

Child Safe Framework

Log Cabin Camp Child Protection Policies, Procedures and Guidelines



Version 1.0 2020
Approved July

CHILD SAFE FRAMEWORK	0
PART 1. CHILD SAFE VENUE POLICY	3
1.1 Purpose	3
1.2 Scope	3
1.3 Policy Statements	4
1.4 Responsibilities	4
1.5 Child Safe Venue Procedures	6
1.6 Definitions & Terminology (see Framework Part 5)	6
1.7 Policy Approval & Review	6
PART 2. CHILD SAFE VENUE PROCEDURES	7
INDEX OF PROCEDURES	7
2.1 Child Safe Venue Framework Implementation	7
2.1.1. Appointment of Child Safe Venue Personnel	7
2.1.2 Approving Programs and Camps	7
2.1.3. Communication of the Child Safe Venue Framework	8
2.1.4. Reporting to the Site Manager and Management Group	8
2.2 Participations & Inclusion of Children and their Caregivers	8
2.2.1 Children's participation & Inclusion	8
2.3 RECRUITMENT & APPOINTMENT OF STAFF	9
2.3.1 Procedures for screening and agreement - Employed Staff	9
2.3.2. Procedure for Contractors	10
2.3.3 Procedure for admission of guests (including those hiring our venue, parent visitors, all other adults who visit when children are on site)	10
2.4 TRAINING & RESOURCING OF STAFF	11
2.4.1 Training	11
2.4.2 Resourcing of Workers	11
2.5 SUPERVISION OF WORKERS	11
2.5.1 Provision of up to Date Documentation to Workers	11
2.5.2 Supporting Staff	12
2.5.3 Codes of Conduct	12
2.6 SAFE ENVIRONMENTS	12
2.6.1 Physically Safe Environments:	13
2.6.2 Emotional Safety	14
2.6.3 Communication with Children	14
2.6.4 Photographs of children and young people	15
2.6.5 Electronic Communication	15
2.7 RESPONDING TO CHILD PROTECTION CONCERNS	16
2.7.1 Child Centred Approach to Reporting	16
2.7.2 Workers will report when as soon as is practicable when	16
2.7.3 How to Report	16
a. Report to your Child Safety Officer	16
b. Child Safety Officer completes internal Venue Child Protection Concerns Record.	16
c. The Child Safety Officer takes appropriate actions (legal, organisational and risk	16
d. Reporting in Relation to Third Parties Using Our Venue e.g. Schools	16
2.7.4 Disclosures - "Dos and Don'ts" – for Workers	17
2.8 RESPONDING TO INCIDENTS & EMERGENCIES	18

2.8.1 Incidents and critical incident response procedures form part of our overall site safety procedures as found in our Occupational Health and Safety and Risk Management Policy and Procedures.	18
2.8.2 The Site Manager will delegate the task of management of incidents and critical incidents to Management Group and or Work Health & Safety Officer.	18
2.8.3 The Management Group and Work Health & Safety Officer is responsible for the implementation of our incident and critical incident procedures.	18
2.8.4 General	18
2.8.5 Specific procedures	18
2.9 WORKPLACE INVESTIGATION	19
2.9.1 Rationale & Principles for the Process	19
2.9.2 Procedure	20
2.9.3 Criminal matters and Government Statutory Reporting	21
2.9.4 Formalisation of Allegation	21
2.9.5 Process Pathway Decision	22
2.9.6 Initial Investigation	22
2.9.7 Further investigation	23
2.9.8 Making Findings Case Response Group	24
2.9.9 Determination of Outcomes	24
2.9.10 Right of Appeal	25
2.10 RECORD KEEPING	26
PART 3. CHILD SAFE VENUE CODES OF CONDUCT	27
RESPONDING TO CODE OF CONDUCT BREACHES	27
3.1 Code of Conduct for Workers	28
3.2 Code of Conduct for Contractors & Venue Guests	30
3.3 Code of Conduct (Acceptable Standards) for Children	30
PART 4. AUSTRALIAN LEGISLATION & GOVERNMENT POLICY RELEVANT TO CHILD PROTECTION	31
Standard 1: Purposes and not-for-profit nature.	35
Standard 2: Accountability to members	35
Standard 3: Compliance with Australian laws.	35
1. ACT WITH REASONABLE CARE AND DILIGENCE	35
2. ACT HONESTLY IN THE BEST INTERESTS OF THE CHARITY AND FOR ITS PURPOSES.	35
3. NOT MISUSE THE POSITION OF RESPONSIBLE PERSON	35
4. NOT TO MISUSE INFORMATION OBTAINED IN PERFORMING DUTIES	35
5. DISCLOSE ANY ACTUAL OR PERCEIVED CONFLICT OF INTEREST	35
6. ENSURE THAT THE CHARITY'S FINANCIAL AFFAIRS ARE MANAGED RESPONSIBLY	35
7. NOT ALLOW A CHARITY TO OPERATE WHILE INSOLVENT	35
PART 5. TERMINOLOGY	39
PART 6. IMPLEMENTATION KIT	44
6.1 CHILD SAFE VENUE POSTER	45
6.2 CHILD SAFE VENUE IMPLEMENTATION & REVIEW CHECKLIST (SAMPLE)	46
6.3 EMPLOYEES DETAILS FORM AND CRIMINAL CHECK DECLARATION	47
6.4 SCREENING CHECK QUESTIONNAIRE FOR EMPLOYEES	49
6.5 SCREENING CHECK QUESTIONNAIRE FOR VOLUNTEERS	50
6.6 SIGN IN FOR CONTRACTORS AND GUESTS	52
6.7 VENUE SAFETY EXPECTATIONS (FOR CONTRACTOR & GUESTS) POSTER	53
6.8 VENUE CHILD PROTECTION CONCERNS RECORD	54
6.9 VENUE CHILD PROTECTION INCIDENT RECORD	55

Introduction: A Commitment to Child Safety

Log Cabin Camp (L.C.C.) is committed to welcoming children and their carer's and providing a 'child-safe' environment, culture and programs for children and other vulnerable people who come to this venue. We see such a commitment as flowing naturally from our vision and mission and desire to operate according to ethical principles for living and to recognising the unique value and potential of every person, regardless of race, age, gender, ability or disability.

- All children who come to Log Cabin Camp have a right to feel and be safe. The welfare of children in our care will always be our first priority. We aim to create and maintain a safe and friendly environment where children are listened to, feel safe, have fun, accept challenges, learn and grow. We recognise the particular need for sensitivity for all children from range of backgrounds. We take into consideration the needs of children with disabilities and seek to include them and make them feel safe and welcome.

The safety and welfare of children in this context may be shared between Log Cabin Camp, guest organisations and the adults supervising the guest group (e.g. teachers or specialists).

The staff of L.C.C. accept the responsibility of providing a safe environment and creating a culture where child safety and well-being is our first priority. This policy was developed in collaboration with our employees and is responsive to the feedback of children who use our services, their parents and carers. It applies to all staff, volunteers, governors, visitors, children and individuals involved in any aspect of the running of Log Cabin Camp.

Part 1. Child Safe Venue Policy

1.1 Purpose

This Policy:

- guides our work in establishing and maintaining child-safe & child-friendly environments.
- 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 Log Cabin Camp fulfil their leadership, 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 Log Cabin Camp including:

- all workers, including paid employees and volunteers (work experience, work placement)
- 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; and
- as specified herein, those who access Log Cabin Camp's site and/or programs (including children and their caregivers).

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 caregivers 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 Log Cabin 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 Log Cabin 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 (Program Coordinator /Site Manager or maintenance) as soon as practicable.

Specific Responsibilities

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

Site Manager	<ul style="list-style-type: none"> • Primary duty of care to ensure so far as is practicable the health and safety of all persons involved in the organisation • Fulfil relevant legislative 'head of organisation roles' in child protection • Ensure disclosures of harm are reported to all relevant regulatory bodies • Monitor workers who they oversee to ensure workers are acting safely and according to policy and procedure • Provide reasonable instruction to workers regarding the provision of child-safe and child-friendly environments • Endorse and assign responsibilities for the management of the Framework • Identify and report all risks and hazards to Health & Safety Officer for treatment
CSO or nominated third-party organisation	<ul style="list-style-type: none"> • Implementation of Child Safe Venue Procedures • Receive reports of incidents &/or concerns of risk of harm in relation to children or workers • Ensure disclosures of harm are reported to all relevant regulatory bodies • Maintain secure records in relation to the Framework
Health & Safety Officer	<ul style="list-style-type: none"> • Write and implement WHS policies, including privacy policy and evacuations procedures • Keep WHS on the agenda at meetings of the Management Group • Receive notifications of hazards / incidents such as serious events and dangerous incidents from workers and visitors • Notify incidents such as serious events and dangerous incidents within a prescribed period to the appropriate office holder/s e.g. board • Address health and safety concerns within reasonable time frame • Undertake a site safety environment audit of the venue at least twice a year
Management Group	<ul style="list-style-type: none"> • Maintain a positive, child-safe and child-friendly culture • Overall responsibility for implementation of the Framework • Report to Child Safety Officer any suspicions of, allegations, incident or potential breaches of the relevant code of conduct • Regular reporting to Site Manager in relation to implementation of the Framework • Monitor and review the implementation of the Framework
Program Coordinator	<ul style="list-style-type: none"> • Implementation of Child Safe Venue Policy & Procedures • Monitor workers who they oversee to ensure workers are acting safely and according to policy and procedure • Provide reasonable instruction to workers regarding the provision of child-safe and child-friendly environments. • Report to Child Safety Officer any suspicions of, allegations, incident or potential breaches of the relevant code of conduct • Identify and report all risks and hazards to relevant officer holder for treatment
Staff (paid, volunteer and work placement)	<ul style="list-style-type: none"> • Implementation of Child Safe Venue Policy & Procedures • Report to Child Safety Officer any suspicions, allegations, incident or potential breaches of the relevant code of conduct

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

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:

<ul style="list-style-type: none"> Child Safe Venue Framework implementation procedure 	<ul style="list-style-type: none"> Participation & inclusion of children and their caregivers
<ul style="list-style-type: none"> Recruitment & appointment of workers 	<ul style="list-style-type: none"> Training & resourcing of staff
<ul style="list-style-type: none"> Supervision of staff 	<ul style="list-style-type: none"> Responding to child protection concerns
<ul style="list-style-type: none"> Safe environments 	<ul style="list-style-type: none"> Record keeping
<ul style="list-style-type: none"> Responding to incidents & emergencies 	<ul style="list-style-type: none"> Workplace investigation procedure

1.6 Definitions & Terminology (see Framework Part 5)

Please refer to the Child Safe 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 (the safeguarding children and young people framework Part 6) in **2020**
- It was approved by the Site Manager of Log Cabin Camp and adopted for use by Log Cabin Camp on **21/06/2020**.
- The child protection policy and procedures will be reviewed at least every 2 years, or as often as necessary in order to remain compliant with new legislation.
- Any proposed changes will be submitted to the management team of Log Cabin Camp for approval at a properly convened meeting for approval before being adopted and implemented.

The review will be presented to Management for amendment of the Framework as deemed appropriate for the protection and safety of children (Part 6 – Form 6.2). Child Safe Venue Framework implementation and review checklist).

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 caregivers
- 2.3 Recruitment & appointment of staff
- 2.4 Training & resourcing of staff
- 2.5 Supervision of staff
- 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 a to Framework positions, and mechanisms for program approval, communication, reporting, review and improvement of the Framework.

2.1.1. Appointment of Child Safe Venue Personnel

Management 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:

- Site Manager
- Health & Safety Officer/Team
- Management group
- Child Safety Officer
- Program Coordinator

Role descriptions for these roles can be requested from the office as required. The Camp Host and Site Manager will adequately communicate the names of the persons holding these roles to all staff and guests at Log Cabin Camp (**Part 6 Form 6.6 - Child Safe Venues poster**).

2.1.2 Approving Programs and Camps

The Office Team with assistance of the Program Coordinator will ensure that, prior to commencement, a written approval for all programs and events of Log Cabin 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.

2.1.3. 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.logcabincamp.com.au".

We will communicate targeted, relevant, and specific information about our Child Safe Framework to all persons associated with Log Cabin 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.

2.1.4. Reporting to the Site Manager and Management Group

The Management Group will have a set agenda item for reporting on child safety at all half yearly meetings or any extra meetings. The Management Group will have set agenda item for reporting on child safety at each meeting.

The Program Coordinator and office assistant and Health & Safety Officer/Team will report twice a year or as needed to the Management Group as to the implementation of the Child Safe Venue Procedures.

2.2 Participations & Inclusion of Children and their Caregivers

The Child Safe Venue Framework Procedure for participation and inclusion of children and their caregivers 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 caregivers 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 caregivers 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 Coordinator 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.
- c. The Management Group will provide information, including age appropriate signage, in relation to safety.
- d. The Management Group will take steps to respect and promote the cultural identity of children, through engagement with the children and their care-givers in relation to taboos, symbols and activities that are important to the children's cultural heritage, as is practicable given the nature of the program.

2.3 Recruitment & Appointment of Staff

Log Cabin Camp seeks to attract and retain the best staff.

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

All completed recruitment and screening documentation will be stored securely, and successful applicant documentation will be held on personnel files for a minimum of 15 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 & management
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 Procedures for screening and agreement - Employed Staff

a. Prior to Recruitment and Screening

- When a vacancy occurs, the relevant office holder in the management of L.C.C. will take the opportunity to review the position description for the role to ensure it is still meeting the needs of the Camp.
- 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 Log Cabin Camp.
- 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 employees (Part 6 Form 6.3).
- Provide registration details for the relevant state-based Working With Children Check.
- 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 for Employees and the Procedures as they relate to their role.

2.3.2. 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. This will be supplied at the office upon sign in.

c. Management on Site – casual once of contractors

- The Management Group will ensure that adequate notice is given to group leaders and program/camp participants of areas that will be off limits while a contractor is working in that area. Fences and barriers will also be in place to keep patrons safe
- In the event of a contractor e.g. not having a WWCC a L.C.C. staff will provide constant supervision whilst on site.

d. Management on Site – regular contractors

- If the contractor needs to be a regular service they will need to obtain a WWCC and supply the camp with a copy and sign that they have acknowledged and will comply with the Code of Conduct for Contractors whilst working on site.

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

a. Pre- Camp

- Group leaders to read and agree to hire agreement

b. Sign in Requirements

- Those who aren't part of the hire group and are visiting the camp must report to the office and sign in.

c. Management on Site

- All guests briefed on site by L.C.C. staff to the rules and expectations during their stay
- The management will ensure support for the hire group and inform of numbers and personnel to contact when needed

2.4 Training & Resourcing of Staff

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 staff;

2.4.1 Training

a. Induction Training

All staff 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. Management 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 activities that are programmed.
- c. Workers will report to the Management Group or Site Manager for any 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;

Management 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 staff have access to the current version of our Child Safe Venue Framework Policy & Procedures and relevant code of conduct.

2.5.2 Supporting Staff

- The Management Group will communicate the types of formal or informal support mechanisms available to staff, 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, etc).

2.5.3 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 staff.
- To detail the standards of conduct expected by various persons associated with Log Cabin Camp in relation to the performance of their duties and their behaviours.

b. We have Three Role Specific Codes of Conduct:

- Venue workers including staff (paid employees), volunteer workers, 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 physical and emotional environments are safe and safe practices are in place to run the program/camp, where all foreseeable risks and hazards are identified, assessed and managed. When implementing procedures, consideration should be given to the participants' age, ability, and cultural backgrounds where some activities or situations present more inherent risks than others.

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. Management will delegate the task of management of site and program risks to the relevant venue workers responsible for **risk management** (safe environments)
3. The Site Manager and or Work Health & Safety Officer is responsible for the identification, assessment, management of all site and program risks, and the reporting and addressing of incidents.

2.6.1 Physically Safe Environments:

The Site Manager and Work Health & Safety Officer will:

- Ensure safety checks done of area, with an annual inspection by outside contractors as needed
- Apply hierarchy of control measures where hazards are identified, and control measure communicated with all worker and program participants
- Our Child Safe Venue Framework procedures for safe environments (herein) form part of our overall site safety procedures as found in our OH and S Policy and procedures.

i. First aid

- At least one paid worker will hold a current first aid certificate, and there will be a suitably qualified first aid person on site at all programs 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 vehicles, with an appropriately screened and licenced driver).
- 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 licence, 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. These will be available posted on the wall in our kitchen or food preparation area.
- We will ensure that we meet local requirements in relation to food storage, handling.
- In regard to allergy and food requirements and child safety measures, these are contained in the hire agreement paperwork.

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.
- Staff to child ratios 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 to 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 supply more staff 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 one L.C.C. staff member and one supervising adult staff of the hire group (over 18 years) present (on-site) for all programs requiring activity instructors. We will also ensure the appropriate ratio of staff to participants for all activities.
- 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 with the group.
- Whenever possible co-ed programs will have both male and female staff to provide support for both boys and girls.
- We have safe sleeping arrangements for overnight programs. We acknowledge that it is not advisable that staff, teacher or group leaders 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. Teachers and group leaders should be sleeping in a designated cabin nearby. This practice also avoids the possibility of false accusations of abuse by a child towards teachers and group leaders.
- On certain occasions two supervising adults may sleep in a cabin with young campers and this is deemed appropriate.

2.6.2 Emotional Safety

Respecting the Needs of the Individual Child

- 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. In these situations, they will ask the program participant or their family, prior to asking them to take part.

2.6.3 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.

- v. Boundary Setting (Establish of Program 'Rules') and Discipline
 - o Program Coordinator / leaders will communicate prior to the program or event of the expectations in relation to behaviour of participants.
 - o Program Coordinator/leaders will engage children (participants) in a time of establishing boundaries in relation to acceptable behaviours for the program.
 - o Staff will not engage in physical discipline of a child.

2.6.4 Photographs of children and young people

- i. As is stated in Under these guidelines participants are to be photographed by a leader while involved in our activities only if:
- ii. A member of Log Cabin Camp has granted prior and specific approval and with consent from teacher/ group leader
- iii. The context is directly related to participation in our activities
- iv. The image is taken in the presence of
- v. The child is appropriately dressed and posed
- vi. The participant's parent(s)/guardian sanctions this. Images are not to be distributed (including as an attachment to an email) to anyone outside Log Cabin Camp other than the child photographed or their parent, without the parent and organisation's knowledge and approval.
- vii. Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others. Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required. Images are not to be exhibited on the Log Cabin Camp website without parental knowledge and approval, or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental. Specific approval for photographs is to be determined on the release and disclaimer form that must be signed by parents/guardians prior to the start of any activity

2.6.5 Electronic Communication

We acknowledge that the use of electronic media for communication is part of everyday life, however, electronic communication with children and young people is not a requirement of any role at Log Cabin Camp.

- Management and employees should not engage in electronic communications personally with any child or young person.
- Personal interaction through social media outside of work hours is inappropriate and discouraged with any child or young person on any camp program.

*If the employee has a relationship and knows the family of the child through family relationship connections or needs for duties required in another organisation (e.g. youth group, sporting club, community group etc) this is an exception.

- Approved social media posts and respectful and encouraging comments and on the Log Cabin Camp Facebook page and Instagram page are allowed for management and the social media management team.

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 Centred Approach to Reporting

We commit to a child focussed 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 of children is at risk of any form of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial exploitation 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.

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

- Completing any reporting to Government Child Protection Agencies.
- 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. The Child Safety Officer will also report the matter according to our procedures.

2.7.4 Disclosures - “Dos and Don’ts” – for Workers

Do:

- Listen ... do not add anything to what the child says.
- 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 Occupational Health and Safety and Risk Management Policy and Procedures.

- 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 Site Manager will delegate the task of management of incidents and critical incidents to Management Group and or Work Health & Safety Officer.

2.8.3 The Management Group and Work Health & Safety Officer 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 (Sourced from office).
- 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

- Emergency Management Plan

Note: This is not an exhaustive list. This section will be updated as needed to ensure all foreseeable incidents which are serious have been reviewed and reviewed/ new control measures are put in place.

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 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 staff 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 by the Child Safety Officer, 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 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:

The Site Manager (see page 15 under *Formalisation of allegation*) 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. With any report to the management team, the CSO (Child Safety Officer) or third party organisation 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 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.
 - o 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)
 - o Where there is a conflict of interest or the CSO is unavailable to triage an allegation the Workplace Health and Safety Officer, 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.

b. Risk Assessment and Management of the Situation

- iii. 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

1. Appointment of CSO (Child Safety Officer). If the matter, after triage, is not deemed by the CSO to be a police and/or government agency matter (child protection), or when the police/criminal justice process has concluded, CSO will oversee the process with assistance from an authorised third party.

e.g. The Orange Door - Department of Health and Human Service or Bec Fox consultancy.

2. The CSO and management group will offer support person/s to all person/s bringing allegations and offer counselling through an appropriate third-party organisation.
3. It will be suggested that the support person is not a relative.
4. Further risk management steps implemented
5. The CSO will at this time discuss with the Management group 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.
6. CSO appropriate third-party organisation or 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 CSO or appropriate third-party organisation will consider the formalised allegation material and make a process decision:
- b. If the CSO or appropriate third-party organisation 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 management group of this decision who will in turn inform all parties of this decision.
- c. If the matter is deemed by the CSO or appropriate third-party organisation 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 CSO or appropriate third-party organisation will be asked to continue with this investigation process.

2.9.6 Initial Investigation

- a. The CSO or appropriate third-party organisation to undertake initial investigation
- b. Where they are not already aware of the allegation/s the PSOA (Person suspected of allegation/s) will be contacted by Management or CSO, 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 CSO 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. Counselling and support will be offered to the PSOA by the man. The 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 CSO 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 CSO or authorised third party consider the case and refer the matter to the site manager (Steps 7 & 8).

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 CSO or third party organisation 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 CSO or third-party assisting organisation will appoint an appropriately experienced external investigator to make an assessment of the facts and to then provide a Case Report to the management group. The CSO or appropriate third-party organisation 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 a 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 CSO or third-party organisation. The investigator shall present the evidence, examine the areas of dispute and provide conclusions to the CSO or third-party organisation 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 CSO management or third-party organisation.

2.9.8 Making Findings Case Response Group

a. Undisputed matters – referral to Management

- i. In undisputed matters the CSO or third-party organisation will provide a Case Report to management for determination of outcomes (Step 8). The CSO or third-party organisation 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 CSO or appropriate third-party organisation.
- ii. The CSO or appropriate third-party organisation 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 CSO or third-party organisation 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 CSO or third-party organisation will make its final decision/s.
- v. The final decision of the CSO or third-party organisation including reasons for the decision, ie the facts, and any mitigating circumstances, will be provided to the business manager. The CSO or third-party organisation may provide the Head of Organisation/management group 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 manager. Recommendations provided by the CSO or third-party organisation must be appropriate given all the known circumstances of the case.

2.9.9 Determination of Outcomes

The CSO (Child Safety Officer) or appropriate third-party organisation will provide their findings to the Head of Organisation/management group for determination in the matter.

Management will take into consideration the findings of the CSO or third-party organisation 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 (family members and those assisting and supporting the person suspected of abuse).

Step 8a - Outcomes for PSOA

- 8a.1 Where the CSO or appropriate third-party organisation 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 CSO or third-party organisation 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 CSO or third-party organisation 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 Management group.

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

- 8b.1 In the event that the CSO or third-party organisation are satisfied with 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 Organisation/management group. The appeal will be a paper review of the process by a suitably qualified person. The decision of management 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. Management will delegate the task of adequate documentation and secure storage of all records to the office manager and office assistant.
3. The site manager, office team and program coordinator are 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 camp host or program coordinator 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 office manager and office assistant.
7. Child protection reports, incident reports and records including all documentation as part of our Child Safe Venue Procedures will be securely stored electronically in the Office. These records will be kept permanently.

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 Log Cabin Camp.

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

- 3.1 Code of conduct for workers (paid staff, volunteers, casual workers and Governance Boards)
- 3.2 Code of conduct for contractors & venue guests (all casual contractors, guests on site)
- 3.3 Code of conduct (acceptable standards) for children

Responding to Code of Conduct Breaches

- Minor: 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 (e.g. counselling). In some case's 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. 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 workplace 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.

3.1 Code of Conduct for Workers

We expect all our workers (i.e. staff - paid or 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 roles, duties, values, and mission of Log Cabin Camp.
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 Site 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 workplace 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. 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.
21. Not assist children to do things of a personal nature they can do themselves.
22. Not use physical means to control, discipline or punish a child, unless restraint is necessary to protect a child from hurting themselves or others.
23. 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 staff member of Log Cabin Camp I, _____,
agree to uphold the standards of behaviour in this code of conduct for staff.

SIGNED: _____

DATED: _____

3.2 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. Provide aa copy of and maintain a current Working With Children's check.
3. Take all reasonable care for their own health and safety.
4. Take responsible care that their actions do not adversely affect the health and safety of others at our venue.
5. Comply with all reasonable instructions from venue managers.
6. Comply with relevant employment, usage, guest conditions as communicated.
7. Report all child protection concerns immediately to the Child Safety Officer or Site Manager as soon as practicable.
8. Report all incidents or hazards to the Health and Safety Officer or Site Manager as soon as practicable.
9. Use contractor toilet at the front of the Main Hall.

This set of behavioural expectations will be communicated in signage and on sign-in forms for contractors.

3.3 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 years). 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

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 **21 July 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) i.e. 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
National Framework for Protecting Australia's Children 2009 - 2020	<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">• children live in safe and supportive families and communities,• children and families access adequate support to promote safety and intervene early,• risk factors for child abuse and neglect are addressed,• children who have been abused or neglected receive the support and care they need for their safety and wellbeing,• indigenous children are supported and safe in their families and communities,• child sexual abuse and exploitation is prevented, and survivors receive adequate support.

Document or Resource	Notes
<p data-bbox="197 241 533 309">National Principles for Child Safe Organisations</p> 	<p data-bbox="660 241 1490 421">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="660 443 1437 510">The National Office for Child Safety was established in response to the Royal Commission</p> <p data-bbox="660 533 1506 701">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="612 719 1497 786">creates an environment where children's safety and wellbeing is the centre of thought, values and actions <li data-bbox="612 801 1533 835">places emphasis on genuine engagement with, and valuing of children <li data-bbox="612 853 1497 920">creates conditions that reduce the likelihood of harm to children and young people <li data-bbox="612 936 1513 1014">creates conditions that increase the likelihood of identifying any harm responds to any concerns, disclosures, allegations or suspicions

Document or Resource	Further Information
Australian Human Rights Commission Act 1986	https://www.humanrights.gov.au/our-work/commission-general/publications
Disability Discrimination Act 1992	https://www.humanrights.gov.au/our-work/disability-rights/publications/disability-discrimination-act-1992-easy-read
Workplace Gender Equality Act 2012	https://www.dss.gov.au/sites/default/files/documents/11_2012/factsheet_and_guide_to_the_workplace_gender_equality_act_2012.pdf
Racial Discrimination Act 1975	https://www.humanrights.gov.au/our-work/employers/racial-discrimination-and-racism-it-stops-me-community-service
Family Law Act, 1975	https://www.afp.gov.au/what-we-do/crime-types/family-law-kit
Sex Discrimination Act 1984 Australian Human Rights Commission Act 1986	https://www.humanrights.gov.au/our-work/sex-discrimination/publications/guide-to-the-sex-discrimination-act
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]	https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx

Document or Resource	Notes	
<p>Australian Charities and Not for Profits Commission (ACNC) Governance Standards</p>	<p>Standard 1: Purposes and not-for-profit nature.</p> <p>Standard 2: Accountability to members</p> <p>Standard 3: Compliance with Australian laws.</p> <p>Standard 4: Suitability of Responsible Persons</p> <p>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"> 1. Act with reasonable care and diligence 2. Act honestly in the best interests of the charity and for its purposes. 3. Not misuse the position of responsible person 4. Not to misuse information obtained in performing duties 5. Disclose any actual or perceived conflict of interest 6. Ensure that the charity's financial affairs are managed responsibly 7. Not allow a charity to operate while insolvent 	

Document or Resource	Notes
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>
Children Well-being and Safety Act 2005 – Part 5A Reportable Conduct Scheme; Part 6 Child Safety Standards.	http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store,6000A3571/AEC2C69107CDD517CA25814D007E870B/\$FILE/05-83aa021%20a
<i>Children, Youth and Families Act 2005</i>	<p>Statutory Body:</p> <p>Relevant Legislation sections:</p> <p>What to report – s. 162</p> <p>Who are Mandatory reporters? – s. 182, 184</p>
Working with Children Act 2005	https://www.workingwithchildren.vic.gov.au

Document or Resource	Notes
Charter of Human Rights and Responsibilities Act 2006 - Protection of families and children	https://www.ombudsman.vic.gov.au/Fact-Sheets/For-Complainants/Fact-Sheets/responsi
The Commission for Children and Young People Act 2012	http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.ns3be/C1A5C9B2974C239DCA257AD80013AA39/\$FILE/12-079abookmarked.pdf
Wrongs Amendment (Organisational Child Abuse) Bill 2016	http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.ns90cd/F96521474C55B5CBCA2580F0001CD182/\$FILE/17-012aa%20authorised.
Betrayal of Trust legislation	<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</p>

	police if they know or believe that a child has been sexually abused	
--	--	--

Document or Resource	Notes
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.
The Victorian Child Safe Standards	<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>

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.

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).

Child Safety Officer: Experience/ qualified person appointed to manage child safety matters at Log Cabin Camp.

Child Safe Venue:

A place where the standards for child safe institution have been adopted, are actively implemented. 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)

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 camps at Log Cabin Camp

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

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 are 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,

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, and emotional. 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*

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 Safe Venue poster

6.2 Child Safe Venue Framework Implementation review checklist

6.3 Employee Details Form and Criminal Declaration

6.4 Screening Check Questionnaire for Employees

6.5 Screening Check Questionnaire for Volunteers

6.6 Venue safety expectations (for contractor & Visitors)

6.7 Venue Safety Expectation Poster

6.8 Venue Child Protection Concerns Record

6.9 Venue Child Protection Incident Record

6.1 Child Safe Venue Poster

This is a safe place for everyone

We...

Respect each other

Care for each others safety



Report any concerns about people's safety

Name of our child safety person: Grant Laidlaw

Report Hazards to: 0400 865 047

If you have any concerns about abuse call:

DHHS Child Protection West Division Rural and regional Contact - 1800 075 599



6.2 Child Safe Venue Implementation & Review Checklist (SAMPLE)

Implementation of Policy/Procedure			
1 Child Safe Venue Framework Policy			
2.1 Child Safe Venue Framework implementation procedure			
2.2 Participation & inclusion of children and their caregivers			
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			
Appointment / Induction to Roles			
Head of Agency/Organisation			
Child Safety Officer/Team			
Site Manager			
Program Director/s			
Management Group			
Health & Safety Officer/Team			
Team Members			
Communication with stakeholders			

6.3 . Employees Details form and Criminal Check Declaration

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 working for Log Cabin Camp? **Yes / No**
2. If you answered yes to the above question please list any medical conditions that may effect you while carrying out workplace duties.

Is there any other allergies or medications we need to be aware of? If so, please list below.

Privacy Statement

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

Signature

Date

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

6.4 Screening Check Questionnaire for Employees

Questionnaire

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.

Please Place X in Appropriate Column	Yes	No
1. Have you ever had an accreditation to work with children refused, suspended, or withdrawn in Australia or any other country?		
2. 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?		
3. 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?		
4. 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?		
5. 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?		
6. 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?		
7. Have there been written complaints against you that did not result in discipline?		
8. Have you ever had a civil suit brought against you arising out of alleged professional misconduct, or is any such pending?		
9. Have you ever been convicted of a criminal offence?		
10. Have you ever been charged with an offence relating to sexual misconduct? Sexual misconduct includes: an offence related to pornography or public indecency (e.g., indecent exposure).		
11. Have you ever been charged with an offence related to sexual harassment?		
12. Have you ever been charged with an offence under the taxation or other revenue laws?		
13. Has your driver's licence ever been revoked or suspended?		
14. 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?		
15. Have you ever been the subject of a complaint about a breach of confidentiality?		
16. 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?		

Notes, Comments or elaborations: (Add extra page if needed)

6.5 Screening Check Questionnaire for Volunteers

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 L.C.C.? **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

Referees	Please supply the name, addresses (postal and email) and phone numbers 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 Employer (or teacher if no work history)	
Referee 2 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 (WWCC 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.

We ask all Contractors and Venue Visitors to:

In performing tasks on site, I agree to:

- I declare that I have not:**

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

[illegible]

6.7 Venue safety Expectations (for Contractor & Guests) Poster

Our Venue is a safe place for everyone



We...

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

6.8 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.

Time and date of the incident or recording

Date

Time

Signature

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

6.9 Venue Child Protection Incident Record

This form is to be used for the Formal Incident reporting regarding discrimination, harassment (including sexual harassment) vilification, victimisation or bullying observed or reported to a child or young person whilst in the care or on the property of Log Cabin Camp

The completed form should be given to the Child Safety Officer. * Add extra pages as needed

Date: ____ / ____ / ____ . Time: ____ of the incident record.

Name _____ of _____ person _____ filling _____ in _____ this _____ form

Role/Position _____

Contact Number: _____ Email Address _____

Address: _____

Person Making an Allegation (of misconduct, reportable conduct, or abuse) Details

Name: _____ Age: _____

Parent or guardian Name: _____ : Contact
No: _____

Email _____ Address _____

Incident Details

Date: ____ / ____ / ____ Time of incident: _____

Name of offending person: _____

Description _____ of _____ Incident _____

What _____ was _____ your _____ response?

Where did the event take place?

Were _____ there _____ any _____ witnesses? _____ If _____ so, _____ provide _____ name(s)

Was _____ this _____ a _____ once-off _____ or _____ repeated _____ offense?

Date/s: and times (even approximate) of the alleged behaviour.

Date: __/__/__. Time: __/__/__. Date: __/__/__. Time: __/__/__.

Date: __/__/__. Time: __/__/__.

Name of Incident Reporter: _____. Date: __/__/__. Time: __: __.

Signature

This confidential record is kept in accordance with privacy legislation.