.gov.au/child-family/protecting-children/reporting-child-abuse</a></p>
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Document or Resource	Notes	Further Information
<p>Working With Children (Risk Management &amp; Screening) Act 2000</p> <p>Blue Card System</p>		<p><a href="https://www.bluecard.qld.gov.au">https://www.bluecard.qld.gov.au</a></p>
<p>Family and Child Commission Act 2014</p>		<p><a href="https://www.legislation.qld.gov.au/view/pdf/inforce/2014-07-01/act-2014-027">https://www.legislation.qld.gov.au/view/pdf/inforce/2014-07-01/act-2014-027</a></p>
<p>Criminal Code Act 1899</p>		<p><a href="https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1899-009">https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1899-009</a></p>
<p>Civil Liability Act 2003</p>		<p><a href="https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2003-016">https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2003-016</a></p>

Work Health and Safety Act 2011		<a href="https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018">https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018</a>
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## South Australia

Document or Resource	Notes	Further Information
<p>Children and Young People (Safety) Act 2017</p>	<p>Statutory Body: Department for Child Protection</p> <p>Relevant Legislation sections:</p> <p>What to report – s.31</p> <p>Who are Mandatory reporters? – S.30</p>	<p><a href="https://www.legislation.sa.gov.au/LZ/C/A/CHILDREN%20AND%20YOUNG%20PEOPLE%20(SAFETY)%20ACT%202017/CURRENT/2017.25.AUTH.PDF">https://www.legislation.sa.gov.au/LZ/C/A/CHILDREN%20AND%20YOUNG%20PEOPLE%20(SAFETY)%20ACT%202017/CURRENT/2017.25.AUTH.PDF</a></p> <p><a href="https://www.childprotection.sa.gov.au/reporting-child-abuse">https://www.childprotection.sa.gov.au/reporting-child-abuse</a></p>
<p>Child Protection (Prohibited Persons) Act 2016</p> <p>Screening clearance certificate</p>		<p><a href="https://screening.sa.gov.au/home">https://screening.sa.gov.au/home</a></p>
<p>Work Health and Safety Act 2012</p>		<p><a href="https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx">https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx</a></p>

Criminal Law Consolidation Act 1935		<a href="https://www.legislation.sa.gov.au/LZ/C/A/CRIMINAL%20LAW%20CONSOLIDATION%20ACT%201935/CURRENT/1935.2252.AUTH.PDF">https://www.legislation.sa.gov.au/LZ/C/A/CRIMINAL%20LAW%20CONSOLIDATION%20ACT%201935/CURRENT/1935.2252.AUTH.PDF</a>
Wrongs Act 1936		<a href="https://www.legislation.sa.gov.au/LZ/C/A/CIVIL%20LIABILITY%20ACT%201936/2001.08.15/1936.2267.PDF">https://www.legislation.sa.gov.au/LZ/C/A/CIVIL%20LIABILITY%20ACT%201936/2001.08.15/1936.2267.PDF</a>

# Tasmania

Document or Resource	Notes	Further Information
<p>Children, Young Persons and their Families Act 1997</p>	<p>Statutory Body: Department of Health and Human Services</p> <p>Relevant Legislation sections:</p> <p>What to report – s. 14</p> <p>Who are Mandatory reporters? – s. 14</p>	<p><a href="https://www.legislation.tas.gov.au/view/html/inforce/current/act-1997-028">https://www.legislation.tas.gov.au/view/html/inforce/current/act-1997-028</a></p> <p><a href="https://www.dhhs.tas.gov.au/children">https://www.dhhs.tas.gov.au/children</a></p>
<p>Commissioner for Children and Young People Act 2016</p>		<p><a href="https://www.childcomm.tas.gov.au/what-we-do/">https://www.childcomm.tas.gov.au/what-we-do/</a></p>
<p>Registration to Work with Vulnerable People Act 2013</p>		<p><a href="https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people">https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people</a></p>
<p>Wrongs Act 1954</p>		<p><a href="https://www.legislation.tas.gov.au/view/whole/html/inforce/2015-10-13/act-1954-014">https://www.legislation.tas.gov.au/view/whole/html/inforce/2015-10-13/act-1954-014</a></p>
<p>Criminal Code 1924</p>		<p><a href="https://www.legislation.tas.gov.au/view/html/inforce/current/act-1924-069">https://www.legislation.tas.gov.au/view/html/inforce/current/act-1924-069</a></p>

Work Health and Safety Act 2012		<a href="https://www.worksafe.tas.gov.au/_data/assets/pdf_file/0020/273512/Guide_to_the_Work_Health_and_Safety_Act_2012.pdf">https://www.worksafe.tas.gov.au/_data/assets/pdf_file/0020/273512/Guide_to_the_Work_Health_and_Safety_Act_2012.pdf</a>
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# Victoria

Document or Resource	Notes	Further Information
Crimes Act 1958	<p>Offences:</p> <p>s.49M; Failure by a person in authority to protect a child from a sexual offence</p> <p>s.49O Grooming</p> <p>s.327 Failure to disclose sexual offence committed against child under the age of 16 years</p>	<p><a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/b1612aeaf0625227ca257619000d0882/a57e26dfdab404dcca257975000569fb/%24FILE/58-6231aa229A%20authorised.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt6.nsf/b1612aeaf0625227ca257619000d0882/a57e26dfdab404dcca257975000569fb/%24FILE/58-6231aa229A%20authorised.pdf</a></p>
Children Well-being and Safety Act 2005 – Part 5A Reportable Conduct Scheme; Part 6 Child Safety Standards.		<p><a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt10.nsf/DDE300B846EED9C7CA257616000A3571/AEC2C69107CDD517CA25814D007E870B/\$FILE/05-83aa021%20authorised.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt10.nsf/DDE300B846EED9C7CA257616000A3571/AEC2C69107CDD517CA25814D007E870B/\$FILE/05-83aa021%20authorised.pdf</a></p>

<p><i>Children, Youth and Families Act 2005</i></p>	<p>Statutory Body:  Relevant Legislation sections:  What to report – s. 162  Who are Mandatory reporters? – s. 182, 184</p>	<p><a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/\$FILE/05-096a.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/\$FILE/05-096a.pdf</a></p> <p><a href="https://services.dhhs.vic.gov.au/child-protection">https://services.dhhs.vic.gov.au/child-protection</a></p>
<p>Working with Children Act 2005</p>		<p><a href="https://www.workingwithchildren.vic.gov.au">https://www.workingwithchildren.vic.gov.au</a></p>

Document or Resource	Notes	Further Information
<p>Charter of Human Rights and Responsibilities Act 2006 - Protection of families and children</p>		<p><a href="https://www.ombudsman.vic.gov.au/Fact-Sheets/For-Complainants/Fact-Sheet-15-Charter-of-Human-Rights-and-Responsi">https://www.ombudsman.vic.gov.au/Fact-Sheets/For-Complainants/Fact-Sheet-15-Charter-of-Human-Rights-and-Responsi</a></p>
<p>The Commission for Children and Young People Act 2012</p>		<p><a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/C1A5C9B2974C239DCA257AD80013AA39/\$FILE/12-079abookmarked.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/C1A5C9B2974C239DCA257AD80013AA39/\$FILE/12-079abookmarked.pdf</a></p>
<p>Wrongs Amendment (Organisational Child Abuse) Bill 2016</p>		<p><a href="http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/51dea49770555ea6ca256da4001b90cd/F96521474C55B5CBCA2580F0001CD182/\$FILE/17-012aa%20authorised.pdf">http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/51dea49770555ea6ca256da4001b90cd/F96521474C55B5CBCA2580F0001CD182/\$FILE/17-012aa%20authorised.pdf</a></p>

<p>Betrayal of Trust legislation</p>	<p>This legislation means it is an offence for people who hold a position of responsibility who fail to protect a child from sexual abuse when they know someone associated with their organisation poses a risk of sexually abusing children, and an offence for individuals who fail to inform the police if they know or believe that a child has been sexually abused</p>	<p><a href="https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/a9/431cfe3d9/failure_to_protect_betrayal_of_trust_factsheet_2017.pdf">https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/a9/431cfe3d9/failure_to_protect_betrayal_of_trust_factsheet_2017.pdf</a></p>
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Document or Resource	Notes	Further Information
The Victorian Reportable Conduct scheme	This scheme requires organisations to respond to allegations of child related misconduct made against their workers and volunteers, and report those allegations to the Commission for Children and Young People.	<a href="https://ccyp.vic.gov.au/assets/resources/RCSInfoSheetUpdates/AboutRCS120718.pdf">https://ccyp.vic.gov.au/assets/resources/RCSInfoSheetUpdates/AboutRCS120718.pdf</a> <a href="https://ccyp.vic.gov.au/assets/Uploads/religious-orgs-guidance-web-lower-resolution.pdf">https://ccyp.vic.gov.au/assets/Uploads/religious-orgs-guidance-web-lower-resolution.pdf</a>

<p>The Victorian Child Safe Standards</p>	<p>1: Strategies to embed an organisational culture of child safety, through effective leadership arrangements</p> <p>2: A Child Safety Policy or Statement of Commitment to Child Safety</p> <p>3: A Code of Conduct that establishes clear expectations for appropriate behaviour with children</p> <p>4: Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel</p> <p>5: Processes for responding to and reporting suspected child abuse</p> <p>6: Strategies to identify and reduce or remove risks of child abuse</p> <p>7: Strategies to promote the participation and empowerment of children</p>	<p><a href="https://ccyp.vic.gov.au/assets/resources/CSSGuideFinalV4-Web-New.pdf">https://ccyp.vic.gov.au/assets/resources/CSSGuideFinalV4-Web-New.pdf</a></p> <p><a href="https://ccyp.vic.gov.au/child-safety/resources/guides-and-information-sheets/">https://ccyp.vic.gov.au/child-safety/resources/guides-and-information-sheets/</a></p> <p><a href="https://ccyp.vic.gov.au/assets/resources/CSS-poster-web.pdf">https://ccyp.vic.gov.au/assets/resources/CSS-poster-web.pdf</a></p> <p><a href="https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/">https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/</a></p> <p><a href="https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/">https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/</a></p>
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## Western Australia

• Document or Resource	• Notes	• Further Information
<ul style="list-style-type: none"><li>• Criminal Code Act Compilation Act 1913</li></ul>		<ul style="list-style-type: none"><li>• <a href="https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_37141.pdf/\$FILE/Criminal%20Code%20Act%20Compilation%20Act%201913%20-%20%5B19-a0-00%5D.pdf?OpenElement">https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_37141.pdf/\$FILE/Criminal%20Code%20Act%20Compilation%20Act%201913%20-%20%5B19-a0-00%5D.pdf?OpenElement</a></li></ul>

<ul style="list-style-type: none"> <li>• Children and Community Services Act 2004</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Body: Department of Communities, Child Protection and Family Support</li> <li>• Relevant Legislation sections: <ul style="list-style-type: none"> <li>a. What to report – S. 124A</li> <li>b. Who are Mandatory reporters? – S. 124B</li> </ul> </li> <li>• Note: Mandatory reporting responsibilities has extended to included ministers of religion.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.dcp.wa.gov.au/Pages/Home.aspx">https://www.dcp.wa.gov.au/Pages/Home.aspx</a></li> <li>• <a href="https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41834.pdf/\$FILE/Children%20and%20Community%20Services%20Act%202004%20-%20%5B05-a0-01%5D.pdf?OpenElement">https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41834.pdf/\$FILE/Children%20and%20Community%20Services%20Act%202004%20-%20%5B05-a0-01%5D.pdf?OpenElement</a></li> <li>• <a href="https://www.mediastatement.wa.gov.au/Pages/McGowan/2019/05/Mandatory-reporting-legislation-to-be-extended-to-ministers-of-religion.aspx">https://www.mediastatement.wa.gov.au/Pages/McGowan/2019/05/Mandatory-reporting-legislation-to-be-extended-to-ministers-of-religion.aspx</a></li> </ul>
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<ul style="list-style-type: none"><li>• Working with Children (Criminal Record Checking) Act 2004</li></ul>		<ul style="list-style-type: none"><li>• <a href="https://workingwithchildren.wa.gov.au">https://workingwithchildren.wa.gov.au</a></li></ul>
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• Document or Resource	• Notes	• Further Information
<ul style="list-style-type: none"> <li>• Civil Liability Act 2002</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="https://www.slp.wa.gov.au/statutes/swans.nsf/(DownloadFiles)/Civil+Liability+Act+2002.pdf/\$file/Civil+Liability+Act+2002.pdf">https://www.slp.wa.gov.au/statutes/swans.nsf/(DownloadFiles)/Civil+Liability+Act+2002.pdf/\$file/Civil+Liability+Act+2002.pdf</a></li> </ul>
<ul style="list-style-type: none"> <li>• New Work Health and Safety Bill</li> </ul>	<ul style="list-style-type: none"> <li>• Information sessions will be held throughout September 2019</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.commerce.wa.gov.au/worksafe/modernising-work-health-and-safety-laws-wa">https://www.commerce.wa.gov.au/worksafe/modernising-work-health-and-safety-laws-wa</a></li> </ul>

<ul style="list-style-type: none"><li>• WA implementation of Royal Commission recommendations</li></ul>	<ul style="list-style-type: none"><li>• Including<ul style="list-style-type: none"><li>• Children and Community Services Act 2004 to be amended to introduce mandatory reporting of child sexual abuse for ministers of religion, including where this knowledge is gained through religious confession</li></ul></li><li>• Changes deliver on recommendation of the Royal Commission into Institutional Responses to Child Sexual Abuse to extend mandatory reporting to religious confession</li><li>• Shared national database of Working With Children (WWC) check negative notices; and to progress work on recommendations such as the implementation of child safe standards, addressing harmful sexual behaviours, improving supports for victims and survivors of child sexual abuse; and the introduction of broader mandatory reporting requirements;</li><li>• Recommendations related to independent oversight of institutions providing child-related services;</li><li>• WA Police Force to replace and enhance recording equipment to interview children and to digitise historical criminal records to improve WWC check processes; and</li><li>• Ombudsman to progress work on recommendations related to a reportable conduct scheme for WA.</li></ul>	<ul style="list-style-type: none"><li>• <a href="https://www.mediastatement.s.wa.gov.au/Pages/McGowan/2019/05/Mandatory-reporting-legislation-to-be-extended-to-ministers-of-religion.aspx">https://www.mediastatement.s.wa.gov.au/Pages/McGowan/2019/05/Mandatory-reporting-legislation-to-be-extended-to-ministers-of-religion.aspx</a></li></ul>
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## Part 5. Terminology

This set of definitions and terminology relates to words as they appear as legislated terms, or in common use, or as specifically used in the context of this child safe venue framework.

### Abuse

All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation resulting in harm to health, survival, development or dignity, often in the context of a relationship of responsibility, trust or power (*adapted from the world health organisation definition*).

### Boundaries

Socially, culturally and morally determined expectations of acceptable behaviour in human relationships. Boundaries can be spiritual, financial, physical, emotional, language, sexual and other inter-relational matters.

### Bullying

Repeated behaviour directed toward a person or persons which a reasonable person, having regard to all the circumstances, would regard as victimisation, humiliation, or undermining or threatening to the person or persons, and which creates a risk to their health and safety. Where it involves the use of information and communication technologies, it is often called cyberbullying. It can include:

- derogatory, demeaning or belittling comments or jokes about someone's appearance, lifestyle, background, or capability;
- communicating in an abusive manner;
- Spreading rumours or innuendo about someone or undermining in other ways their performance or reputation;
- dismissing or minimising someone's legitimate concerns or needs;
- ignoring, or excluding someone from information or activities;
- touching someone threateningly or inappropriately;
- invading someone's personal space or interfering with their personal property;
- teasing, or making someone the brunt of pranks or practical jokes;
- displaying or distributing written or visual material that degrades or offends.

*Behaviour which is not Bullying Includes:*

- respectfully disagreeing with or criticising someone's beliefs or opinions;
- setting reasonable performance goals, standards or deadlines;
- giving reasonable directives, feedback or assessments of performance or behaviour;
- taking legitimate disciplinary action (Anglican Church of Australia code of conduct faithfulness in service (fis))

### Case Manager

The person responsible for the implementation of the organisation's workplace investigation procedure. The case manager will present a report to the case response group (see definition below) with findings of the case and include recommendations in relation to possible outcomes for all parties, i.e. Person(s) making the allegation(s), and the person(s) subject of the allegation(s).

### Case Response Group (CRG)

A group of two or more persons who can make binding decisions in an investigation into serious misconduct of a worker (paid or volunteer).

## **Child (Children)**

A child is a person under the age of 18 years. In some jurisdictions a person who is 16 or 17 years of age is referred to as a young person for certain purposes.

## **Child Abuse**

Conduct in relation to a child as defined in the definition of abuse, above.

## **Child Exploitation Material/Child Abuse Material**

(Previously often referred to as child pornography). Material that describes or depicts a person who is or who appears to be a child – (a) engaged in sexual activity; or (b) in a sexual context; or (c) as the subject of torture, cruelty or abuse (whether or not in a sexual context) in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.

## **Child-Safe**

A commitment to protect children from physical, sexual, emotional and psychological harm and from neglect. This is more than simply minimising the risk or danger to children. The term child safe refers to building an environment that is both child-safe and child-friendly ([www.ors.sa.gov.au](http://www.ors.sa.gov.au)).

## **Child-Safe Venue**

A place where the standards for child safe institution have been adopted, are actively implemented. In a Christian venue, this is also a god-honouring, a life-giving, & a harm-free venue for all people. A child safe venue requires having prevention and response policies, procedures and implementation support in regard to duty of care, caring for vulnerable people, positions of power, codes of conduct, response to allegations of ministry misconduct or abuse, incident reporting, monitoring of practices; safe recruitment and the supervision of leaders.

## **Civil Authorities**

The police and the relevant state or territory government child protection authority.

## **Code of Conduct**

A set of clearly-defined behavioural boundaries or behavioural expectations of the organisation.

## **Due Diligence**

Taking all reasonable steps to protect those for whom the organisation has responsibility. For example, in relation to workers this includes proper screening, interviewing, checking a potential worker's background, checking referees. In terms of supervision this includes adequate supervision, i.e. Conduct code, training, feedback and support.

## **Discrimination**

It is unlawful to discriminate against or harass a person in employment (or in the provision of goods and services) on the basis of a protected attribute. Protected attributes in Australia include; age, disability or impairment (physical, intellectual, mental or psychiatric – visible or invisible, temporary or permanent), race, colour, descent or national or ethnic origin, religious belief or activity, (except where such activities are directly in contradiction to the Christian values of the venue), gender identity, lawful sexual activity/sexual orientation, family, marital, parental or carer status, physical features, political opinion, belief or activity, industrial activity or membership of an industrial association, pregnancy or potential pregnancy, breastfeeding, medical record – (except where health and/or fitness would render a person incapable of safely undertaking a duty), irrelevant criminal record, employment activity, or personal association with a person who is identified by reference to any of the above attributes.

Discrimination is treating a person with an identified attribute or personal characteristic less favourably than a person who does not have the attribute or characteristic. Discrimination can be either direct or indirect.

### **Duty of Care**

To do no intentional harm, to do all that is reasonably practicable to protect from harm, and to prevent harm. Duty of care is a legal responsibility to ensure the safety and wellbeing of all who participate in programs or activities of the organisation.

### **Emotional Abuse**

Acts or omissions that have caused, or could cause, emotional harm or lead to serious behavioural or cognitive disorders. Includes:

- subjecting a person to excessive and repeated personal criticism;
- ridiculing a person, including the use of insulting or derogatory terms to refer to them;
- threatening or intimidating a person;
- ignoring a person openly and pointedly; and
- behaving in a hostile manner or in any way that could reasonably result in another person feeling isolated or rejected. (fis)

### **Governance Board**

The group appointed or elected by the organisation to carry out oversight of the organisation, including primary duty of care, the delegation of roles, oversight of good governance and adoption and review of company documentation. Where work health & safety legislation applies, this group is also known as the persons conducting the business or undertaking (pcbu).

### **Harassment**

Unwelcome conduct, whether intended or not, in relation to another person where the person feels, with good reason in all the circumstances, offended, belittled or threatened. Such behaviour may consist of a single incident or several incidents over a period of time. Includes:

- making unwelcome physical contact with a person;
- making gestures or using language that could reasonably give offence, including continual and unwarranted shouting;
- making unjustified or unnecessary comments about a person's capacities or attributes;
- putting on open display pictures, posters, graffiti or written materials that could reasonably cause offence;
- making unwelcome communication with a person in any form (for example, phone calls, email, text messages); and
- stalking a person (fis)

### **Hazards**

A source of danger that could result in harm if due care is not exercised.

### **Mandatory Reporting**

The legal requirement to report allegations of child abuse and neglect. The people mandated to report, and the criteria for when it is mandatory to report, differs in each Australian state and territory. Misconduct the unacceptable crossing of boundaries. Boundaries can be crossed unintentionally, negligently, or deliberately. There is a continuum of misconduct in ministry that extends from conduct that is generally considered minor through to abuse that is also criminal. This broad definition takes into account the failure to respect, to esteem or to value a person. Misconduct incorporates disrespectful thinking and actions towards another person.



## **Negligence**

Failure to act prudently by not applying the standard of care, that a “reasonable person” would exercise in the situation, or under the same circumstances.

## **Neglect**

Failure to provide the basic necessities of life where a child's health and development are placed at risk of harm. It includes being deprived of: food, clothing, shelter, hygiene, education, supervision and safety, attachment to and affection from adults; and medical care.

## **Person Associated with the Organisation**

A person who is involved with the governance, the management, the provision of services, is employed by, is a volunteer, is a member, uses the programs or attends the events of Oasis Camp Inc.

## **Person Making an Allegation**

A person who makes an allegation of misconduct, reportable employee conduct, or abuse.

## **Person Subject of Allegation (PSOA)**

A person or group of people against whom allegation(s) of misconduct, reportable employee conduct, or abuse have been made.

## **Procedural Fairness (also known as *Natural Justice*)**

A process characterised by the following principles:

- *without undue delay*: i.e. Acting as quickly as possible shall be a genuine recognition of the seriousness of the allegation. Care should be taken to avoid delays;
- *clear communication*: i.e. All parties should be fully and speedily informed regarding decisions made, the reasons for the decisions and what processes are being used at all stages, particularly where there is any delay;
- *no bias*: i.e. The case will be managed, assessed, conciliated, and facilitated by persons who have no relationship (biological or other) with any party. They shall not have a negative or biased view of the case matter, e.g. Persons who have experienced past sexual abuse should not manage a sexual abuse claim.
- *no conflict of interest*: i.e. The case will be managed, assessed, conciliated, and facilitated by persons who have no personal benefit or interest in the outcome of the case.
- decisions made on evidence-based outcomes: i.e. Assessment of disputed facts to be conducted by a suitably qualified assessor (NSW ombudsman: child protection in the workplace 2004).

## **Prohibited Material**

- publications, films and computer games that have been classified by the office of film and literature classification as being unsuitable for a child to read, see or play;
- any other images or sounds not subject to classification by the office of film and literature classification that are considered with good reason within the church to be unsuitable for a child to see or hear; and
- any substance or product whose supply to, or use by, children is prohibited by law, such as alcohol, tobacco products, illegal drugs and gambling products.
- prohibited substance means any substance banned or prohibited by law for use or consumption by adults.

## **Reasonable Standard of Care**

Level of care that a user may reasonably expect that office holders will take in providing any program, activity, service, or facility.



## **Reasonable Foresight**

A responsibility that office holders need to take when planning activities for children and young people, to identify any reasonably foreseen danger/risk and take reasonable steps to prevent or avert such risk.

## **Reportable Incident**

A single event or set of events where injury, harm, abuse or loss occurs. A *critical incident* is an event or set of circumstances resulting in *significant* physical or psychological outcomes or fatality for one or more people.

## **Reportable Employee Conduct**

A term that is relevant only in some jurisdictions. In jurisdictions where reportable employee conduct schemes exist, e.g. Nsw act vic, this term refers to allegations or reports of behaviours by workers deemed as being harmful to children and therefore reportable to the relevant government agency, e.g. In victoria – the children’s guardian, in nsw – the nsw ombudsman.

## **Risk**

Exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, as a consequence of pursuing or not pursuing a particular course of action. The concept of risk includes: perception that something could happen, likelihood of it occurring, and consequences if it does occur.

## **Risk Management**

The process of managing your organisation’s exposure to potential hazards. It does this by identifying risks in order to prevent them or reduce them, and by providing funds to meet any liability if it occurs. *Risk assessment* looks at what *might* happen, whereas *hazard identification* looks at *what is present* at the venue at a specific time.

## **Safe Environment**

*Safe* refers to an abuse-free and harm-free environment. Such an environment is also a friendly environment, i.e. Values and respects the rights of individuals. This includes the physical, emotional & spiritual environments. It assumes that foreseeable risks have been managed so as to ensure the safety of all people.

## **Serious Misconduct**

Conduct which, if proven to be more likely to have occurred than not (on the balance of probabilities), or admitted to, would lead to: restrictions being placed on a worker’s role, or dismissal from a role or removal from a position (volunteer or paid). Includes: allegations of child abuse and neglect, sexual abuse, sexual misconduct, sexually inappropriate behaviour, financial impropriety, bullying behaviours, allegations of domestic and family violence and criminal activity.

## **Sexual Abuse of a Child**

The use of a child by another person for his or her own sexual stimulation or gratification or for that of others. Includes:

- exposing oneself indecently to a child;
- having vaginal or anal intercourse with a child;
- penetrating a child’s vagina or anus with an object or any bodily part;
- sexually touching or fondling a child;
- kissing, touching, holding or fondling a child in a sexual manner;
- staring at or secretly watching a child for the purpose of sexual stimulation or gratification;
- making any gesture or action of a sexual nature in a child’s presence;

- making sexual references or innuendo in a child's presence using any form of communication;
- discussing or inquiring about personal matters of a sexual nature with a child;
- exposing a child to any form of sexually explicit or suggestive material;
- forcing [or manipulating] a child to sexually touch or fondle another person;
- forcing [or manipulating] a child to perform oral sex;
- forcing [or manipulating] a child either to masturbate self or others, or to watch others masturbate;
- forcing [or manipulating] a child to engage in or watch any other sexual activity.

*Sexual Abuse of a Child does not Include:*

- sex education with the prior consent of a parent or guardian;
- age-appropriate consensual sexual behaviour between peers (i.e. The same or a similar age);
- inquiries by clergy and church workers with pastoral responsibility for a child or investigation responsibility into complaints that may involve sexual abuse (*fis*).

### **Sexual Grooming**

Manipulative cultivation of a relationship in order to initiate or hide sexual abuse of an adult or a child. In the case of child sexual abuse, an offender may groom not only the child, but also the child's parents or guardians, and clergy and church workers (*fis*). The term may also be referred to as *conditioning* and is considered as part of the tactics a person uses in their choice to abuse.

### **Sexual Exploitation**

Refers to any form of sexual contact, or invitation to sexual contact with an adult, with whom there is a pastoral or supervisory relationship, whether or not there is consent and regardless of who initiated the contact or invitation. It does not include such contact or invitation within a marriage (*fis*). Sexual misconduct - crossing professional boundaries: relevant in jurisdictions with reportable employee conduct schemes (NSW ACT Victoria); – the NSW definition includes *behaviour that can reasonably be construed as involving an inappropriate and overly personal or intimate: relationship with, conduct towards or focus on; a child or young person, or a group of children or young persons (NSW ombudsman)*.

### **Spiritual Abuse**

Mistreatment of a person by actions or threats when justified by appeal to god, faith or religion. Includes: using a position of spiritual authority to dominate or manipulate another person or group, using a position of spiritual authority to seek inappropriate deference from others, isolating a person from friends and family members; and using biblical or religious terminology to justify abuse (*fis*).

### **Vulnerable Person**

The susceptibility to harm which results from an interaction between the resources available to individuals and communities and the life challenges they face. Vulnerability can result from age, gender, prior abuse experience, developmental problems, personal incapacities, disadvantaged social status, inadequacy of interpersonal networks and supports, degraded neighbourhoods and environments, and the complex interactions of these factors over the life course. (*health affairs 2007*).

### **Vicarious Liability**

Liability that an organisation or person may be determined to have for the conduct of those who act on its behalf, whether the conduct is authorised or not e.g. Workers.

**Work, Health & Safety (WHS)**

Refers to the framework enshrined in commonwealth and state legislation by which employers & employees are to ensure safe work environments (including paid & volunteer workers). This legislation applies in all Australian jurisdictions apart from Victoria and Western Australia, who have specific occupational health & safety requirements.

**Workers**

All paid and unpaid persons in ministry roles. Includes staff, management roles, leaders, team members, volunteers, and casual helpers. Note these are *all considered "workers"* under the work health & safety legislation (which applies in all jurisdiction apart from victoria and western australia).

## Part 6. Implementation Kit

The Child Safety Venue Implementation Kit is a practical outworking of our Child Safe Venue Framework Policy & Procedures, providing implementation resources.

**Note:** These resources will need modification dependent upon the needs of your Venue.

- 6.1 Child Safety Officer position description
- 6.2 Head of Agency/Organisation/Employer position description in relation to child safety
- 6.3 Health and Safety Officer/Team position description in relation to child safety
- 6.4 Site Manager position description in relation to child safety
- 6.5 Program Director position description in relation to child safety
- 6.6 Management Group position description in relation to child safety
- 6.7 Child Safe Venue poster
- 6.8. Child Safe Venue Framework Implementation review checklist
- 6.9 Children's feedback form
- 6.10 Parents / Care-givers feedback form
- 6.11 Screening check questionnaire for paid staff and Governance Board members
- 6.12 Paid staff and Governance Board members interview questions relating to child safety
- 6.13 Screening check questionnaire for volunteer workers
- 6.14 Volunteer interview questions relating to child safety
- 6.15 Venue safety expectations (for contractor & guests) poster
- 6.16 Sign in for contractors and guests
- 6.17 Participant information form
- 6.18 Venue child protection concerns record
- 6.19 Accident and incident report
- 6.20 Site safety checklist

## **6.1 Child Safety Officer/Team Position Description**

Dependent upon the size of your venue you will need either a person or team of people appointed to work with the Head of Agency/Organisation, Health & Safety Officer/Team / Site Manager/ Program Director/ other team members in the implementation of the Child Safety Framework.

### **6.1.1 Selection**

- If there is to be a team the Head of Agency/Organisation will need to be a part of this team or be adequately involved in decision making (The Head of Agency/Organisation is responsible and may be liable for ensuring correct procedure is followed)
- The role is not only a child protection reporting role, but rather an implementation/oversight of procedure role.
- The role has a coordination of pastoral care and risk management elements to it.
- A senior person in the organisation should fulfil this role, in larger organisations where there is to be a team, 1-3 other suitably qualified persons to bring a mix of gender and skills to the team, such as pastoral, social work/counselling and legal representation is advisable (where possible).

### **6.1.2 Role Description General**

- to be the agency/organisation's hub for child safety
- assist workers in dealing with child safety concerns that arise
- to promote awareness of and adherence to the agency/organisation's Child Safe Venue Framework

### **6.1.3 Specific Roles**

#### **a. Implementation of Child Safe Venue Framework**

- implementing the Child Safe Venue Framework within the organisation/agency
- preparing reports for Governance Board meetings on child safety
- keeping records relating to the Child Safe Venue Framework

#### **b. Reporting**

- receiving concerns from workers
- supporting workers in following the procedure for responding to child protection concerns
- contacting the relevant stakeholder in the organisation (e.g. Head of Agency/Organisation/Site Manager) to discuss action plan/appropriate action
- making any reporting calls (to child protection services and/or police) as required
- ensuring the concern and subsequent response has been appropriately documented
- in the event of a complaint or concern regarding a worker:
  - informing the Head of Agency/Organisation
  - assisting in pastoral, legal, procedural and risk management of the matter
- keeping records, filing complaints and reports of investigations in a secure central file, in accordance with the record keeping procedure

## 6.2 Head of Agency Organisation (VIC) Position Description in Relation to Reportable Employee Conduct Schemes

This is a legislated position in some jurisdictions in relation to the reportable employee conduct schemes which exist in NSW, the ACT and Victoria. The following descriptions are provided by the relevant government websites:

### Victoria

For more details, please see our information sheet Responsibilities of the head of an organisation. (source: <https://ccyp.vic.gov.au/reportable-conduct-scheme/reportable-conduct-scheme-forms> accessed 6Feb2018)

### Depending on the Structure of your Organisation, the 'Head' of your Organisation may be:

- the Chief Executive Officer
- the Secretary, if your organisation is a Victorian Government Department
- the Principal Officer of your Organisation.

### What does the scheme require the head to do?

- respond to a reportable allegation made against a worker or volunteer from their organisation, by ensuring that allegations are appropriately investigated
- report allegations which may involve criminal conduct to the police
- notify us of allegations within three business days after becoming aware of the allegation
- give us certain detailed information about the allegation within 30 days after becoming aware of the allegation
- after the investigation has concluded, give us certain information including a copy of the findings of the investigation
- ensure that their organisation has systems in place to:
  - prevent reportable conduct from being committed by a worker or volunteer within the course of their employment
  - enable any person to notify the head of a reportable allegation
  - enable any person to notify us of a reportable allegation involving the head
  - investigate and respond to a reportable allegation against a worker or volunteer from that organisation.

## **6.3 Health and Safety Officer/Team**

### **Position Description in Relation to Child Safety**

Dependent upon the size of your venue you will need either a person or team of people appointed to work with the Head of Agency/Organisation, Site Manager/ Program Director/ other team members in the implementation of the Child Safe Venue Framework in relation to Health & Safety (including compliance with WHS and related legislation where it applies).

For most venues a team of 2-4 people with appropriate experience and/or skills will be suitable. In the case of smaller venues this role may be one designated to a single person.

Once appointed the names of the people on the Health and Safety Team should be communicated widely and regularly to the whole local church, for example via email, in newsletters, and on a poster on a wall in your venue.

### **6.3.1 Selection**

- Each person should be appropriately screened, inducted and supervised in this role according to procedure.
- All people who take on this role must complete child protection or equivalent training.

### **6.3.2 Roles**

- writing and implementing WHS policies, including privacy policy and evacuations procedures
- keeping WHS on the agenda at meetings of the Management Group and Governance Board
- receiving notifications of hazards / incidents such as serious events and dangerous incidents from workers and visitors
- notifying of incidents such as serious events and dangerous incidents within a prescribed period to the appropriate office holder/s e.g. Governance Board
- addressing health and safety concerns within a reasonable time frame
- undertaking a site safety environment audit of the venue at least twice a year

## **6.4 Site Manager Position Description in Relation to Child Safety**

Dependent upon the size of your venue you will need either a person or team of people appointed to work with the Head of Agency/Organisation, Child Safety Officer / Program Director/ other team members in the implementation of the Child Safe Venue Framework. Dependent upon the role of the Site Manager at your venue, you will need to customise this role.

### **6.4.1 Selection**

- each Site Manager should be appropriately screened, inducted and supervised in this role according to procedure
- Site Managers must complete a child protection or equivalent training and be inducted in the Child Safe Venue Framework documentation

### **6.4.2 Roles**

- This role will greatly depend on the size of venue and may include:
  - implementation of Child Safe Venue Framework
  - liaison with, or being a part of, Child Safety Team and/or Health & Safety Team
  - monitoring workers who they oversee to ensure workers are acting safely and according to policy and procedure
  - providing reasonable instruction to workers regarding the provision of child-safe and child-friendly environments
  - reporting to Child Safety Officer any suspicions of, allegations, incident or potential breaches of the relevant code of conduct
  - identifying and reporting all risks and hazards to Health & Safety Officer/Team for treatment



## **6.5 Program Director Position Description in Relation to Child Safety**

Dependent upon the size of your Venue you will need either a person or team of people appointed to work with the Head of Agency/Organisation, Child Safety Officer / Program Director/ other team members in the implementation of the Child Safe Venue Framework. Dependent upon the role of the Site Manager at your venue, you will need to customise this role.

### **6.5.1 Selection**

- Each Site Manager should be appropriately screened, inducted and supervised in this role according to procedure.
- Site Managers must complete child protection or equivalent training and be inducted in the Child Safe Venue Framework documentation.

### **6.5.2 Roles**

- This role will greatly depend on the size of venue and may include:
  - implementation of Child Safe Venue Framework
  - liaison with, or being a part of, Child Safety Team and/or Health & Safety Team
  - monitoring workers who they oversee to ensure workers are acting safely and according to policy and procedure
  - providing reasonable instruction to workers regarding the provision of child-safe and child- friendly environments
  - reporting to Child Safety Officer any suspicions of, allegations, incident or potential breaches of the relevant code of conduct
  - identifying and reporting all risks and hazards to Health & Safety Officer/Team for treatment

## **6.6 Management Group Member Position Description in Relation to Child Safety**

### **6.6.1 Selection**

- Each Management Group member should be appropriately screened, inducted and supervised in this role according to procedure.
- Management Group members must complete a Child Protection or equivalent training and be inducted in the Child Safe Venue Framework documentation.

### **6.6.2 Roles**

- This role will greatly depend on the size of venue and may include:
  - overall responsibility for implementation of the Framework
  - liaising with or being a part of the Child Safety Team and/or Health & Safety Team
  - maintaining a positive, child-safe and child-friendly culture
  - reporting regularly to the Governance Board in relation to implementation of the Framework

## 6.7 Child Safe Venue Poster (SAMPLE)



This is a safe place for everyone

We...

**Respect** each other

**Care** for each other's safety

**Report** any concerns about people's safety

Name of our Child safety person: \_\_\_\_\_

Report hazards to : \_\_\_\_\_

If you have concern about abuse call 1800 070 511

## 6.8 Child Safe Venue Implementation & Review Checklist (SAMPLE)

Framework Element	Implemented (Date)	People/Person Responsible	Review Due
<b>Implementation of Policy/Procedure</b>			
1 Child Safe Venue Framework Policy			
2.1 Child Safe Venue Framework implementation procedure			
2.2 Participation & inclusion of children and their care-givers			
2.3 Recruitment & appointment of workers			
2.4 Training and resourcing of workers			
2.5 Supervision of workers			
2.5a Codes of conduct implemented			
2.6 Safe environments			
2.7 Responding to child protection concerns			
2.8 Responding to incidents & emergencies			
2.9 Workplace investigation			
2.10 Record keeping			
<b>Appointment / Induction to Roles</b>			
Head of Agency/Organisation			
Child Safety Officer/Team			
Site Manager			
Program Director/s			
Management Group			
Health & Safety Officer/Team			
Team Members			
Communication with stakeholders			



## 6.9 Children's Feedback Form (SAMPLE)



We'd like you to tell us what you thought 😊

I came to [insert program/event name] \_\_\_\_\_

I liked \_\_\_\_\_

Something that I thought could be better \_\_\_\_\_

Something that I did not like so much was \_\_\_\_\_

Would you recommend [insert program/event name] to your friends?

YES / NO / MAYBE (circle one)

Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other comments? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thanks for your comments!



## 6.10 Parents/Caregivers Feedback Form (SAMPLE)



Your opinion matters to us. Please take a few minutes to talk to your child/ren about **[insert program/event name]** and them email us some feedback. You might like to use these questions to guide your comments.

Rate your child/children's overall experience at **[insert program/event name]**

- a. excellent
- b. good
- c. fair
- d. poor
- e. terrible

What was done well at **[insert program/event name]**? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did your child like the most about **[insert program/event name]**? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What can we do better? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any specific concerns you have & why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 6.11 Screening Check Questionnaire for Paid Staff and Governance Board Members

Personal Details	
Title	
Surname	
Christian names	
Previous names	Male Female Circle one
Address	
Home phone number	
Work phone number	
Mobile phone number	
Email	
Date of birth	
Marital status	

### Privacy Statement

Any personal information you provide is protected under the *Privacy Act 1988* and is collected by Oasis Camp for the purpose of your involvement with Oasis Camp

It will be kept in a confidential file and used in implementing our Child Safe Venue Framework.

It can only be disclosed to someone else if you have been given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and imminent threat to a person's life or health; or if you have consented to the disclosure.



## Questions

A **“YES” will not** automatically rule an applicant out of selection. Wherever a **YES** answer is given, please provide relevant information regarding your response and indicate the current status of the issue (attach an explanation).

**Note:** Throughout this document **“Charge”** indicates allegations made in writing and known to you or allegations made to a court, disciplinary tribunal or employer in Australia or in any other country.

Source of this questionnaire – adapted from the ‘The Safe Communities Unit: Anglican Diocese of Canberra and Goulburn 2017’

Please Place X in Appropriate Column	Yes	No
1. Have you made any unsuccessful application for a child related role in this organisation or elsewhere?		
2. Other than a maiden name prior to marriage, have you ever, since the age of eighteen, been known by any name other than the one given above?		
3. Have you done anything likely to affect adversely your reputation and character or that might affect your fitness to serve and represent this organisation?		
4. Is there any information from your past or present that may result in allegations being made against you of abuse in relation to children or young persons under 18 years?		
5. So far as you are aware, have you ever been the subject of an investigation by the police, department, authority or agency responsible for child protection, employer or other proper authority in Australia or any other country?		
6. So far as you are aware, have you ever been the subject of an investigation concerning: a) your care of or b) your behaviour towards or in the presence of children or young persons?		
7. Have you ever had an accreditation to work with children refused, suspended or withdrawn in Australia or any other country?		
8. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by State or Territory child protection authorities?		
9. Has disciplinary action of any sort ever been taken against you by a licensing board, professional or community association, employer, educational institution, church or any other body?		
10. Have there been written complaints against you that did not result in discipline?		
11. Are there complaints pending against you before any of the above- named bodies referred to in Question 9?		
12. Have you ever been asked to cease volunteer work, resign or had your employment terminated by a voluntary association, training program, employer, church or any other body?		
13. Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such pending?		

14.	Have you ever had professional indemnity insurance declined, suspended or revoked for any reason?		
15.	Have you ever been charged with an offence which required you to attend court?		
16.	Have you ever been convicted of a criminal offence?		
17.	<p>Have you ever been charged with an offence relating to sexual misconduct? Sexual misconduct includes:</p> <ul style="list-style-type: none"> <li>• abuse of power or role for sexual purposes,</li> <li>• not only sexual intercourse but also intentional touching and sexual conversation of any kind with a person in a pastoral or professional relationship (e.g., a parishioner, client, patient, employee, student, subordinate),</li> <li>• not only sexual intercourse but also intentional touching and sexual conversation of any kind with a person under the age of consent or an adult incompetent to give consent,</li> <li>• sexual assault (e.g., rape),</li> <li>• soliciting for sexual purposes,</li> <li>• an offence related to pornography or public indecency (e.g., indecent exposure).</li> </ul>		
18.	Have you ever been charged with having engaged in sexual conduct with persons under the legal age of consent?		
19.	Have you ever been charged with the possession or production, sale or distribution of, or illegal access to pornographic materials?		
20.	<p>Have you ever been charged with an offence related to sexual harassment? Sexual harassment includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances or requests for sexual favours</li> <li>• Directly offensive verbal comments or innuendo of a sexual nature</li> <li>• Offensive gestures</li> <li>• Comments regarding a person's sexual orientation or sexual appeal</li> </ul>		
21.	Have you ever been charged with theft, misappropriating funds, or otherwise breaching fiduciary duties in any capacity?		
22.	Have you ever been charged with an offence under the taxation or other revenue laws?		
23.	Has your driver's licence ever been revoked or suspended?		
24.	Have you ever had a Personal Protection Order, Domestic Violence Order or Apprehended Violence Order or similar order issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?		
25.	Have you ever had a licence to own firearms refused or revoked?		
26.	Since your conversion, have you ever participated in any occult practice?		
27.	Have you abused alcohol in the past?		

28. Have you ever used any prohibited drug or prohibited substance or misused prescription or over the counter drugs?		
29. Have you ever had a problem with gambling?		
30. Has your sexual behaviour in the past or is it now characterised by lack of integrity?		
31. Is there any information from your past or present that may result in allegations being made against you of sexual conduct which would be regarded by members of this organisation as inconsistent with the standards to be observed by Christian workers?		
32. Have you ever been unfaithful in marriage?		
33. Have you ever intentionally viewed, read or listened pornographic material? This includes but is not limited to inappropriate participation in Internet chat rooms, social media or any other electronic/cyber medium.		
34. Have you ever engaged in any of the following conduct, even though never having been charged? <ul style="list-style-type: none"> <li>• sexual contact with someone under your care other than your spouse (such as a parishioner, someone under your pastoral care, client, patient, student, employee or subordinate)</li> <li>• sexual contact with a person under the age of consent</li> <li>• illegal use, production, sale or distribution of pornographic materials</li> <li>• conduct likely to cause harm to a child, young person or vulnerable adult, or to put them at risk of harm.</li> </ul>		
35. Have you ever had an order made against you or entered into a composition with creditors or an assignment for the benefit of creditors under the "Bankruptcy Act" or have you ever had an order made against you under the "Corporations Act"?		
36. Have you ever been the subject of a complaint about a breach of confidentiality?		
37. Have you done anything in the past or present that may result in allegations being made against you of bullying or any form of harassment of adults?		
38. Is there anything in your background that you have not disclosed, which if it becomes public knowledge could adversely affect the assessment of your good name and character?		

## Background Checks

The Alcohol Use Disorders Identification Test (Self-Report Version). Please place X in box for each question that best describes your answer to each question now.

Questions (Source: World Health Organisation, 1992)	0	1	2	3	4
--	---	---	---	---	---

1. Other than as part of the Eucharist, how often do you have a drink containing alcohol?	Never	Monthly or less	1-4 times a month	2-3 times a week	4 or more times /week
2. How many drinks containing alcohol do you have on a typical day when you are drinking?	1 or 2	3 or 4	5 or 6	7 to 9	10 or more
3. How often do you have six or more drinks on one occasion?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
4. How often in the last year have you found that you were not able to stop drinking once you started?	Never	Less than monthly	Monthly	Weekly	Daily or Almost daily
5. How often during the last year have you failed to do what was normally expected of you because of drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
6. How often in the last year have you needed a first drink in the morning to get yourself going after a heavy drinking session?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
7. How often during the last year have you had a feeling of guilt or remorse after drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
8. How often during the last year have you been unable to remember what happened the night before because of your drinking?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily
9. Have you or someone else been injured because of your drinking?	No				Yes
10. Has a relative, friend, doctor or other health care worker been concerned about your drinking or suggested you cut down?	No		Yes, but not in the last year		Yes, during the last year

## Record of Christian Ministry

Include in this list every church you have attended regularly since turning 18 years of age:

Church	Position held	Location	Start Date	End Date

<b>Referees</b>	Please supply the <b>name, addresses (postal and email) and phone numbers</b> of three referees over the age of 18 years who are able to give a report of your good character and suitability for ordained ministry.  If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country
Referee 1 Senior Church Leader – e.g. rector, church warden	
Referee 2 Employer (or teacher if no work history)	
Referee 3 Person who has known you longer than 3 years and knows you well	

## Declaration

I, \_\_\_\_\_ of, \_\_\_\_\_  
do solemnly and sincerely declare that:

- The information I have provided in this application and the information contained in any documents accompanying this application and signed by me are true and correct to the best of my knowledge and belief.
- I have received a copy of the current edition of the Code of Conduct as relevant to the role I am applying for and I agree to adhere to and implement these documents.
- I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular office or any office in the organisation.

- There is nothing in my background that I have not disclosed to the organisation, which if it becomes public knowledge could adversely affect the assessment of my good fame and character.
- If anything declared in this questionnaire changes, I will notify the relevant employing officer immediately.
- I consent to the collecting, using and disclosing personal information as described in the Privacy Statement.

Signature \_\_\_\_\_

## 6.12 Staff and Governance Board Interview Questions Relating to Child Safety

This form is a suggested starting point for interviewing a potential ministry program team member. Before starting the interview, inform the applicant that their answers may be disclosed to appropriate leaders in the church. Be sure to pray together during this interview.

- Can you describe more fully the reasons you desire to be involved with this ministry?
- Can you describe a positive experience in your past ministry?
- Can you describe a negative experience in your past ministry?
- Do you consider yourself a positive role model? Why/not?
- Is there any other information relating to your suitability for this ministry?
- [add in ministry-specific questions]

- Read through the code of conduct together.
- Read through and discuss any YES responses to the screening check questionnaire.

Date of interview: \_\_\_\_\_

Name and signature of applicant: \_\_\_\_\_

Names and signatures of the interviewers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 6.13 Screening Check Questionnaire for Volunteer Workers

### Personal details

Surname \_\_\_\_\_ Christian names \_\_\_\_\_

Previous Names \_\_\_\_\_ Marital Status \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male/female \_\_\_\_\_

Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Please circle either “yes” or “no” for each question. If the answer to any of the following questions is “yes”, please give details on a separate page if necessary. **Note:** A ‘yes’ answer will not automatically rule an applicant out of selection.

1. Do you have any health problem(s), which may affect you volunteering for the church? **Yes / No**
2. Have you ever been charged with and/or convicted of a criminal offence? **Yes / No**
3. As an adult (18ys +), have you ever engaged in, even though never having been charged? **Yes / No**
  - sexual contact with someone under your care other than your spouse (such as a client, patient, student, employee or subordinate)
  - sexual contact with a person under the age of consent
  - sexual abuse, this includes sexual harassment, acts of indecency, non-contact and/or contact sexual abuse
  - illegal use, production, sale or distribution of pornographic materials
  - conduct likely to cause sexual harm to people, or to put them at risk of harm.
4. To your knowledge, have you ever been the subject of an allegation of sexual abuse or sexual misconduct? **Yes / No**
5. Have you done anything in the past or present that may result in allegations being made against you of bullying; emotional abuse; harassment or physical abuse against a child or an adult? **Yes / No**
6. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc? **Yes / No**
7. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country? **Yes / No**
8. Has a child or dependent young person in your care (as a parent or in any other capacity) ever been removed from your care, or been the subject of a risk assessment by the authorities **Yes / No**
9. Has your driver’s licence ever been revoked or suspended? **Yes / No**
10. Have you a history of alcohol abuse or a history of substance abuse including prescription, over the counter, recreational or illegal drugs? **Yes / No**

## Record of Christian Ministry

Include in this list every church you have attended regularly since turning 18 years of age:

Church	Position held	Location	Start Date	End Date

<b>Referees</b>	<p>Please supply the <b>name, addresses (postal and email) and phone numbers</b> of three referees over the age of 18 years who are able to give a report of your good character and suitability for ordained ministry.</p> <p>If you have lived in another state or country, please include a referee from your last parish or placement in that state and/or country</p>
Referee 1 Senior Church Leader – e.g. rector, church warden	
Referee 2 Employer (or teacher if no work history)	
Referee 3 Person who has known you longer than 3 years and knows you well	



## Criminal History Check and/or Working with Children Check

I hereby consent to an Australian federal police check if one is considered necessary for my role.

Working with Children Check Number (WWVP in the act) for verification when necessary for my role:

Number \_\_\_\_\_ Verification Date \_\_\_\_\_

Consent to hold information

I consent to the information contained in this application including the subsequent pages to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.

## Declaration

I, \_\_\_\_\_ of, \_\_\_\_\_  
do solemnly and sincerely declare that:

- The information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.
- I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular or any office in the church.
- I have received a copy of the code of conduct relevant to my role, and I agree to uphold it.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Witness to the Applicant's Check

Name and Office of Witness \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: please seek legal advice if you are uncertain about signing this document.

## 6.14 Volunteer Interview Questions Relating to Child Safety

This form is a suggested starting point for interviewing a potential ministry program team member. Before starting the interview, inform the applicant that their answers may be disclosed to appropriate leaders in the church. Be sure to pray together during this interview.

- a. Can you describe more fully the reasons you desire to be involved with this ministry?
- b. Can you describe a positive experience in your past ministry?
- c. Can you describe a negative experience in your past ministry?
- d. Do you consider yourself a positive role model? Why/not?
- e. Is there any other information relating to your suitability for this ministry?
- f. **Other**
  - Read through the code of conduct together.
  - Read through and discuss any YES responses to the screening check questionnaire.

### Team Commitment

- In becoming a Leader, I agree to adhere to the code of conduct and to attend team meetings and in-service training.
- I am willing to make a commitment to team leadership.
- I commit to this team for \_\_\_\_ months at the end of which I will renew my commitment to the team or alternatively give my team leader notice that I wish not to continue in this role.

Date of interview: \_\_\_\_\_

Name and signature of applicant: \_\_\_\_\_

Names and signatures of the interviewers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6.15 Venue safety Expectations (for Contractor & Guests) Poster



Our venue is a safe place for everyone.

We expect all visitors to

- **respect** each other
- **care** for each other's safety
- **report** any concerns about people's safety to the Site Manager

To ensure the safety of children

- there is to be no unsupervised visitor alone with a child or group of children
- all visitors must sign in and declared that they are a safe person, and that they will act in safe ways towards others



## 6.16 Sign in for Contractors and Guests



Please read this declaration and sign in to state that you will abide by the site expectations.

**In performing tasks on site, I agree to:**

- treat all people on site politely, with respect and dignity
- care for my own and others' safety
- not act in ways that will put people in danger
- follow any reasonable instruction given to me by the leadership

**I declare that I have not:**

- been convicted /committed any crime against a child
- been convicted /committed any sexually related offense

**By signing below and entering your details you are making this commitment to safety and declaration.**

Date	Name	Signature	WWCC number (if on site during a children's program) & where relevant	Trade person's licence where relevant



## 6.17 Participant Information Form (SAMPLE)

### Child Information

Program Name \_\_\_\_\_

Surname \_\_\_\_\_ Christian names \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male/female \_\_\_\_\_

### Parent /Caregiver Information

Surname \_\_\_\_\_ Christian names \_\_\_\_\_

Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### Medical Information

Medical conditions \_\_\_\_\_

Please list any medical conditions or allergies, and any medication or special care they require.

### Dietary Restrictions

Is your child on a restricted diet? Yes / no

If yes, please indicate foods or beverages your child should not consume: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### In Case of Emergency - Contact Numbers

Surname \_\_\_\_\_ Christian names \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Home/Work Phone \_\_\_\_\_

Surname \_\_\_\_\_ Christian names \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Home/Work Phone \_\_\_\_\_

### Authorisations

I authorise the leader in charge of this program/event to arrange for my child to receive such first aid and medical treatment as a trained first aid person may deem necessary.

I authorise the use of calling an ambulance by a qualified medical practitioner if in his/her judgment it is necessary.

I accept responsibility for payment of all expenses associated with such treatment.

**Please read the following statement and tick the boxes from which you wish to preclude your children:**

I DO NOT give permission for my child to participate in activities outside of the normal meeting complex except where they are within reasonable walking distance.

I DO NOT give permission for my child to be transported in private cars arranged by the Program Director.

I DO NOT permit photos taken of my child to be displayed on notice boards at our venue.

I DO NOT permit photos taken of my child to be displayed in venue publications, e.g. website, newsletters, brochures, etc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 6.18 Venue Child Protection Concerns Record

The completed form should be given to the Child Safety Officer.

Name of person filling in this form \_\_\_\_\_

Contact details \_\_\_\_\_

Name of the child about whom you have a concern \_\_\_\_\_

Age of child about whom you have a concern \_\_\_\_\_

Reporter's relationship to the person about whom you are concerned \_\_\_\_\_

### Describe your Concerns, What was Observed or What was Said.

It is important to provide as much information as possible, basing your information on facts and observations, without making assumptions or jumping to conclusions or making "value" judgments. If a disclosure has been made, a verbatim (word for word) account must be written of the disclosure to the best of the reporter's ability, as soon after the disclosure as is practical.

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Time and date of the incident or recording

Date \_\_\_\_\_ Time \_\_\_\_\_

Signature \_\_\_\_\_

**This confidential record is to be kept in accordance with privacy legislation.**

## 6.19 Accident and Incident Report

Name of person filling in this form \_\_\_\_\_

Role/Position \_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Contact Number \_\_\_\_\_

Witness Email Address \_\_\_\_\_

### Incident Details

Date \_\_\_\_\_ Time \_\_\_\_\_

Address/Location \_\_\_\_\_

Description of Incident \_\_\_\_\_

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What immediate action were taken? \_\_\_\_\_

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Are you aware of any contributing factors, which have not been already identified? \_\_\_\_\_

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Would you recommend any action to prevent a reoccurrence? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was there an injury as a result of this incident? Yes/No, If YES:

Name of Injured Person \_\_\_\_\_

Address of Injured Person \_\_\_\_\_

Contact Details of Injured Person \_\_\_\_\_

Role \_\_\_\_\_

What first aid/medical care was provided (if any)? \_\_\_\_\_

Was there property damage as a result of this incident? Yes/No, If YES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was there vehicle damage as a result of this incident? Yes/No, If YES:

Registration Number \_\_\_\_\_

Details of Damage \_\_\_\_\_

**Declaration**

I certify the details provided are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 6.20 Site Safety Checklist (SAMPLE)

### SITE

- Are all halls, sleeping areas (e.g. dormitories/cabins) clean and free of rubbish?
- Are car parks and outdoor areas clean and free of rubbish?
- Do car parks and outdoor areas have even surfaces; i.e. no holes?
- Are car parks and outdoor areas free of grease and oil patches?
- In car parks, are vehicle traffic ways clearly marked and lit?
- Are car parks free of dense shrubbery obstructing vision?
- Does the program use a sign in/sign out sheet (or roll)?
- Are playing fields free from hazards?
- If there is a swimming pool on site is it compliant?
- Outside play fence (minimum height 1.5metres) with a child-proof self-closing gate?
- Is the playing space (outside and inside) appropriate for the number of children?
- Are there any dangers, gully traps, unprotected steps?
- Are there appropriate surfaces for the program activities, e.g. impact absorbing under play-equipment, paved areas?
- Do you have appropriate shade provided in outside play areas?
- Do you have access to a telephone in case of an emergency?
- Are there appropriate toilet facilities available for children?
- Are all floors, aisles, stairs and landings free of slip, trip and fall hazards?
- Are stairs free of worn or broken treads?
- Are all handrails in good repair?
- Are non-skid strips on stairs in good repair?

### ELECTRICAL POWER

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads (checked and tagged)?
- Do appliances have access to a power socket free of double adapters?
- Are all lights adequate and operational?
- Are residual current devices installed and maintained?

### EMERGENCY RESPONSE

- Is the evacuation procedure clearly displayed?
- Are fire extinguishers appropriate to materials used in their vicinity?
- Are fire extinguishers readily available and properly mounted?
- Are fire extinguishers properly maintained and inspected?
- Are exits and exit signs adequately illuminated?
- Are all exits and fire doors in good repair?
- Are all exits unobstructed both internally and externally?
- Are all incidents recorded on the Incident report form?

### STORAGE

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable, with a good solid base?
- Are storage areas kept clear of rubbish and unwanted material?
- Where it is necessary to store flammable items, are they stored correctly?

### FIRST AID

- Are all first aid kits clearly identified?
- Are the first aid kits properly stocked and maintained and operational?
- Are the names of qualified first aiders clearly displayed?