



Scouts Australia SA Branch Child Protection Framework and Prescribed Procedures

Approved by the Branch Executive Committee of Scouts Australia (SA Branch)
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Scouts Australia SA Branch

CHILD PROTECTION FRAMEWORK and PRESCRIBED PROCEDURES

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REVISION HISTORY

<u>DATE</u>	<u>REVISION</u>
20 Nov 2016	National Policy approved by NEC
February 2017	SA Branch Policy approved by BEC
20 Dec 2016	Addition of Copyright notice and Authority to Publish. Section 7 - Change “Warranted Leader” to “Leader holding a Certificate of Adult Leadership (CoAL)”
22 Feb 2018	Sections 7 and 10 amendments approved by NEC Nov 2017 and incorporation of AHRC Principles for Child Safe Organisations
5 Oct 2018	Section 10 Additional Social Media advice. ACT Review Input
Late 2018	Burden of Proof Section 10
August 2020	SA WWCC

THE TEN PRINCIPLES FOR CHILD SAFE ORGANISATIONS

[HTTPS://WWW.HUMANRIGHTS.GOV.AU/OUR-WORK/CHILDRENS-RIGHTS/PROJECTS/CHILD-SAFE-ORGANISATIONS](https://www.humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations)

OBJECTIVES AND CONTEXT

The objectives of this Framework are to:

- **Protect** all Young People in the care of Scouts Australia (SA Branch).
- Ensure that **allegations** of Child Abuse or suspected Child Abuse are dealt with in a timely, consistent, confidential and sympathetic manner by Scouts and the appropriate authority as applicable.
- Provide a **clear framework** for the recruitment, training and management of Adults concerning Child Protection.
- **Prevent Adults placing themselves at risk**, and, to educate Youth Members about their rights to safety and ways they can help protect themselves.

SA Branch (Scouts SA) will achieve the above objectives by closely adhering to the TEN PRINCIPLES for CHILD SAFE ORGANISATIONS and the National Scouts Australia Child Protection Policy approved in November 2016.

This Framework provides the overarching Child Protection direction for Scouts SA and represents the standard required for all members of Branch. This Framework also conforms with South Australian legislative requirements. Additionally, the Nationally adopted Statement of Principles for Child Safe Organisations underpin every requirement contained in this Framework.

This Child Protection Framework has been developed in conjunction with CHILDWISE, a leading and nationally recognised not-for-profit child abuse prevention organisation. CHILDWISE accredits this Policy in the context of current Australian child protection legislation and the Royal Commission into Institutional Responses to Child Sexual Abuse. Importantly, this Framework should be regarded as a 'living' work and that from time to time, enhancements, new requirements and provisions will be promulgated by Scouts Australia and Scouts SA in our collective effort to achieve and maintain best child protection practice. The Australian Human Rights Commission, has also influenced this Policy through the development of the National Statement of Principles.

Until such time Scouts Australia's Policy and Rules (P&R) is re-written to conform with best practice, this Framework should be read and applied in the context of P&R, with particular reference to policy P5.2 Code of Conduct. This Framework also prescribes certain child protection procedures to apply at all levels of the Branch.

1. CHILD PROTECTION FRAMEWORK - STATEMENT

Scouts SA has an overarching duty of care to Youth Members to provide a safe environment and protection from harm. We have an additional legal responsibility to protect our Youth Members from Child Abuse. All Adults in Scouting are accountable in fulfilling that specific responsibility on behalf of the Branch at all times. SA Branch maintains this responsibility as its highest duty when recruiting and managing Adults.

SA Branch is committed to an environment of ZERO TOLERANCE toward bullying, neglect and emotional, physical, psychological or sexual abuse of any kind. Abuse takes many forms and can be perpetrated in many ways, as such the Branch requires all Adults and Youth members to be aware of Child Abuse as outlined in this Framework and that they comply with the requirements of this Framework at all times. When an incident does occur, our shared and absolute priority is to ensure the immediate safety and welfare of the Child.

All Adults must report any conduct directly seen (or suspected) that does not comply with this Framework and or the Scouts SA Branch Code of Conduct. All Adult members must report, without fail immediately, any disclosure, allegation or suspicion of abuse of Children in accordance with this Framework and in the manner specifically required. Children are also to be encouraged to report any conduct that does not comply with this Framework and are to be regularly reminded/informed through the Scout Program of their rights to feel safe and what action they can take if they do not feel safe.

Responding to allegations of abuse must be undertaken with the utmost sensitivity and confidentiality. The welfare of our Youth Members is of paramount importance. Accordingly, SA Branch will terminate the Membership of (or the employment of) any Adult where an allegation or suspicion of abuse has been proven through a court of law. SA Branch may terminate the membership of any Adult even if a Child Protection matter is not concluded or ultimately resolved with certainty. Additionally, SA Branch will automatically suspend the membership of an alleged abuser until the matter is resolved by the appropriate authority. We will not proceed with an application for Membership of an Adult if there is any doubt concerning suitability.

2. SCOPE

This Framework applies to all Members of Scouts SA; Adult Helpers & Supporters of the program; staff; other employees and consultants/contractors, as well as Youth Members who may participate in Scout activities from time to time. Regardless of 'Membership status' within SA Branch the provisions of this Framework apply to any person who may have contact with our Youth Members (or have access to their records).

3. FRAMEWORK DEFINITIONS

The following definitions apply in this Policy:

- **Adult** means a person 18 years of age or older who are Leaders, Rover Scouts, Adult Venturers, Adult Helpers, Adult Supporters, Office Bearers, Foundation & Fellowship Members and Staff.
- **Adult Helper** means an Adult holding a Certificate of Adult Membership of the Association who provides assistance to a Leader and is bound by the policies and rules of the Association.
- **Adult Supporter** means an Adult who, from time to time, assists Scouting in some way, but does not hold a Certificate of Adult Membership of the Association. An Adult supporter may have 'incidental', or very occasional contact with youth members but are generally regarded as supporters who give material, sponsorship, fundraising and other support. Parents/Caregivers can also be classed as Adult Supporters. Adult supporters are NOT to be given UNSUPERVISED contact (or access to youth member records) unless they have been formally screened under the requirements of this policy.
- **Adults In Scouting** means all Adults including volunteers, Rovers and staff (includes contractors and consultants engaged or employed).
- **Age of Consent** means that age when a Young Person is considered old enough to make a decision regarding sexual activity. The 'Age of Consent' legislation varies from State to State and Territory. In any case, any sexual relationship between a Child and an Adult in Scouting is unacceptable and should be reported. See Attachment E.
- **Association** means the Scout Association of Australia and its constituent Branches.
- **Branch** means a State or Territory entity recognised by the Association through which the Scout Program is delivered.
- **Branch Chairperson** means the person elected/selected as the Chairperson/President of the governing body of the Branch.
- **Branch Child Protection Framework** means that framework developed by a Branch which conforms with its legislative requirements and through which, the provisions of the National Child Protection Policy are implemented.
- **Branch Council** means the governing body of a Branch. The name and form varies across Branches.
- **Branch Executive Officer** means the person employed by a Branch (or the volunteer assigned) to manage the affairs of the Branch. The designation varies across the Branches.
- **CARL** means Child Abuse Report Line.
- **Certificate of Adult Membership** means a certificate issued to a Member binding that Member to the Policy and Rules of the Association. Certificates of Adult Membership may be issued before a Member has commenced training.
- **Certificate of Adult Leadership** means a certificate issued to a Member who has completed basic training, which includes the Association's CHILDSAFE training module.
- **Child (Children or Young Person)** means a person under the age of 18 (see 'Youth Member' below) for this policy.
- **Child Abuse** means an act or omission that endangers a Child's physical or emotional health, well-being or development and can occur as a single incident or multiple incidents over time.
- **Child Safe** means an environment that has an open and aware culture, which understands what Child Abuse and risks look like, is bound by well-known Child Protection policy and frameworks, gives a voice to Young People, manages risks associated with Child Protection; and where everyone is encouraged to report all allegations, disclosures or concerns.
- **Child Protection** encompasses the legislation, the statutory authority responsible for Child Protection, and all measures taken to minimise the risk of Child Abuse to Young people. **Child Protection Authority:** that State or Territory body legislated to receive and investigate instances of Child Abuse.
- **Code of Conduct** means the document in the Scouts Australia's Policy and Rules, P5.2 Code of Conduct that outlines appropriate conduct by all persons involved in Scouting.

- **CoAA** (Certificate of Adult Appointment) means a certificate of appointment issued to a Member indicating the position that they are approved to undertake within Scouting.
- **Disclosure** means when a Young Person tells someone that he or she feels unsafe or has been harmed. A disclosure can also be made by Adults including parents, carers, or any person in contact with the Child, where that person reveals that they believe a Child has been harmed or is likely to be harmed.
- **Employee** means a person who is employed (contract or temporary) by the Association and receives financial remuneration for their services and contribution via contract or State or Federal award.
- **Grooming** means the process by which an individual manipulates those around them to provide opportunities to abuse and reduce the likelihood of being reported or discovered.
- **Leader** means an Adult holding a Certificate of Adult Membership of the Association and a Certificate of Adult Leadership (and appointment) who wears the Scout uniform and is bound by the policies and rules of the Association.
- **Line Leader** means the direct supervisor of a Member.
- **Movement** means the worldwide Scouting organisation, of which the Association is a Member.
- **Mandated Reporter** means any Adult who is mandated by State or Territory legislation and by occupation to report child abuse to an authority. Scouts SA members (Volunteers, Staff, consultants and contractors) are Legislatively mandated notifiers. **Consequently, in South Australia, those members are to report matters in accordance with the South Australian Legislation – this includes Child Abuse matters outside the context of Scouting activity.**
- **Member** means an Adult who holds a Certificate of Adult Membership of the Association or a Youth Member under 18 years of age.
- **National Executive Committee** means the committee of the National Council responsible for the management of the Association's business in accordance with the Royal Charter and By-Laws.
- **NPC** means National Police Check.
- **Office Bearer** means an Adult holding a Certificate of Adult Membership who fulfils a designated role in the organisation and is bound by the policies and rules of the Association. Office Bearers may or may not wear uniform.
- **Procedural Fairness** is concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It requires a fair and proper procedure be used when making a decision. It is highly likely that a decision-maker who follows a fair procedure will reach a fair and correct decision.
- **Rover Scout** means a Member of the Association who is required to be at least 18 years of age and therefore an Adult by law, is registered as an Adult Member of the Association and is required to complete all of the required clearances for Adult Membership before being accepted as a Rover Scout.
- **Royal Charter and SA Branch Constitution** means the Charter granted by Her Majesty Queen Elizabeth II on 23 August 1967 and the Constitution as subsequently approved by the Branch Council.
- **Scout Activity** means any activity conducted by the Association and includes, but is not limited to camps, hikes, other outdoor activities, events and meetings.
- **Scouting** means the non-formal education program delivered by the worldwide Scouting Movement, and its Members, which includes the Scout Association of Australia.
- **Scouts Australia (SA Branch)** means Scouts SA.
- **Scout Program** means that program as amended from time to time, designed to develop Young People, physically, intellectually, socially, spiritually and emotionally.
- **Staff Member** means an employee who works at a Scout HQ, Camping Facility or other location with regular access to Young People, their records and personal information.
- **State** means a State or Territory of the Commonwealth of Australia.
- **State Authority** means the Child Protection agency and/or the State Police force in the State or Territory where Scouting is occurring. In SA that is CARL; SAPOL and The Department for Child Protection.
- **Two Deep.** When Adults are supervising and conducting Scouting activities involving Youth Members, at least two Adults must be present, except in unexpected, unusual and unforeseen circumstances. While the minimum ratio of Adults to Youth will vary from activity to activity, a minimum of two Adults is always required. This requirement is to protect Youth as well as Adults and is referred to as "Two-deep" leadership.
- **Visitor** means a person that is not a Member who participates in, or is present at, any Scouting Activity.
- **Volunteer** means an unpaid Member or helper delivering and/or assisting with the delivery of the Scout program and/or supporting Scouting operations in any way.
- **WWCC** means Working with Children check
- **Young Person/Young People** means a person under the age of 18 (for this Framework).
- **Youth Member** means a person under the age of 18 (for this Framework).
- **Zero Tolerance** for the purpose of this Policy, means that Scouts SA does not accept or condone under any circumstances any form of Child Abuse, and, will take all steps in its power to prevent, minimise and mitigate harm to Children.

4. DEFINITIONS AND FORMS OF CHILD ABUSE

These definitions are not exhaustive and do not act as limitations on abusive behaviour covered by this policy. As mandated **notifiers**, South Australian Adults in Scouting are required to report on matters of 'neglect' and 'domestic violence' see SECTION NINE – REPORTING. The definitions of Child Abuse are:

Physical abuse - occurs when a person purposefully injures or threatens to injure a Child. The abuse can take the form of (but is not limited to) slapping, punching, shaking, kicking, throwing, burning, biting, poisoning, shoving, pushing holding or grabbing. An injury may take the form of bruises, cuts, burns or fractures. Physical abuse may leave no physical injury. This abuse can also be the result of 'Hazing' (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group). Additionally, physical abuse can be a single incident or a number of different incidents that take place over time. The 'level of harm' occasioned is not necessarily relevant to determining that physical abuse has occurred, rather, that harm has or has not occurred. For harm to be 'significant' the detrimental effect on a child's wellbeing must be substantial or serious and be demonstrated through the child's presentation, functioning or behaviour.

Emotional abuse - occurs when a Child is repeatedly rejected or frightened by threats. The abuse can involve name calling, being put down or continual coldness from a person to the extent where the behaviour of the Child is disturbed or their emotional development is at serious risk of impairment (this can include the effects of bullying). It also includes exclusion or bullying through social media. 'Bullying' is specifically and separately covered in Scouts Australia's Policy and Rules (P&R).

Sexual abuse - Occurs when a Child is used by a person (being either an Adult, or another Child or adolescent) for his or her own sexual stimulation or gratification. These can be contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, and exposure to pornography, accessing pornography, the retention of pornography or involving a child in the making or sending of child pornography.

Grooming – occurs when communication or conduct is linked to facilitating the involvement of a Child in sexual behaviour with an Adult. Children are particularly accessible through 'Social media' and this danger is specifically addressed at Section 10. Indicators of 'grooming' include but are not limited to:

- Developing special relationships with, favouring or giving gifts to a Child.
- Inappropriate interactions with Children either in person or via forms of media and electronic devices.
- Asking a Child to keep a secret of any aspect of their relationship.
- Testing of or ignoring professional boundaries or rules.
- The coercive use of social media, texting and on-line forums to groom, or directly abuse.

Neglect – occurs when there is a failure to provide the Child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health, safety, or development of the Child is significantly impaired or placed at risk.

Exposure to Domestic Violence – occurs when Children witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within a domestic relationship.

5. THE TEN PRINCIPLES FOR CHILD SAFE ORGANISATIONS

This child protection Framework sets the governance, child-education, community involvement, equity, adult selection, reporting, training, environmental, review, and procedural standards for all Scouts SA Branch members. Adherence to these standards will ensure that we achieve:

1. a commitment to child safety and wellbeing which is embedded in our organisational leadership, governance and culture.
2. an environment where our children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. a situation where all our families and connected communities are informed and involved in promoting child safety and wellbeing.
4. equity for all members which is promoted throughout Scouting and our diversity being respected in policy and practice.

5. a situation where all our adults working with children and young people are suitable and supported to reflect child safety and the wellbeing of our youth members.
6. best practice in our processing of complaints/reports and that we are always responsive, understanding and accessible to children, young people, families, staff and volunteers.
7. an environment where all our Adults in Scouting are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. An environment (physical and online) where we promote safety and wellbeing while minimising the opportunity for children and young people to be harmed at all times.
9. an open approach to our own (and external) regular review and the subsequent improvement of our child safety and wellbeing policies and procedures.
10. the production of best practice policies and procedures which document how we are safe for children and young people.

The key action areas and measurable indicators for these outcomes are contained at Attachment F or at: https://www.humanrights.gov.au/sites/default/files/AHRC_National_Statement_Principles_Child_Safe_Orgs_Consultation_Draft_2017.pdf These will be used in our Branch level reviews to validate our performance. The key Policy Statements and Procedures contained in this Framework will also refer directly to the above 10 PRINCIPLES.

6. SCOUTS SA CHILD PROTECTION FRAMEWORK - GENERAL

Adults in Scouting must, at all times, treat all Children with dignity and respect and must endeavour to actively promote in word and deed every Child's right to feel safe and cared for and support the legislation that applies in South Australia [PRINCIPLE 1]. South Australian Child Protection law can be found at the following link: [Australia Child Protection Legislation - Australian Institute of Family Studies](#). The Australian Child Protection contacts are shown at Attachment A.

Youth Members must be aware of their rights to a 'Child Safe Environment' and be encouraged to speak to an Adult if they ever feel unsafe [PRINCIPLE 2].

The welfare of all Children involved in Scouting is of paramount importance and Scouts SA takes a Zero Tolerance approach to all forms of Child Abuse. This means that Scouts SA requires that a Member, Adult Supporter or Staff Member who reasonably believes that a Child is at risk of being harmed, has been harmed or is likely to be harmed must immediately follow the 'make-safe' and reporting requirements contained in this Framework and the Branch Child Protection Reporting Process (Attachment B). The host Branch of a major national event is to develop a specific Child Abuse reporting procedure which conforms with its legislative jurisdictional requirements. Guidance for the evaluation of risk to a Child is contained at Attachment D: Indicators of Child Abuse and Characteristic Behaviours of Child Abusers [PRINCIPLES 1, 5 & 6].

Scouts SA will use every endeavour and opportunity to openly communicate with families and our local communities about our child safe focus. This includes canvassing our youth members, families and our local communities for input and comment about our approach. Our Code of Conduct and Child Protection Framework are to be always readily available to our own members as well as to the general public – this includes access 'on line' and physically, by application. Our focus on child safe principles and our procedures is a public discussion. [PRINCIPLE 3].

Adults in Scouting (including contractors, consultants etc) must not take part in or tolerate any form of abuse of Youth Members, or any form of behaviour which compromises the safety and wellbeing of Youth Members. Therefore, all Adults in Scouting are to:

- make every effort to provide an inclusive and safe environment for all Youth Members involved in Scout activities and includes providing for the care and safety of Youth Members with physical, intellectual or sensory impairments [PRINCIPLE 4].
- respect the cultural values of all Youth Members and encourage and support their involvement from all backgrounds (PRINCIPLE 4).
- adhere to this Framework and any applicable State and Territory legislative requirements [PRINCIPLES 1 & 10].

Scouts SA will:

- develop, disseminate and conduct training for all Leaders, Adult Helpers, Adult Supporters and Staff in specific Child Protection processes which conform with this Framework and any applicable South Australian Legislation (or State or Territory Legislation in the case of a Major event conducted outside

SA). Scouts SA uses the South Australian Department for Child Protection training module as the basis for training and augments this with specific Branch requirements to conform with our own National Policy. [PRINCIPLES 5, 6, 7 & 8].

- disseminate annually and more often as required to all Adults, its latest Child Protection requirements to facilitate the handling of questions, allegations, disclosures and reports about Child Abuse [PRINCIPLES 3, 4, 5, 6, 7].
- develop and maintain a robust and a legislatively compliant Child Protection Reporting process that is made known to all Adults in Scouting through formal training [PRINCIPLES 1 & 10].
- mandate completion of the Associations Child-Safe training curriculum as part of the basic training requirements for all Members and renewal thereof at intervals as determined by the Branch from time to time [PRINCIPLES 1, 4, 5, 7 & 8].
- ensure that Youth Members receive training/advice (through the Scout Program) of their right to feel, and be safe, and the ways in which they may help to protect themselves and their peers [PRINCIPLES 2 & 8].
- require that every Member report any Child Abuse allegations, disclosures and concerns in accordance with this Framework and/or any host Branch Child Protection Frameworks in the case of a National event (Jamboree/Venture/Moot). SEE SECTION NINE – REPORTING [PRINCIPLE 6].
- immediately suspend the membership of a person who is the subject of any allegation of Sexual Abuse and report the matter to CARL and SAPOL (as required) for investigation and provide confirmation of this to the authorities and the victim [PRINCIPLE 8].
- terminate the membership of any Member or dismiss any Adult helper or Staff Member who has been found guilty of an offence relating to Child Protection (see SECTION 7) [PRINCIPLE 8].

Scouts SA Child Protection - Action Requirements

ACTION REQUIREMENT - ALL ADULTS IN SCOUTING in SA are to report Child Abuse.
All Scouting Adults are to immediately report any incident concerning Child Abuse to the appropriate authority as required by this Framework and SA Legislation notwithstanding the wishes of the Child or any other person [PRINCIPLE 5, 6 & 7]

The most important consideration is the immediate safety and welfare of the child

What should be reported and by who? EVERY MEMBER (Adult and Youth Member) IS TO REPORT CHILD ABUSE. Once a Member forms a reasonable suspicion that Child Abuse has occurred, is occurring, or is likely to occur, that suspicion is to be reported immediately to CARL and Scouts SA Branch HQ. Branch HQ will advise SAPOL if a child is in immediate danger. To assist Members [Attachment D](#) of this policy outlines the 'Indicators of Child Abuse and Characteristic Behaviours of Child Abusers'. Youth Members are to be encouraged to speak with their Leader or another Adult at any time if they feel 'unsafe' [PRINCIPLE 2].

ACTION REQUIREMENT – Respond positively and quickly to the person disclosing abuse and report on matters observed by you to the appropriate authority in accordance with the Scouts SA Child Protection Framework [PRINCIPLE 2 & 6]

The most important consideration is the immediate safety and welfare of the child

How should it be reported? A report should be made in accordance with the Scouts SA Child Protection Framework and directly to CARL and the Branch HQ. Attachment A of this Framework contains all relevant Australian Child Protection Contacts and Attachment B contains the minimum requirements for a Branch Child Protection Reporting Process and an example Report Form. In the case of a Child Protection incident occurring at a major National event, reporting should occur in accordance with the host Branch Child Protection Framework which is to be developed, disseminated to all participants, and enacted by the host Branch for the event. Where a member makes a report in the interests of Child Safety, Scouts SA will ensure that the 'reporter' is supported morally, legally, and through insurances if that is required. **IMPORTANTLY, A REPORT SHOULD BE MADE QUICKLY TO CARL WITHOUT ANY INTERNAL INVESTIGATION.** [PRINCIPLE 5]

Youth Members are encouraged to bring any matter regarding their (or a peer's) safety to a Leader or another Adult directly. Adults are to respond to this approach in accordance with the ACTION REQUIREMENT below on every occasion [PRINCIPLE 2].

Who will manage the report? Once a report has reached Scouts SA Branch HQ, (or the Branch has received advice from the Authorities that an investigation is underway) the matter will be managed by the Branch CEO and Chief Commissioner.

Unidentifiable victim. If there is no known or identifiable victim or suspected victim, a reporter who has concerns about someone based on the characteristics outlined in this Policy or who suspects that a person's behaviour is inappropriate, is to report their observations to CARL and the Scouts SA Branch HQ in accordance with this Framework. [PRINCIPLE 8].

ACTION REQUIREMENT - All Child Protection Reports will be attended to without delay and treated strictly in accordance with the Scouts SA Child Protection Framework [PRINCIPLE 8]

The most important consideration is the immediate safety and welfare of the child

Responding to a disclosure from a Youth Member (or Adult). Receiving a disclosure from a Youth Member or an Adult concerning events from when the person was a Youth Member can be very difficult for the person receiving the disclosure as well as the person offering the disclosure. It is essential that Youth Members or Adults who disclose Child Abuse are **listened to** and supported by the Adult receiving the disclosure. Where the disclosure is made, the Adult should take special care to show genuine care and concern by listening carefully and giving reassurance that they are believed and that they are not responsible for what happened. They should be thanked for sharing the information and advised that it will be necessary to report the matter so that they can be given further support (through Scouting and other appropriate agencies) and the alleged abuser can be dealt with as required by the Association and the law [PRINCIPLE 6].

Care is to be taken in responding to young people and disclosures from older persons who may be particularly vulnerable in life and/or from other backgrounds and cultures. The needs of the child or the adult disclosing no matter from where they originate is the key to careful listening [PRINCIPLE 4].

The receiver of a report must not confront a person named by the Youth Member or Adult making the disclosure, but should take necessary, common sense action if the Youth Member is in immediate danger. Additionally, Scouts SA will offer the receiver of a report emotional and counselling support as required.

ACTION REQUIREMENT – Reports and disclosures should not be internally investigated at the receiving point, or, between the receiving point and the Branch HQ. All Reports and disclosures should be forwarded as soon as possible to Scouts SA HQ and to the SA Authorities as required [PRINCIPLE 6].

The most important consideration is the immediate safety and welfare of the child

Report Storage, Confidentiality, Reporting Rights, Care. All records concerning Child Abuse cases are maintained securely and confidentially. These records are held indefinitely by Scouts SA and shared as legally appropriate in the interests of Child Protection. Access to the information is strictly controlled and open only to personnel authorised by the Association. Scouts SA will share any records they hold with the Police or other authorised investigatory body as requested.

Public statements at the National level regarding Child Protection are only to be made by the Australian Chief Commissioner, the Chair of the National Executive Committee or the National General manager. Scouts SA authorises the Branch Chief Commissioner, the Chair of the Branch Executive Committee and the CEO to make public statements when necessary. In all cases, the details of reports, the names of people involved and the circumstances are to be restricted to only those who need to know.

An individual's right to report directly. If, after consideration, Scouts SA decides that the matter does not warrant reporting to CARL, the Member that originally raised the report retains the right to report directly to CARL. If Scouts SA decides this, the original reporter will be advised of this right.

Non-reportable or statutory incidents. There may be instances where Child Protection reports are made that do not meet CARL's requirement to act, however Scouts SA may decide that further administrative action

should be undertaken. Where this occurs, Scouts SA may conduct its own investigation and make a conclusion on a matter of Child Protection. In these cases, the Branch has the authority to make decisions regarding Membership suitability at its sole discretion (this provision does not abrogate the requirement to report all cases of alleged sexual abuse to CARL).

Care and support for the people involved [PRINCIPLE 5]. Scouts SA maintains the following care provisions:

- External support or counselling services for the victim and family.
- The provision of advice (of the matter) to other Members and Parents and/or support if deemed necessary and only if the Child Protection Authority agrees.
- The provision of appropriate external support or counselling services to others (including receivers of reports) in Scouting whenever this support is requested and this will be pro-actively offered.
- The victim and family are to be provided the contact details of a senior Branch contact for the matter.
- The senior Branch contact will provide updates to the victim and the alleged perpetrator on the matter where this is possible and appropriate, and always in conjunction with the State or Territory Authority.
- The persons nominated to receive reports at the Branch level, will be appropriately trained and survivor focused.
- SA Branch will take care to ensure that there is no presumption of guilt or innocence once a report has been made against a person. SA Branch will use its discretion in deciding what support should be provided to an alleged perpetrator (SECTION 7).

7. RECRUITMENT SCREENING SUSPENSION AND TERMINATION [PRINCIPLES 1, 5 & 7]

Preamble. When an Adult wishes to support the Association as a Volunteer or Staff Member, their induction is to include a face to face discussion to include: formal training in the Code of Conduct and the requirements of this Child Protection Framework; and the Policy and Rules of the Association. The person who accepts the Adult as a Member is responsible for ensuring these matters are addressed thoroughly. Adults are to formally acknowledge that they have received this induction/training.

All Adult Members of Scouts SA must undertake a National Police Check (see below) as part of their membership application process. If deemed necessary by Branch, an additional Police Check may be requested when there is a change of appointment; or location for a Member; or at any time the Branch decides. Police Checks are to be conducted for every Adult at least every three years. No Adult will be admitted to Scouting where a Police Check makes reference to any offence involving Child Abuse or sexual assault of any kind. Scouts SA may deny or limit Membership for any other offence(s) at its sole discretion. Where there is an indication that an applicant has lived outside of Australia, the applicant must provide an international police check as part of the screening process.

Every Adult Member of Scouts SA must also hold a 'Working With Children Check' (WWCC) which is to be obtained as part of their membership application process. A valid WWCC is now a South Australian legislative requirement for all people over the age of 14 who volunteer to work with children.

National and International (see above) Police Checks (NPC)

- Leaders, Adult helpers and Staff Members are required to undergo a NPC as a pre-requisite to Membership or employment with Scouts SA. No Leader, Adult Helper, Adult Supporter, Rover Scout or 'Adult Venturer' is to be given **UNSUPERVISED** access to Youth Members (or their records) without NPC screening.
- The NPC holder is responsible for ensuring that their NPC check is renewed every three years or as Scouts SA may request. Scouts SA will terminate the membership of any Member or the employment of a Staff Member who does not comply with this requirement.
- The WWCC is to be renewed every five years as prompted by either Scouts SA or the Department for Human Services. No Leader, Adult Helper, Adult Supporter, Rover Scout or 'Adult Venturer' is to be given **UNSUPERVISED** access to Youth Members (or their records) whilst waiting for the WWCC.
- Scouts SA will terminate the membership of any Member or the employment of a Staff Member who does not apply for and receive a WWCC as part of a membership application or employment process.
- Scouts SA has developed an on-line 'reminder system' to assist members and the Branch HQ to manage both the NPC and WWCC processes.
- International Police Checks can be requested in similar fashion to NPC in South Australia.

Waiting for Checks

An Adult may commence as a Volunteer or as a Staff Member whilst waiting for an NPC and/or the WWCC screening to be finalised. For this to occur, they must be able to show evidence of the application for the NPC/WWCC and in such situations, they are to be supervised by a Leader holding a Certificate of Adult Appointment (CoAA) or a Staff Member (as applicable) AT ALL TIMES until the screening is confirmed.

At no stage, while a person does not have, or is awaiting the confirmation of their NPC/WWCC, may they be alone with a Youth Member.

The decision regarding membership suitability for Scouts SA rests with the Branch Chief Commissioner and the Branch CEO. Scouts SA maintains a "Four Eye" approach to Branch screening which involves the Chief Commissioner and CEO agreeing suitability for each applicant. Decisions regarding suitability will be final and the applicant will generally be advised of the reason(s) the decision was made with the exception being where a State authority requests us not to advise the applicant.

At least two Referee Checks are required for volunteer and staff applicants and these will be checked as part of the recruitment process. Employment history will also be checked for staff applicants.

Member Application Forms. Scouts SA requires the following questions to be answered in all applications for Branch membership:

- Have you ever been found guilty of an offence of any sexual nature committed in Australia or in any other country?
- Have you ever been charged, reported, or defended in a court of law any allegation of sexual abuse, assault or a sexual offence of any kind in Australia or in another country?
- Have you ever been (or are you currently) subject to any restrictions regarding your contact with Children in any employment, volunteer, or personal capacity (other than any Child visitation rights as part of a Divorce Agreement)?
- Have you ever been dismissed or resigned as a volunteer or employee (or reported by any authority) for improper conduct relating to Children in any jurisdiction?
- Have you been named as the defendant in an intervention order, restraining order, apprehended violence order or domestic violence restraining order, or equivalent, in any jurisdiction?

Training and Development. Scouts SA Child Protection training is mandatory and is designed to achieve the following outcomes:

- participants are to be able to identify the signs of Child Abuse.
- imbue participants with a strong awareness of Child Protection and Child Safe Scouting and the reporting imperative.
- review case study scenarios which show examples of responding to Children who report abuse. This is to include disclosures by young people or adults from diverse backgrounds and circumstances [PRINCIPLE 4].
- practise Child Abuse incident reporting.

All Adult Members (see definitions) are to complete the 'on-line' Scouts Australia 'Child Safe Environment Training' within three months (or earlier) of being issued a Certificate of Adult Membership or becoming a Rover Scout or Adult Venturer (as applicable). The remaining Scouts SA Child Safe training is to be completed within six months of joining (Ideally, Child Safe Environments Training should be conducted prior to the submission of an application for Membership). Additionally, every Adult not falling within the above scope who is actively involved with young people is also to complete the prescribed Scouts SA training in Child Safe Environments within 12 months of joining. Scouts SA requires that Child Safe training is to be completed by every Member and by Staff Members every three years. If new SA legislation directs a more frequent training cycle, that legislation is to take precedence.

Sharing of information. SA Branch will keep records of all screening and regular screening updates as well as decisions taken. We will provide the details of any person whose Membership has been terminated or

declined by the Branch to the National Office for placement on the database maintained for the purpose of cross-checking Membership applications across Australian States. We will unreservedly share any information pertaining to a Child Protection matter held by us as requested by any Child Protection Authority(s) in our jurisdiction.

Suspension or termination of membership

- Scouts SA reserves the unfettered right to suspend or dismiss a Member at its discretion. We will terminate the membership of any person where there is any doubt as to a Member's suitability, even if a matter is unsubstantiated, not concluded or not resolved with certainty and may do so even if resolved without confirmation of a wrong-doing. Where we take this decision, we will provide procedural fairness as is possible in consultation with State Authorities but our duty of care to our youth members will be the overriding factor.
- We will suspend the membership of any person when a State Authority informs us that a person has been charged, reported or investigated for a Child Abuse matter or where a WWCC has been declined or cancelled.
- The automatic suspension or termination of a membership may be reviewed once the matter has been concluded by the State or Territory Authority. The Branch retains the unfettered right to decline a request for reinstatement of a suspended or terminated Member. Where any doubt as to a Member's suitability exists, a Member re-application will not be considered.
- Scouts SA requires that all Adults in Scouting inform the Branch HQ immediately they become aware that they are being investigated or reported or charged by any authority concerning a Child Protection matter. Upon this disclosure, Scouts SA will suspend the Member, Adult Supporter or Staff Member until the matter has been finalised. Failure to disclose this knowledge will also result in immediate suspension by Scouts SA.
- The consequence of suspension is that the Member is not to participate in any Scouting meeting, activity or event. This is regardless of whether Youth Members are present or not. They are not to wear uniform and under no circumstances purport to be an active Member of Scouts Australia (both domestically and/or internationally). Our notice of suspension will specifically include these restrictions.
- If an allegation of Child Abuse is substantiated, the offender's membership will be terminated immediately and never reinstated. Regardless of the legal outcome, the Association reserves the right to refuse the reinstatement of an alleged offender who has been cleared or not charged by the Police at its discretion.
- Scouts SA will NOT presume guilt or innocence once a report has been made against a person. The report will be handled in strictest confidence, and, with due care for the accused. Only those that must know (in order to ensure a child-safe environment) will know of a report. We may also decide to support an accused member with counselling where we think this is appropriate.
- In the case where a Youth Member offends against another Youth Member, we will act in the interests of the victim and any other Children potentially at risk. We maintain the unfettered right to limit or terminate a Youth Member's membership in the interest of the safety of others.

8. INDUCTION OF MEMBERS AND STAFF [PRINCIPLES 1, 2, 3 & 5]

It is essential that all Members and Staff understand that Scouts SA is committed to being a Child Safe organisation. As part of their induction, every Member and Staff Member is to be informed of the Branch's Child Protection Framework. Every Member is to be given access to these documents and be asked to acknowledge that access and their understanding. This reinforcement is to be undertaken by Branches on acceptance of Membership or engagement as a Staff Member and every time a Member is appointed to a Leader or Office Bearer position. New Youth Members are to be reminded that they have a right to be safe and where they can go, and who to turn to, if they ever feel threatened or uncomfortable.

In order to ensure that we maintain a Child Safe environment, Scouts SA commits to:

- Regularly communicating with the wider Membership (Leaders, Youth Members, parents, helpers, Adult Supporters and Staff) to remind all Adults and Children of the necessity to remain vigilant.
- Conducting ongoing refresher seminars, presentations, newsletter articles, Leader emails.
- Communicating regularly with families and Scouting communities regarding our child safe focus.

- Inculcate an ethos of “TWO DEEP” (definitions) and “REPORT, REPORT, REPORT” to all Members.

9. REPORTING [PRINCIPLE 6]

Adult Members, Helpers, Supporters and Staff Members must immediately report any suspected, known or disclosed instances of Child Abuse (in particular those relating to Physical, Sexual and Grooming abuse) to CARL and the Branch HQ. A failure to report is a breach of this Framework and the Scouts SA Code of Conduct. Scouts SA mandates the Report Form shown at Attachment B (this is NOT to be considered as an investigation, it is a recording of the known facts). Branch HQ may also advise SAPOL if it is considered the child is at immediate risk.

Where a Member makes a report in the interests of Child Safety, Scouts SA will ensure that the ‘reporter’ is supported in every way possible. We will also maintain an open and cooperative relationship with all Authorities and we will unreservedly provide information in our possession to those Authorities to assist in their investigations.

Under South Australian law, our Adult Members are deemed to be MANDATED NOTIFIERS (Reporters) who, by law, must make a report direct to the relevant authority (CARL) which can be made anonymously. Where this occurs, Scouts SA requires the Notifier (Reporter) to also make the report to the Branch HQ (Volunteer Support Manager or CEO) so that the Branch can take action in accordance with its Child Protection Framework.

In South Australian law, our Adult Members must also report on Child Protection matters that may be unrelated to ‘Scouting Activity’. Where this occurs, the requirement to report to the Branch HQ remains the same. Additionally, in these matters, the Branch will also support the reporter with legal and or counselling support as required.

IMPORTANTLY, Youth Members (and their families) are to be encouraged to report any instance in which they feel ‘unsafe’ or in danger. Youth Members are to receive regular reminders through the Scout Program of their rights to feel, and be safe, and in the ways in which they may help to protect themselves and their peers. The Child Protection Practices at SECTION 10 explain many of the ‘rights’ of Youth Members and these rights should be communicated with our Youth Members regularly.

In dealing with a report:

- Scouts SA will ensure that reports of a Child Abuse nature are forwarded to CARL for investigation without delay. We will NOT conduct our own investigation (other than checking the elements of a report – scout membership etc). Attachment B refers.
- When an alleged perpetrator is an Adult in Scouting, Scouts SA will make direct contact with that person immediately and that the Member will be suspended. A formal letter and email confirming this suspension from all Scouting activities will be sent to the Member immediately (SECTION 7 Refers). If the person is an employee, the employee will be suspended immediately by formal instrument at the Branch’s sole and absolute discretion until the matter is finalised to the satisfaction of the Branch.
- Where the alleged perpetrator is a Youth Member, the same principles in this Section apply. We will consult with the authorities to determine the requirement for a formal report on a person under the age of 18. The first requirement for action is to ensure that the survivor (victim) is safe and that others are not at risk. Scouts SA requires that Leaders take action to remove the alleged perpetrator (or the victim) from the scene until the matter is resolved to the satisfaction of the Branch.
- If an Adult discloses sexual abuse received as a Child, the matter must be reported to the Authorities in the same way (above). Scouts SA will also provide further support and REDRESS advice to the survivor.
- Where sexual abuse is alleged and a report has been made to CARL, the Branch will cooperate fully with those investigations. For other forms of abuse, Scouts SA will determine how the matter is raised with the alleged perpetrator after consulting with the relevant Authorities. The Branch may also advise SAPOL directly if young people are at immediate risk.

Disclosure. An Adult in Scouting who is approached by the Police or any other relevant authority in relation to any matter concerning Child Protection must inform the Branch Headquarters in accordance with this Framework.

10. PROCEDURES: CHILD PROTECTION PRACTISES IN SCOUTING

ACTION REQUIREMENT - "BE TWO DEEP"

**No Leader, Helper or Staff Member should be alone with a Youth Member.
The only exception is in a case of an unavoidable emergency [PRINCIPLES 2 & 5]**

The most important consideration is the immediate safety and welfare of the child

Scouts SA requires all Members to adhere to the following requirements:

- **Two Adults present:** The Association's standard when Adults are supervising and conducting Scouting activities involving Youth Members is that at least two Adults are present (except in unforeseen circumstances such as an emergency). While the minimum ratio of Adults to Youth Members will vary from activity to activity, a minimum of two Adults is always the preferred minimum required – this **TWO DEEP** procedural requirement is to be the first consideration when planning any event or Scout activity. The failure to achieve this standard should not preclude the Scout Activity from occurring but, every effort must be made to achieve the standard before commencement. If **TWO DEEP** cannot be achieved, the situation and details of all attendees is to be recorded by the Leader in Charge. It is important to note that In light of changing Australian legislation regarding the 'burden of proof' for formal proceedings involving Child Abuse, it is imperative that all Adults in Scouting are advised that this mandated **TWO DEEP** policy may be the primary, and could be the only, method of proving that an abuse could not have occurred. In this light, '**TWO DEEP**' becomes a vital precaution to any misconceived conduct on behalf of Adults, and for the legal position of the wider Association in law"
- **Overnight Scout activities:** For every camp or overnight Scout activity, each person must sleep in a separate bed. Adults are not to sleep in a room or camp with a Youth member alone.
- **Changing and bathing (washing) arrangements:** Provision is to be made for private changing facilities and separate showers for male and female Youth Members and Adults involved in overnight activities. Only Adults of the same gender as the Youth Member can supervise bathing. In these circumstances, the guiding principle is that the Youth Member feels safe and has a sense of privacy. Adults are to avoid placing themselves in a situation where Youth Member feel uncomfortable or compromised or where Adults actions could be misinterpreted.
- **Travel:** On certain occasions (for example transporting a Youth Member from venue to venue) it is likely that only one Adult will be supervising. In these circumstances, prior informed consent (this may be verbal) is to be obtained from the parent(s)/guardian(s) of the Youth Member concerned. In this situation, care should be taken that the Adult is not alone with only one Youth Member (that is, the Youth Member is in the company of another Youth Member).

Under no circumstance should any Adult accept a third party into travel arrangements without the prior informed written consent of parents (unless the third party is another Scout Member). A Youth Member must feel safe and comfortable with the arrangements. This means that they should be asked. Adults are to avoid placing themselves in a situation where Youth Members feel uncomfortable or compromised or where an Adult's actions could be misinterpreted.

Other than for the Youth Member of a parent/guardian or in a clear emergency, Adults must not travel alone with one Youth Member in a motor vehicle, watercraft or an aircraft (other than a two-seater glider, or two seat powered aircraft, land yacht, or 2 seat watercraft such as canoes or equivalent) the use of which has the prior approval of the parent/guardian). In order to minimise the risk of misunderstanding an Adult's actions when there is an urgent and unavoidable requirement to travel alone with a Youth Member:

- The Group Leader (or the Adult's direct supervisor) must be informed and the Group Leader/supervisor must monitor for any pattern of occurrence.

- The Child's parents/guardians must be informed and consent obtained (to be recorded in the post incident report).
- **Contact by external parties:** It is the responsibility of all Adults to ensure, as best as practicable, that while engaged in Scout activities, Youth Members are protected from unauthorised contact by external parties. Scouts SA maintains security procedures to protect Youth Members and their personal data. This includes 'signing-in' processes at Scout HQ locations and the site of a Scout activity by third parties or 'visitors'. Scouts SA also maintains a strict access policy (photographs) which demands parental consent before images can be used by Scouts SA and 3rd Parties. All members must be alert to the dangers of 'remote access' to Youth Members for example: smartphones, cameras, internet (see below), and other remotely controlled devices and this is to be included in the Risk Management Assessment for all Major and Branch Scout events. Scouts SA requires that there is no UNSUPERVISED (one-on-one) contact by any Adult in Scouting who has not yet completed NPC/WWCC screening or by any non-Member at any scout activity with a Youth Member.
- **Social media and electronic communication:** Social media and electronic communication: Child Abuse and grooming, can and does occur on-line. It is important that Adults do not place themselves in situations where their actions and communications could be misinterpreted. Adults should always include another Adult (or indeed a parent of the Youth Member) when communicating with Youth Members on-line. This includes all forms of social media and emails. Leaders are to regularly remind Youth Members of the Scout Law and Promise regarding 'respect' for others when on-line and the dangers of sharing personal information with persons only known on-line. Importantly, youth members are to be reminded of the dangers of the increasing peer pressure to share very personal photographs on social media, on-line, on mobile phones or any other way. Youth members are to be encouraged to report this pressure to their family or someone they trust for help [PRINCIPLE 8].
- In consideration of the **TWO DEEP** action-requirement above, 'private' messaging between an Adult in Scouting and a youth member (unless family) must be avoided. 'Privately messaging' a youth member is considered the equivalent of going into a room alone with that youth member. It is counter to the requirement of never placing oneself in a position where your words or actions could be misinterpreted.
- It logically follows that Adults in Scouting must not befriend youth members on social media, nor respond to requests to befriend (except family). Adults in Scouting should not interact **privately** with youth members in any form of Social media. Where social media is used to organise tips and events (Scouting activity) a publicly 'open group' involving more than one adult and more than one youth member is to be used.
- **Photographs:** Adults in Scouting should refrain from taking photographs of Youth Members unless they are intended for use by the Association. Written permission must be obtained from the parents/guardians of Youth Members before photographs are taken by Adults and Youth for use by the Association. This is best done by the parent/guardian approving the appropriate field on the membership application form at the time of joining. Where permission is not granted, Adults present at an event must take reasonable steps, in a discreet and sensitive manner, to prevent the Youth Member concerned being photographed. Scouts SA always requires the positive approval of the parent/guardian prior to the taking of, or the use of photographs of Youth Members.
- **Digital recording:** Scouts SA acknowledges the difficulty in controlling the use of digital cameras, phone cameras and similar devices. Adults should exercise good judgment in this area on a case by case basis and always keep the rights and safety of the Youth Member at the center of any decisions. Adults and Youth Members should not use recorders of any kind in sleeping, changing or bathing (washing) areas.
- **Media access:** Where possible planned media access to Youth Members must be authorised in writing by the parent(s)/guardian(s) in advance of any event. Where this is not possible (unplanned) every effort is to be made to contact parents/guardians to seek permission by the fastest means possible. If permission cannot be obtained, media access is not to be given.

- **Youth to youth behaviour:** Child Abuse can occur through youth interaction ranging from harassment and bullying to sexual contact. Social media (above) can also be a vehicle for such abuse. Scouts SA requires that all Adults in Scouting and parents be vigilant for this abuse. There are numerous situations involving sexual relations between consenting Youth that might occur and each must be dealt with differently as follows:
 - Any form of sexual activity between a Youth Member and an Adult in Scouting is not permitted (notwithstanding if the Youth Member has reached the age of consent or not) and must be reported to the Branch immediately in accordance with this Framework. Scouts SA will notify CARL on every occasion. The individuals concerned should be advised of the breach of law (where this is alleged) and the Adult in charge of the activity or event must remove the 'offender' from the Scouting event or activity. There may be occasions where individuals have consensual sexual contact in Scouting and no unlawful act has occurred (ATTACHMENT D). In these cases, following a check with CARL, Scouts SA may specifically decide to treat a matter within Code of Conduct provisions as opposed to automatically reporting an alleged offence. In this case, the individuals concerned are to be counselled to desist from such behaviour in Scouting and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity and returned to their home.
 - Sexual activity involving consenting Youth Members who have reached the legal age of consent is not unlawful and therefore is not reportable. Such activity is not condoned during Scouting activities or events. The Youth Members concerned should be counselled to desist from such behaviour and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity and returned to their home (or other nominated place of residence), the cost of which will be met by the parent(s)/Guardian(s).
 - Any form of sexual activity between young people in which one or both have not reached the legal age of consent is a criminal offence and will be reported in accordance with this Branch Child Protection Framework. Scouts SA will notify CARL on every occasion. In consultation with CARL, the young people concerned are to be counselled to desist from such behaviour and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity and returned to their home (or other nominated place of residence), the cost of which will be met by the parent(s)/Guardian(s).
 - **Social Media.** Youth Members are to be regularly reminded of the importance of respectful communications when using Social Media. Importantly, Youth Members are to be reminded about the dangers of befriending strangers and sharing details about themselves on-line. Adults are to assist in this through mentoring the issue with Youth Members and acting as positive role models. Importantly, the topic of 'on-line' safety is to be incorporated into the youth award scheme at all levels in a manner appropriate to the age range of the Section.
- **Youth Member Child Protection Education:** Scouts SA requires all Leaders regularly remind Youth Members (as appropriate for age) of their right to feel safe at all times, and that if they do not, they are encouraged to share that feeling with their Leader or another Adult immediately [PRINCIPLE 2].
- **Visitors at Scout activities:** All Visitors (including parents) to a 'closed' Scout activity (for example a major National event) are to:
 - Sign in and out with an accompanying Adult Member or Staff Member (this does not apply to Parents and guardians delivering and collecting Children to/from Scout halls or major camps).
 - Wear a badge clearly labelled VISITOR.
 - Be accompanied by an authorised escort at all times.
 - Be briefed on, and follow the Scouts Australia Code of Conduct per the authorised escort.
 - Comply with the accompanying Member's requests, including leaving if asked to do so. Exceptions to this process may be granted by the "Camp Chief" of the event where the nature of the event (example: Jamboree) has determined special arrangements for the attendance of Visitors at the event.

- Additional care and vigilance is to be incorporated in the risk management planning for 'Open Scout Activity' (such as activity at school fetes, Royal shows and in other public places). This may require additional Adults keeping watch over activities.

11. REVIEW

Scouts SA will undertake periodic and independent (external) reviews of this Child Protection Framework from Branch through to Scout Group levels. We have engaged CHILDWISE to conduct these external assessments with the intention to ensure that the Branch's Child Protection Framework is legally compliant, reflective of community expectation and is implemented (living) throughout the organisation. The results of these reviews will be tabled at the appropriate executive meetings at the National, State and Territory levels (NEC and BEC) [PRINCIPLE 9].

Updates to this Framework will also be made publicly available and comment invited [PRINCIPLE 3].

12. FURTHER ASSISTANCE

Any Member requiring assistance in understanding or interpreting this policy or its application, should first consult their Line Leader. The nominated persons at the Branch HQ to assist with enquiries are: Chief Commissioner; Deputy Chief Commissioner; the CEO; the Branch Operations Manager and the Branch Volunteer Support Manager (08) 8130 6000.

ATTACHMENT A Australian Child Protection Contacts

If there is an immediate threat to a Child contact your local police on 000.

Police/Ambulance/Fire	000	Child Wise Helpline	1800 99 10 99
Australian Federal Police	(02) 6223 3000 AFP website	Parentline	13 22 89
Kids Helpline	1800 551 800 Kids Helpline website	Life Line	13 11 14

National Statutory Child Protection Authorities		
Reporting authority	Further services / information	Contact
Australian Capital Territory	<p>Office for Children, Youth and Family Support The Office for Children, Youth and Family Support contracts a range of services from the non-government sector to meet the needs of young people.</p> <p>Office for Children, Youth and Family Support GPO Box 158 Canberra City ACT 2601 Ph: 132 281</p>	<p>To report instances of Child Abuse: Ph: 1300 556 729 If you are a mandatory reporter: Ph: 1300 556 728 Fax: 6205 0641 Email: Childprotection@act.gov.au</p>
New South Wales	<p>Department of Family and Community Services The Department of Family and Community Services provides services across three key program areas—prevention and early intervention, Child Protection and out-of-home care.</p> <p>Department of Family and Community Services Head Office 4-6 Cavill Ave Ashfield, NSW 2131 Locked Bag 4028 Ashfield, NSW 2131 Ph: (02) 9716 2222 Child</p>	<p>Child Protection Helpline: 132 111 (TTY 1800 212 936) for the cost of a local call 24 hours a day, 7 days a week.</p> <p>If you are a mandatory reporter, you can call the Child Protection Helpline on 132 111.</p>
Northern Territory	<p>Department of Children and Families The NT Department of Children and Families provides or funds the following range of services to support Children, youth and families. Department of Children and Families PO Box 40596 Casuarina NT 0811 Ph: (08) 8999 3737</p>	<p>To report instances of Child Abuse: (24 hours) 1800 700 250</p>
Queensland	<p>Department of Communities Child Safety and Disability Services - Child Safety Services Child Safety offers the following range of services to support Children, youth and families</p> <p>Child Safety Queensland PO Box 806 Brisbane QLD 4002</p>	<p>To report instances of Child Abuse: South East: 1300 679 849 South West: 1300 683 390 Far North QLD: 1300 684 062 North QLD: 1300 706 147 North Coast: 1300 703 921</p>

	<p>If you aren't sure who to call, or for assistance to locate your nearest Child safety service centre call Child Safety Services' Enquiries Unit on: 1800 811 810</p>	<p>Brisbane: 1300 682 254 Central QLD: 1300 703 762 After hours (all areas): 1800 177 135</p>
South Australia	<p>Department for Child Protection (DCP) The DCP works in partnership with vulnerable families, other government and non-government organisations, foster carers and the community to keep children and young people safe and give them the same opportunities as other young South Australians. Department for Child Protection (DCP) 31 Flinders St Adelaide SA 5000 Phone: (08) 8124 4185</p>	<p>To report instances of Child Abuse (Child Abuse Report Line - CARL): 131 478</p> <p>Emergencies SAPOL: 000</p>
Tasmania	<p>Department of Health and Human Services - Child Protection Services The role of Child Protection Services is to protect Children and young people who are at risk of abuse or neglect. Child Protection Services offers intake, response, case management and out of home care and adoption services. Child Protection Services GPO Box 125 Hobart, TAS 7001 Ph: 1300 135 513</p>	<p>To report instances of Child Abuse: Ph: 1300 737 639 at any time Online notification is also available Child Protection Services</p>
Victoria	<p>'Failure to Disclose' and 'Failure to Protect' legislation requires reporting direct to Victoria Police.</p> <p>If you want to report a child in immediate risk or danger of sexual abuse please call Triple Zero (000). Alternatively, you can contact your local police station.</p> <p>If you or someone you know has experienced child sexual abuse in an institutional context, contact Victoria Police's Sano Taskforce via email at sanotaskforce@police.vic.gov.au</p> <p>Department of Health and Human Services – Children, Youth and Families The Child Protection Service is specifically targeted to those Children and young people at risk of significant harm.</p> <p>The Child and Family Information Referral and Support Teams (Child FIRST) initiative provides access to integrated family services has ensured that vulnerable families and Children receive early intervention and support services before statutory involvement.</p> <p>Department of Health and Human Services – Children, Youth and Families</p>	<p>To report instances of Child Abuse: Metropolitan Eastern: 1300 360 391 Southern: 1300 655 795 North & West: 1300 664 977</p> <p>Rural Barwon S/West: 1800 075 99 Gippsland: 1800 020 202 Grampians: 1800 000 551 Hume: 1800 650 227 Loddon Mallee: 1800 675 598</p> <p>All regions after hours Ph: 131 278</p>

	Level 9, 50 Lonsdale St Melbourne VIC 3000	
Western Australia	<p>Department for Child Protection The Department for Child Protection offers a range of services including:</p> <ul style="list-style-type: none"> ▪ Adoption services ▪ Case management & co-ordination ▪ Counselling services ▪ Child migrant services ▪ Child advocacy services ▪ Homelessness services ▪ Parenting support ▪ Out of home care placement services ▪ Intensive in-home Family support services <p>Department for Child Protection: Central Office PO Box 6334 East Perth WA 6892 Ph: (08) 9222 2555 TTY: (08) 9325 1232</p>	<p>To report instances of Child Abuse: (08) 9222 2555 or 1800 622 258</p> <p>Department for Child Protection:</p> <p>After hours: (08) 9223 1111 or 1800 199 008</p> <p>If you are a mandatory reporter: Ph: 1800 708 704 (24 hours) Fax: 1800 610 614 Email: mrs@dcp.wa.gov.au</p>

Hospitals in each Major Australian City			
Sydney NSW West Mead Children's Hospital	Hawkesbury Rd & Hainsworth St, Westmead, Sydney (02) 9845 0000	Melbourne Vic Royal Children's Hospital	50 Flemington Road, Parkville 3052 (03) 9345 5522
Brisbane Qld Lady Cilento Children's Hospital	501 Stanley St, South Brisbane QLD 4101 (07) 3068 1111	Adelaide SA Women's and Children's Hospital	72 King William Road, North Adelaide 5006, (08) 8161 7000
Perth Children's Hospital	15 Hospital Avenue Nedlands WA 6009 (08 6456 2222)	Darwin NT Royal Darwin Hospital	Rocklands Dr, Casuarina 0810 (08) 8920 6011
Hobart TAS Royal Hobart Hospital	Liverpool Street, Hobart TAS 7000 (03) 6222 8308	Canberra ACT Centenary Hospital for Women and Children	Hospital Road, Garran ACT 2605 (02) 6244 2222

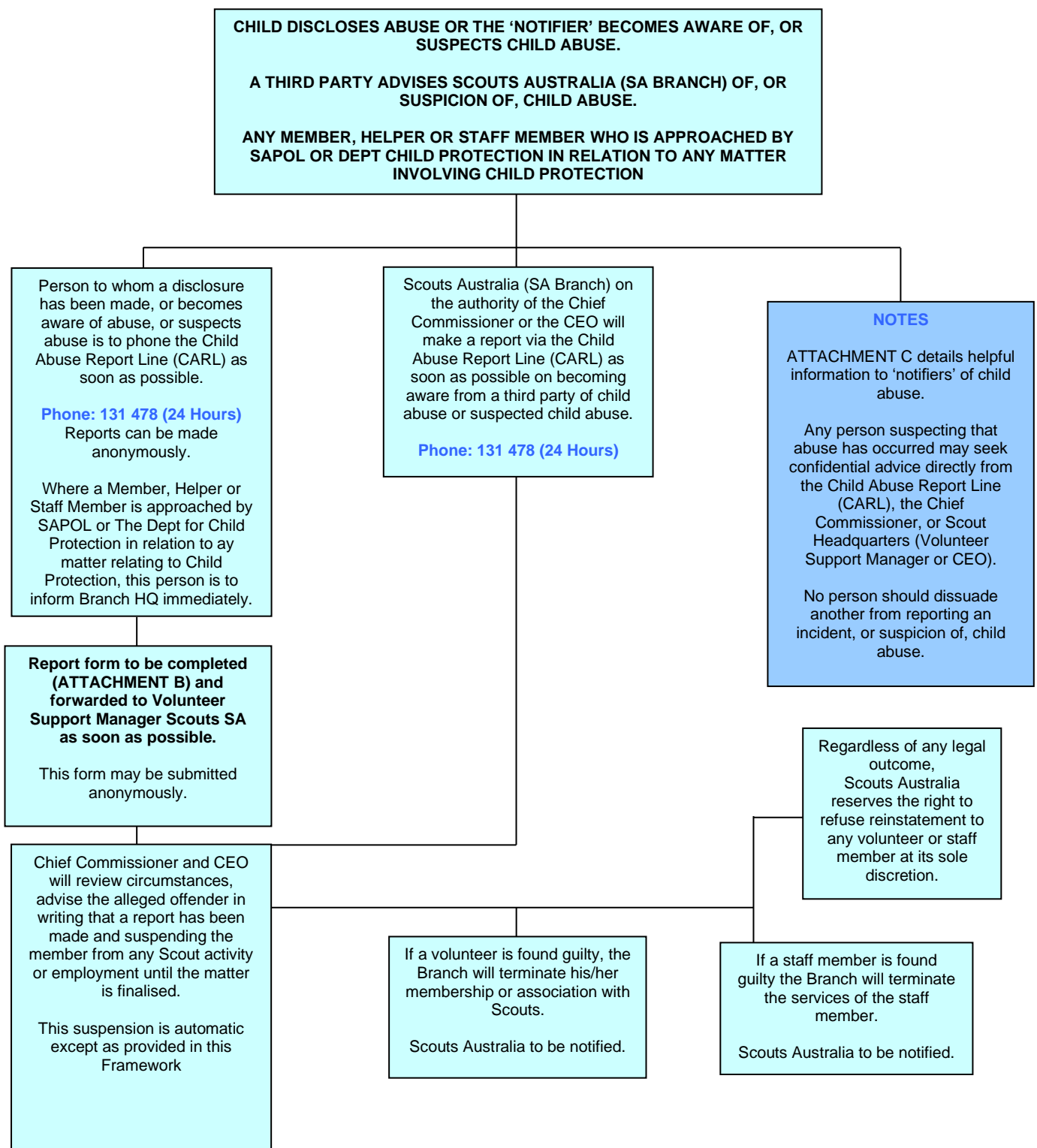
ATTACHMENT B SCOUTS SA Child Abuse Reporting Process

Purpose

The purpose of the reporting process below and the attached example 'Scouts Child Protection Report Form' is to provide the detail and information required to enable Scout Members to make a Child Protection Report to CARL and to the Branch. The **Scouts SA Child Abuse Report Form** is contained in this ATTACHMENT below (for major National events, the host Branch is to develop a reporting process conforming with its State/Territory legislation for that event).

Report Process

Any Member may lodge a Child Protection Report Form for reasonable concerns relating to indicators, disclosures, allegations or suspicions of Child Abuse or grooming and breaches of the Scouts Code of Conduct.



Scouts SA Child Abuse Report form

SECTION 1

To be completed by the Scout Reporter

Details of Child	
Name:	Date of Birth or Age:
Contact Phone:	Address:
Parent/Guardian/Carer 1 Name:	Parent/Guardian/Carer 2 Name:
Details of the alleged perpetrator (if known)	
Name:	Relationship to Child:
Contact Phone:	Other Identifiers if Possible:
Details of any witnesses	
Type of report	
<input type="checkbox"/> Child Abuse indicator/s <input type="checkbox"/> Grooming indicator/s <input type="checkbox"/> Breach of Code of Conduct	

Scouts Activity details:	Location/Area:
Date of observation/disclosure:	Time of observation/disclosure:
Details of observation/disclosure Include quotes of conversation, descriptions of observations, patterns of behaviour, etc. Attach additional pages, if required.	

Additional pages attached? **Yes** **No**

Name of Scout Representative making report:	Contact Phone:
	Membership Number:
Signature:	Date:
Name of Scouts Executive receiving report:	Contact Phone:
Signature:	Date:

Reports should be lodged with Scouts SA as soon as is practicably possible and reports should be made within 24 hours.

SECTION 2

To be completed by the nominated person to receive at Branch HQ

Action Taken
<ul style="list-style-type: none"><input type="checkbox"/> Referred immediately to Child Protection and/or State Police<input type="checkbox"/> Interviews with relevant and appropriate people<input type="checkbox"/> Discussed with National Committee Members<input type="checkbox"/> Advice sought from external professional organisations<input type="checkbox"/> Assist with external investigation by the authorities <p>Notes:</p>
Outcome of the action:
<ul style="list-style-type: none"><input type="checkbox"/> Report made to the Child Protection Authority and/or Police<input type="checkbox"/> Suspension pending outcome<input type="checkbox"/> Termination of Membership with the organisation<input type="checkbox"/> Written warning<input type="checkbox"/> Performance review<input type="checkbox"/> Further education and training<input type="checkbox"/> Report filed for future reference <p>Notes/details:</p>
Notifying Parties
<p>It is important that the person making the report be informed of the outcome of their report (ONLY AFTER CONSULTING WITH THE INVESTIGATING AUTHORITIES).</p> <p>How has the person making the report been informed of the outcome?</p> <p><input type="checkbox"/> By Phone <input type="checkbox"/> In person <input type="checkbox"/> In writing (hard copy or email)</p> <p>Date of contact:</p> <p>How has the person against whom the report was made been informed of the outcome?</p> <p><input type="checkbox"/> By Phone <input type="checkbox"/> In person <input type="checkbox"/> In writing (hard copy or email)</p> <p>Date of contact:</p> <p>Please attach notes applicable to this communication.</p>
Record of report to Child Protection and/or Police
<ul style="list-style-type: none"><input type="checkbox"/> A Child Protection Authority report<input type="checkbox"/> Police report <p>Was/were made by on the/...../..... to</p>

Advice provided to Scouts included:

Record of why the report to Child Protection and/or Police was not made

Where a report to CARL or Police **is not made by** Scouts Australia, please complete:

- The person who made the internal report has re-evaluated their assessment and opinion and supports the decision by Scouts Australia not to make a report. Please attach email or written communication from the person.
- The person who made the report is still of the opinion that the harm (or risk of harm) is significant and that the parents/guardians are unwilling or unable to protect that Child. The person has received email or written communication informing them of their personal options for reporting to Child Protection authorities.
- The incident did not meet statutory Child Protection or police requirements. Support has been provided to the Child and the family. Please attach an outline of the communication to the Child and/or family about the supports provided and any other actions taken.

Name of nominated person at HQ handling report:

Contact Phone:

Signature:

Date:

ATTACHMENT C Indicators of Child Abuse & Characteristic Behaviour of Child Abusers

Indicators of Child Abuse

- Any expression of concern from a Child regarding their personal safety; or remarks or testimony from a Child that a responsible Adult could interpret as a threat to the Child’s safety. This should always involve direct and immediate attention.
- Any report from a Member who has formed a reasonable suspicion that Child Abuse has, is or is likely to occur.
- Suspicious physical injuries, bruising, cuts, fractures, burns or marks.
- Lack of food, clothing, place to sleep, which is impacting the Child’s ongoing health or wellbeing and the parents/guardians are unwilling or unable to provide for the Child.
- Regular and/or severe negative self-talk, unusually aggressive, overly compliant and fearful, overly anxious, regressive behaviour.
- Persistent or significantly inappropriate discussion or writing about sexual activities, particularly sexual interest or information that is age inappropriate.
- Ongoing and unexplained health or wellbeing concerns such as stomach aches, headaches, crying and/or heightened sensitivity.
- Disclosure of suicidal thoughts or plans made by a Child.
- Observations or disclosures relating to the Grooming behaviour of any Adult in contact with Children, including any combination of; special gifts, secrets, time alone together, special names, online contact.
- Concerns about the actions or behaviour of any Member, including suspected or confirmed breaches of the Code of Conduct.

Characteristic Behaviours of Child Abusers

The list below represents behaviour and characteristics that often apply to a person who is engaging in, or who intends to engage in, Child Abuse. Child Abuse can be intra-familial (perpetrated by a family Member) or extra-familial (perpetrated by another known person).

It is important to remember that perpetrators can be of any social group or behavioural type (e.g. extrovert, introvert, married, single, old, young, rich or poor). While the majority of abusers (95%) are male, females also perpetrate abuse against Children. It is important to understand that, in the Scouting context, one or two of these behaviour characteristics on their own do not necessarily indicate that a person is an abuser or a potential abuser. Behaviour that involves several characteristics together or ongoing behaviour might provide reason for concern. Such a person should be observed closely, but discreetly, for a brief period before reporting the concern, if the concern remains.

Behavioural Indicators		
Extra familial abuse	<ul style="list-style-type: none"> • Displays low self-esteem, poor self-image or poor impulse control due to possible abuse as a Child. • Displays withdrawn or placid demeanour. • Pays special attention to sad, vulnerable, isolated or lonely Children or those in single parent families. • Over emphasis upon morality • Acts in a legalistic and inflexible manner • Displays inappropriate affection to Children e.g. Front on hugging, touching or flirting. • Has favourite Children to whom gifts are given. • Strong denial or show of disgust of offence or any intention to offend. • Avoids screening processes, or attempts to do so. • Dislikes submission to authority, prefers to work alone, and is negative (or dismissive) when sexual abuse topics are raised. • Spends considerable time with a Child or Children, outside of normal interactions. • Flatters Children to boost their egos. 	<ul style="list-style-type: none"> • Overly friendly/familiar with Children. • Describes Children in inappropriate ways for example, angelic or pure. • May remove himself/herself midway through an activity to have time with Children who may be in the toilet or other secluded area. • Gives articles of his/her clothing to a Child as gifts, e.g. a cap, a jacket, footy-shirt etc. • Convincing in protests of innocence displaying a defence mechanism. • May be very outspoken and outraged about Child sex offenders. • Carries photos of Children other than his/her own, often indicating that these Children love him/her. • Attempts to engineer opportunities to be alone with a Child, e.g., babysitting car rides, Child minding. • Offers to take or takes Child home, shopping or on an outing. • Offers to collect Child from school or activities. • Engages with single parents to access the Children.
Intra familial abuse	<ul style="list-style-type: none"> • Shows improper behaviour. • Showers with Children. • Expects an open door policy in the bathroom. • Attempts to sit Children on lap, even when Child resists. • Exhibits inappropriate hugging and/or kissing. 	<ul style="list-style-type: none"> • Attempts to shut down spouse/Child communications. • Children don’t want to be home alone with the person. • Is jealous of Child’s friends, boyfriend/girlfriend. • Child is treated like a spouse in conversation or decisions.

ATTACHMENT D Age of Consent Legislation by State & Territory

State	Age of Consent (years)	Mandatory Age of Consent if in a Position of Authority Role (teacher, foster parent, religious leader, medical practitioner, employer etc.)
ACT	16	
NSW	16	18
NT	16	18
QLD	16	
SA	17	18
TAS	17	
VIC	16	18
WA	16	18

There are some complex rules in each State about similar age underage persons having sex (note exception for Position of Authority above):

- ACT: 10 to 15 – sex not unlawful if other party no more than 2 years older and you agree, or they believed you were 16
- NT: 14 or 15 – sex not unlawful with a person 16 or older if you consent and they genuinely believed you were 16
- QLD: 12 to 15 – sex not unlawful with a person if you consent and they reasonably believed you were 16
- SA: 16 sex not unlawful provided other person is 16 and you consent, or they believed you to be 17
- TAS: 12 to 14 – sex not unlawful with a person if you consent and they are less than 3 years older
15 to 18 – sex not unlawful with a person if you consent and they are less than 5 years older
- VIC: 12 to 15 – sex not unlawful with a person if you consent and they are less than 3 years older or they believed you were 16
- WA: 13 to 16 – sex not unlawful with a person if you consent and they are less than 3 years older and they honestly believed you were 16 and they are not in a carer role / position of authority

Sex with a family member is not lawful at any age.

The table above provides a synopsis only of the various State Acts and is provided as a guide only. Specific legal advice should be sought for any particular circumstance.

ATTACHMENT E Link to National Statement of Principles for Child Safe Organisations

https://www.humanrights.gov.au/sites/default/files/AHRC_National_Statement_Principles_Child_Safe_Orgs_Consultation_Draft_2017.pdf