



**AUSCAMP CHILD SAFETY HANDBOOK,  
POLICEIES, PLANS AND PRODCURES**



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## Definitions (To assist with interpretation of these policies)

**Auscamp** – Refers to all entities, activities and services provided by the Auscamp group. The Auscamp group includes Auscamp adventures, Charnwood outdoor centre, Nillahcootie camp, Anglesea Valley lodge, Anglesea Farm, Ionic Programs, Mt Buller Alpine Lodge. (Required to read, acknowledge and sign Auscamp child safe policies)

**Management/Board /Directors** – Auscamp (82059945005) provides overriding management for Auscamp group. Management is divided into areas of responsibility which include the following:

**Senior Management/Board** – This is the director(s), business manager and any other co-opted member. (Required to read, acknowledge and sign Auscamp child safe policies)

**Operations Management** – a Representative of senior management/board, general manager, and specific area managers e.g., Logistic/ Equipment manager (Required to read, acknowledge and sign Auscamp child safe policies)

**Program manager and staff** – Staff employed to deliver the programs in direct and indirect contact roles (Required to read, acknowledge and sign Auscamp child safe policies)

**Support staff** – Staff involved in supporting programs through administration, maintenance and cleaning, these staff have minimal direct contact with our client groups (Required to read, acknowledge and sign Auscamp child safe policies)

**Contractors** – This can include those who provide service to a program and those who provide service to the maintenance of the site (Not required to read, acknowledge and sign Auscamp child safe policies, however where the contractor is providing direct services to our program eg bike guide, the above is required. Where they are involved in maintenance eg Plumbing, the contractor will be supervised or will have completed the documentation, a record of contractors on site will be kept)

## Child Safety Recruitment and Induction Policy

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| <b>Introduction</b>       | <p>The Victorian Child Safe Standards require Auscamp to have recruitment and screening practices that reduce the risk of child abuse. As part of Auscamp commitment to Child Safety, appropriate and thorough procedures are in place to make every effort to protect children from harm. Robust recruitment processes help ensure the best applicants are employed in all positions.</p> <p>From advertising through to conducting interviews and checking the background of applicants, it is important that each step is done consistently and thoroughly.</p>  |
| <b>Expiry Date</b>        | This document will be reviewed every 2 years or as required to reflect changes in business practice or legislation. The next review date is January 2025  |
| <b>Who/Eligibility</b>    | This policy applies to all newly recruited and current employees  |
| <b>Policy Objectives</b>  | <ul style="list-style-type: none"> <li>• To make every effort to keep children safe from harm</li> <li>• To ensure Auscamp employs people suitably qualified and appropriate to work with children</li> <li>• Ensure Auscamp complies with all relevant laws and legislation</li> </ul>   |
| <b>Processes</b>          | The following processes will be applied to the recruitment, selection, employment then induction of all Auscamp staff.  |
| <b>Selection criteria</b> | <p>Each position within Auscamp will have in place a Position Description or Guide signed off by the General Manager and/or CEO. The Position Description or Employment Guide will contain specific and or general selection criteria for the position which will include suitable statements about working with children.</p> <p>This is a valuable first step to reducing the risk of appointing someone who poses a child safety risk.</p> <p>Examples of appropriate selection criteria may include but not limited to:</p> <p style="text-align: center;"><i>‘Must have experience working with children.’</i></p> <p style="text-align: center;"><i>‘Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.’</i></p> |

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|                           | <p><i>‘Do you have demonstrated ability to work with children from culturally and/or linguistically diverse backgrounds and/or Aboriginal heritage?’</i></p>  |
| <p><b>Advertising</b></p> | <p>In an effort to deter would-be offenders, Auscamp advertisements will, where appropriate include statements that promote the safety, participation and empowerment of all children, including those with a disability and those from aboriginal and culturally and/or linguistically diverse backgrounds.</p> <p>Appropriate wording includes:</p> <p><i>‘Auscamp promotes the safety, wellbeing and inclusion of all children, including those with a disability’.</i></p> <p><i>and</i></p> <p><i>‘Auscamp promotes the safety and wellbeing of children from aboriginal and culturally and/or linguistically diverse backgrounds, and encourages applications from people from aboriginal or culturally and/or linguistically diverse background’</i></p>   |
| <p><b>Interviews</b></p>  | <p>Under the guidance of the General Manager and/or CEO an interview panel may be formed to ensure the right mix of experience and skills to assess potential employees</p> <p>Behavioural-based questioning will be included to give insight into the applicant’s values, attitudes and understanding of professional boundaries and accountability.</p> <p>For roles working directly with children some examples of questions may include:</p> <p><i>‘Tell us about why you want to work with children?’</i></p> <p><i>‘Describe a time when you had to manage a child whose behaviour you found challenging?’</i></p> <p><i>‘Tell us about a time when you had to comfort a distressed child?’</i></p> <p>For support role positions that may involve working in the vicinity of or around children it is important that the expectations with regard to Child Safety are clearly outlined and understood.</p> <p>Interviewers are expected to probe for more information if the applicant does not provide sufficient information in his or her responses.</p> |

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| <p><b>Pre-employment screening</b></p> | <p>Auscamp will screen all potential employees to prevent people who may abuse children from entering our organisation.</p> <p><b>Criminal History</b><br/>         Within the interview process the panel will ask the applicant if they have any criminal convictions, formal disciplinary action taken against them, or any finding of improper or unprofessional conduct. A Police Records check may be required at the discretion of the General Manager and/or CEO.</p> <p><b>Working with Children Check</b><br/>         Under the <i>Working with Children Act 2005</i>, people who are doing child-related work, and who are not exempt need a Working with Children Check. This applies to both paid and volunteer workers. Full details of the <a href="#">Working with Children Check process</a> can be found on the Working with Children website &lt;<a href="http://www.workingwithchildren.vic.gov.au">www.workingwithchildren.vic.gov.au</a>&gt;.</p> <p>Every prospective employee or volunteer must provide either:</p> <ul style="list-style-type: none"> <li>• A valid WWCC (Auscamp staff will check that it is valid via <a href="https://www.workingwithchildren.vic.gov.au/about-the-check/resources/status-checker">https://www.workingwithchildren.vic.gov.au/about-the-check/resources/status-checker</a> )</li> <li>or</li> <li>• evidence that they have applied for a Working with Children Check</li> <li>or</li> <li>• proof of their exempt status (e.g. VIT registration)</li> </ul> <p>Auscamp HR will maintain a register of all staff and volunteers including the currency and renewal details of their WWCC.</p> <p><b>Referee checks</b><br/>         For applicants unknown to Auscamp, at least two professional referees will be contacted to gain insight into the applicant’s character and skills. Whenever possible referees who have knowledge about the applicant skills and suitability to work with children should be contacted.</p> <p>When speaking with the referees, Auscamp will seek to establish the referee’s relationship with the applicant, including:</p> <ul style="list-style-type: none"> <li>• how long the applicant and referee worked together</li> <li>• the specifics of the position</li> <li>• the applicant’s perceived strengths and weaknesses</li> <li>• whether the referee would hire the person again</li> <li>• their suitability to work with or around children</li> <li>• whether they have any concerns about the applicant working with children or of a general nature.</li> </ul> |
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|   | <p>Referees may not feel comfortable discussing some of these topics so it may be necessary to explain that Child Safety is a matter Auscamp takes seriously. In this matter note the manner in which the referee responds</p>   |
| <p><b>Probation periods</b></p>         | <p>Probation periods of six months will be applied in accordance with the Fair Work act.</p> <p>If a manager has any concerns about the person working with children within the probationary period these must be raised with the General Manager and/or CEO.</p> <p>Where there are concerns consideration of additional training, closer supervision should be put in place.</p> <p>In accordance with our general employment processes, regular reviews should be undertaken.</p> <p>Where it is believed that the employee is not suited to a role working with or in the vicinity of children then the probation period should not be continued.</p> <p>In a case where there are serious concerns or breaches with regard to Child Safety issues the requirements under mandatory reporting should be invoked. If this occurs employment in any role where contact with children could occur must cease.</p> |
| <p><b>Induction and Supervision</b></p> | <p>All employees must be fully briefed on all Auscamp Child Safe Policies and Procedures prior to or immediately after commencement. Briefings should occur before any unsupervised work with or in the vicinity of children takes place.</p> <p>Sign off on the Auscamp Child Safe Policy, Child Safe Code of Conduct and Child Safe Incident Reporting Policy is mandatory. Signed copies must be lodged with the Office to be placed on the employee file.</p> <p>All new employees will work under supervision for a suitable initial period.</p>  |
| <p><b>Responsibilities</b></p>          | <p><b>Manager</b></p> <ul style="list-style-type: none"> <li>• Follow all procedures as detailed in this policy</li> <li>• Plan for suitable interview and screening processes</li> <li>• Ensure a suitable position description is approved by the CEO</li> <li>• Make sure all pre commencement steps are followed and suitable documentation is provided to Auscamp</li> <li>• Provide adequate suitable supervision</li> </ul> <p><b>Employees and volunteers</b></p> <ul style="list-style-type: none"> <li>• Complete all necessary steps in a- timely manner</li> <li>• Ensure a full understanding of Child Safe policies and procedures pre-employment</li> </ul>   |



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|   | <ul style="list-style-type: none"><li>• Act with honesty and integrity at all times</li></ul>   |
| <b>Non-conformance with this Policy</b> | <p>Any non-conformance with this Policy may result in disciplinary action for the prospective or current employee</p> <p>In the case of managers any non-conformance in their application and enforcement of the Child Protection policy may result disciplinary action. This extends to failure to act in accordance with reporting requirements..</p> |
| <b>Further information</b>              | <p>All Child Safe policy documents are located in the Knowledgebase Policy folder<br/>Relevant copies will be provided to staff and they will be supplied upon request</p>  |



## AUSCAMP CHILD SAFETY and WELLBEING POLICY

### **Commitment to Child Safety**

At Auscamp we believe all children have the right to feel and be safe and that keeping children safe is everyone's responsibility. Auscamp is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect their lives.

Auscamp seeks to actively promote diversity and tolerance, we respect and listen to the views of all the children and vulnerable people we support. We have zero tolerance for any form of inappropriate behaviour or abuse and any incidents will be treated seriously and consistently through our policies and procedures.

Our aim is to prevent child abuse through identifying risks, and, as soon as possible, taking steps to remove and reduce those risks. We are committed to ensuring the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

### **Purpose**

This Policy outlines how Auscamp prioritises the safety and wellbeing of children and what steps we will take to do this.

### **Scope**

This policy applies to all employees, volunteers, Directors, children and other individuals involved in our organisation. This policy applies to all activities that impact on children and young people conducted by Auscamp.

### **Definitions**

- Leadership Team means the Senior Management (at this stage Director, General Manager and Business Manager.)
- Child abuse is defined in section 3 of the Child Wellbeing and Safety Act 2005 (VIC) as including:
  - any act committed against a child involving a sexual offence or a grooming offence under section 49M(1) of the Crimes Act 1958 (VIC);
  - the infliction of physical violence or serious emotional or psychological harm; and
  - the serious neglect of a child.

Child abuse describes an act or omission which results in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. This can be a single event or a series of traumatic events. Most instances of child abuse fall under the definition of cumulative harm (repeated acts of harm) and multidimensional harm (multiple types of child abuse). Child abuse can be perpetrated by parents, caregivers, other adults, and/or other children and young people. Where sexual abuse is perpetrated by children or young people, it is usually referred to as, 'sexually harmful behaviour'. Child abuse, including child harm and neglect, are commonly divided into the following sub-categories:

- physical abuse;
- emotional abuse;

- neglect;
  - sexual abuse;
  - grooming; and
  - exposure to family violence.
- Harm is damage to the health, safety or wellbeing of a child or young person, including as a result of child abuse by adults or the conduct of other children. It includes physical, emotional, sexual and psychological harm. Harm can arise from a single act or event and can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.
  - A child is defined by the Child Wellbeing and Safety Act 2005 (VIC) as a person who is under the age of 18 years.
  - Concerns and complaints  
A concern refers to any potential issue that could impact negatively on the safety and wellbeing of children.  
A complaint is an expression of dissatisfaction to Auscamp related to one or more of the following:
    - our services or dealings with individuals
    - allegations of abuse or misconduct by a staff member, a volunteer or another individual associated with Auscamp
    - disclosures of abuse or harm made by a child or young person
    - the conduct of a child or young person at Auscamp
    - the inadequate handling of a prior concern
    - general concerns about the safety of a group of children or activity.

### 1. Victorian Child Safe Standards

Auscamp's reflects the 11 Victorian Child Safe Standards. These standards aim to promote the safety of children, prevent child abuse and ensure organisations have effective processes in place to respond to and report all allegations of abuse. They achieve this by driving changes in organisational culture, providing a minimum standard of child safety across all organisations and highlighting that all community members have a role to keep children safe from abuse. The Standards are underpinned by the understanding that all children are vulnerable and that some children are particularly vulnerable. The Child Safe Incident Reporting Policy complements this Policy and aims to proactively mitigate child safety risks by empowering staff and volunteers to respond appropriately to disclosures and report allegations and suspicions of child abuse to the relevant authorities.

### 2. Role of the Auscamp Board and CEO

The Auscamp Board and CEO has the role of making sure Auscamp prioritises children's safety and that action is taken when anyone raises concerns about children's safety.

The Auscamp Board and CEO will champion and model a child safe culture at Auscamp. We encourage anyone involved with the organisation to report a child safety concern. The Auscamp Board and CEO will work to create a positive culture around reporting so that people feel comfortable to raise concerns.

Everyone at Auscamp has a role in identifying and managing risks of child abuse and harm. The Auscamp Board and CEO will make sure that staff and volunteers are conducting risk assessments and taking action to

manage risks in accordance with this policy. They will also ensure that appropriate child safety training for staff and volunteers is identified and completed.

The Auscamp Board and CEO will conduct an annual review in November of each year of how effectively Auscamp is delivering child safety and wellbeing. The input of people involved with Auscamp will be sought as part of this review including parents, children and young people and third party providers.

### 3. Role of Employees / Volunteers / Contractors

Employees, volunteers and contractors will:

- Advocate and promote child rights, empowering and engaging children and young people in support of this policy.
- Maintain a comprehensive understanding of the commitments and expectations of this policy, the Child Safe Code of Conduct, the Child Safe Incident Reporting Policy and other relevant policies and procedures related to safeguarding children and young people.
- Ensure compliance with this policy, fully implementing and adhering to the commitments and expectations
- To undertake any induction and training anticipated in this policy, in relation to policy and procedures relevant to safeguarding children and young people.
- To support a culture of openness, continued improvement and accountability to children and young people by engaging in regular review and discussion of the organisation's policies and practices and providing feedback to support improvement
- To seek guidance from a supervisor if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy.
- To take action to protect children and young people from all forms of abuse and neglect.
- To report any abuse committed by personnel within our organisation or by others.
- To assist in creating and maintaining a child safe culture and a culture of inclusion and safety.

### 4. Children's Empowerment and Participation

Auscamp, our members and constituents work with Victorians of all ages and diverse backgrounds including children. Auscamp works within the Outdoors sector seeks to support and promote what it means to be a child-centred organisation. We actively seek to include children's views and ideas in our organisational planning and delivery of services to children.

We plan those services we provide to children will enable them to develop new relationships, discover a joy for the outdoors and outdoor activity and we encourage children to be supportive of each other. We do not tolerate bullying or abusive behaviour between children and take action if this occurs.

We respect the rights of children and provide them with information about their rights including the right to be safe when participating in Auscamp activities. We actively seek to understand what makes children feel safe in our organisation. We communicate with children about what they can do if they feel unsafe.

Auscamp values the voices of children and will act on safety concerns raised by children or their families.

Auscamp will support children's participation in the following ways:

- Regular discussions with children, including child-led conversations on what makes them feel safe and unsafe.
- Programs will include appropriate briefing and debriefing sessions to gain real time feedback.
- Information provided to children and families about Auscamp operations, staffing and programs are made suitable for different age groups and diversity of the children.

## 5. Families and Communities

Auscamp recognises the important role of families and involves parents and carers when making significant decisions about their child. Parents, families and communities are welcome to provide feedback at any time through our contact email address and are encouraged to raise any concerns they have with us.

Auscamp provides information to families and community about our child safe policies and practices including through:

- publishing this Child Safety and Wellbeing Policy and Code of Conduct on our website
- including information about our child safety approach, our operations and Auscamp Board and management structure on our website
- including articles and information on child safety and wellbeing, and reminders about our policies and procedures, in our newsletter.

## 6. Code of Conduct

Auscamp has a Child Safe Code of Conduct (Appendix 1). Staff, volunteers and the Auscamp Board must comply with the Code of Conduct at all times. Breaches of the Code of Conduct may result in disciplinary action including termination of a person's involvement with the organisation.

All third-party contractors are also expected to abide by the Child Safe Code of Conduct, and where they are engaging with children will have to sign an agreement to comply with the code, prior to delivering any services.

## 7. Creating Culturally Safe Environments for all Aboriginal Children and Their Families

Auscamp is committed to creating environments where Aboriginal culture is celebrated and Aboriginal children, families and community members are welcomed and included. Strategies to embed cultural safety for Aboriginal children include:

- consulting with families and members of the local Aboriginal community to identify opportunities to promote Aboriginal culture and practices in the Auscamp events and programs
- providing opportunities for children to share their cultural identity and express their culture
- supporting children who wish to explore their culture, including consulting with their family and relevant Aboriginal organisations
- providing training for staff and volunteers on the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children
- celebrating NAIDOC Week and acknowledging significant events including National Sorry Day and National Reconciliation Week
- seeking feedback from Aboriginal children, families and communities on their experience at Auscamp, particularly how safe they feel expressing their identity including their culture.

## 8. Valuing Diversity

We value diversity and equity for all children. To achieve this, we will:

- provide training for all Auscamp Board members, staff and volunteers on understanding diversity and how to support inclusion and cultural safety

- welcome and support participation of all children, including children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, LGBTQIA+ children and Aboriginal children and their families
- offer children and families through our enrolment forms the opportunity to provide information about themselves, including any specific needs to participate fully in our programs
- have zero tolerance of racism and other forms of discrimination and take action when discrimination or exclusion is identified
- deliver programming that reflects the diversity of our students, their interests and cultures
- strive to reflect the diversity of our community through representation in our staff and Auscamp Board members
- have a physical and online environment that actively celebrates diversity
- commit to ensuring our facilities and online activities promote inclusion of children of all abilities.

### **9. Recruiting Staff and Volunteers**

Auscamp puts child safety and wellbeing at the centre of recruitment and screening processes for staff and volunteers as outlined in the recruitment and screening policy along with the volunteers induction pack. We only recruit staff and volunteers who are appropriate to engage with children. Members of the Auscamp Board must also be screened.

We require a Working with Children Check, and referee checks for all staff and volunteers who have a role with children or have access to children's personal information. We require staff to have appropriate qualifications for their roles and check to make sure these qualifications are valid. Members of the Auscamp Board must hold a valid Working with Children Check and is required.

### **10. Supporting staff and volunteers**

Auscamp is committed to ensuring that all staff and volunteers receive training to ensure they understand their responsibilities in relation to child safety and to support their engagement with children. Auscamp assists its staff and volunteers to incorporate child safety considerations into decisions and to promote a safe environment where children are empowered to speak up about issues that affect them.

All Auscamp Board members, staff and volunteers are required to complete annual child safety training. Staff and volunteers will receive training and guidance to support their engagement with children and for compliance with our Code of Conduct and Child Safety and Wellbeing Policy.

Issues or concerns about behaviour with children will be raised immediately and addressed in line with our Code of Conduct, incident reporting policy and disciplinary policy.

### **11. Complaints and reporting**

All reports of child abuse and child safety concerns will be treated seriously, whether they are made by an adult or a child and whether they are about the conduct of an adult or a child. All complaints and child safety concerns will be responded to promptly and thoroughly.

Auscamp has a Child Safety Incident Reporting policy and procedure that informs staff and volunteers about how a complaint, report or child safety concern will be responded to. An easy-to-understand complaints information sheet will be provided for children, families and the community to know about the complaint process and the supports available to those making a complaint and those involved in the complaint process. If a complaint includes an allegation or incident of child abuse or harm, then staff and volunteers at Auscamp must report it in accordance with the incident reporting policy. Auscamp staff and volunteers are required to

prioritise children's safety in any response and to report all potentially criminal conduct to Victoria Police. Under the incident reporting and disciplinary policies, staff and volunteers may be subject to actions to support child safety including:

- being stood down during an investigation or terminated following an investigation
- having their duties altered so they do not engage with children at Auscamp
- not allowing unsupervised contact with children at Auscamp
- removing their access to the Auscamp IT system and facilities.

Complaints can be emailed to [ceo@outdoorsvictoria.org.au](mailto:ceo@outdoorsvictoria.org.au) or staff and volunteers can speak with a manager, the CEO or the Auscamp Board Chair.

If there is concern for the immediate safety of a child, immediately call 000.

## 12. Child Safety Person

Auscamp has two child safety persons with responsibility for responding to any child safety related complaints or concerns.

- John Lindros: Director/CEO
- Jordan Wing: General Manager

Child safety persons are identified to children on programs so they know and understand who the appointed officers are, and how and when they may contact them.

If a person does not feel comfortable making a report to a child safety person, they may report their concern to any other person of trust.

## 13. Working with Children Check

The Worker Screening Act 2020 (Vic) aims to protect children from harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body.

The Act aims to prevent those who pose a risk to children from working or volunteering with them. Compulsory WWC checks are required for all staff who have direct contact with children and young people.

To support the Act Auscamp will:

- implementing procedures to ensure that all employees and volunteers required by the Worker Screening Act have a current WWC check
- maintaining a register of employees with a WWC check which includes each employee's:
  - name
  - card number
  - expiry date
- implementing procedures for maintaining the register of employees with a Working with Children Check.

## 14. Register

Auscamp will keep a register listing the relevant details of staff that have obtained a WWC check.

The register will be maintained and will be updated with new WWC checks on an ongoing basis.

### **Conditions**

All employees, contractors and volunteers of Auscamp are responsible for acquiring and maintaining current WWC checks

In the event that an employee commences employment with Auscamp fails to provide proof of their WWCC Card, Auscamp reserves the right to terminate employment without notice

In the event of Auscamp becoming aware of an employee being charged with, convicted of or found guilty of any relevant offences since having provided their last WWCC, Auscamp reserves the right to terminate employment without notice

The cost of Working with Children Check Renewals is the employee's/volunteer's responsibility

Volunteers engaging in work/activities that involve direct contact with children must have their WWCC card on their person at all times. Sufficient notice must be given for volunteers attending camps to obtain a WWC check.

### **Responsibility**

The CEO ensures that this policy is adhered to and on a regular basis will review its administrative compliance systems in relation to Working with Children Checks

All line managers are to ensure that all persons identified in this policy requiring a WWC check must do so.

It is an offence (punishable by up to two years imprisonment and/or a fine) to knowingly engage a person in child-related work without a WWC check.

### **15. Record Keeping**

Auscamp is committed to making and keeping full and accurate records about all child-related complaints or safety concerns.

All child safety complaints, concerns, incidents and near misses will be recorded in the incident reporting system.

Records which may assist with the investigation of a complaint or safety concern will be identified and kept as part of the record of an investigation. Records will be kept even if an investigation does not substantiate a complaint.

We will record and keep the outcome of any investigations, and the resolution of any complaints. This includes findings made, reasons for decisions and actions taken.

Records will be stored securely and kept by Auscamp for at least 45 years.

### **16. Information Sharing**

Auscamp may share relevant information to promote the safety and wellbeing of children, where it is appropriate and in their best interests. Auscamp will keep information about complaints confidential, except where it is necessary to share information to respond properly to a complaint or to prioritise child safety. We may also need to share information about incidents or complaints with external authorities to comply with the law or to prioritise safety. More information is available in our incident reporting policy.

### **17. Risk Management**

We recognise the importance of identifying and managing risks of child harm and abuse in the physical and online environments operated by Auscamp.

We conduct regular risk assessments and have a risk management plan to address the risk of child abuse and harm at Auscamp. The risk management plan will be developed in consultation with our staff and volunteers. We will ensure that any risk controls put in place balance the need to manage harm with the benefits of participating at Auscamp. The Auscamp Board is responsible for approving the risk management plan.

Any contractors or other providers of services will always be supervised by a member of staff while working with us to ensure child safety.

### **18. Non-compliance with this policy and the Code of Conduct**

Auscamp will enforce this policy, the Code of Conduct and any other child safety and wellbeing policies (see list below). Potential breaches by anyone will be investigated and may result in restriction of duties, suspension or termination of employment or engagement or other corrective action. More information can be found in our disciplinary policy.

### **19. Review**

Auscamp will review all child safe practices and policies annually in November for implementation in the following year. We also review relevant practices and policies in response to a child safety incident or 'near miss'. Findings from reviews will be reported to the people involved in our organisation and also inform our approach to continuous improvement of our child safety practices. Reviews are overseen by the Auscamp Board and will be informed by consultation with children, families and staff.

### **20. Supporting documents – Auscamp Child Safety and Wellbeing**

- **System**
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The following policies and procedures work together to support child safety and wellbeing across all of our operations:

- This Child Safety and Wellbeing Policy
- Code of Conduct
- Child Safety Incident Reporting policy
- Recruitment and induction policy
- Disciplinary policy
- Risk management reviews to include reference to these policies
  - Child Safety training not only but including employment induction.

### **21. Supporting legislation**

- Child Wellbeing and Safety Act 2005 (Vic) (including Child Safe Standards)
- Children, Youth and Families Act 2005 (Vic) (including reporting to Child Protection)
- Crimes Act 1958 (Vic) (including Failure to Protect and Failure to Disclose offences)
- Wrongs Act 1958 (Vic) (including Part XIII – Organisational liability for child abuse)



## Child Safe Code of Conduct

### **Purpose, Duties and Obligations**

The purpose of this Code of Conduct is to provide clear guidance regarding expected standards of behaviour. Auscamp staff and volunteers must abide by this Child Safe Code of Conduct to ensure the safety of children. This Code of Conduct is integral in protecting the safety of young people and vulnerable populations.

The Victorian Child Safe Standards require organisations that provide services for children to have a code of conduct that establishes clear expectations for appropriate behaviour with children. This code of conduct helps Auscamp to enforce appropriate behaviour with children in its work and helps protect children from abuse.

### **Scope**

All Auscamp staff and volunteers are required to sign the Code of Conduct and, in doing so, agree to be bound by the standards set out within.

**It is expected that staff and volunteers read and understand Auscamp's Child Safety Policy and Child Safe Reporting Procedure in conjunction with the Code of Conduct.**

Staff and volunteers will abide by the Code of Conduct in all dealings with children and young people. This includes interacting directly with children and young people and/or being made aware of issues concerning children and young people. The scope extends to staff and volunteers in the physical, virtual and online environments.

### **Auscamp Commitment to Child Safety**

Auscamp advocates and supports sustainable and respectful use of the outdoors to provide an outdoor education. Aspects of this work includes supporting others in delivery of services to children as well as direct service delivery and interaction with children by Auscamp employees and volunteers.

At Auscamp we believe all children have the right to feel and be safe and that keeping children safe is everyone's responsibility. Auscamp is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect their lives.

Auscamp seeks to actively promote diversity and tolerance, we respect and listen to the views of all the children and vulnerable people we support. We have zero tolerance for any form of inappropriate behaviour or abuse and any incidents will be treated seriously and consistently through our policies and procedures.

Our aim is to prevent child abuse through identifying risks, and, as soon as possible, taking steps to remove and reduce those risks. We are committed to ensuring the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

## Code of Conduct

### **Auscamp employees and volunteers will:**

- Always act in accordance with Auscamp safety and wellbeing policies and procedures.
- Behave respectfully, courteously, and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety, and wellbeing of all children.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Auscamp's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Auscamp's assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Auscamp's Child Safety Incident Reporting Policy.
- Report all suspected or disclosed child harm or abuse as required by legislation and by Auscamp's Child Safety Incident Reporting Policy.

### **Auscamp employees and volunteers will NOT:**

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to harm a child physically, sexually or emotionally.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children they are working with for a purpose unrelated to Auscamp's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless they are required to do so by Auscamp's policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.



**If I think this Code of Conduct has been breached by another person at Auscamp, I will:**

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager or the Chief Executive Officer or another manager or leader.
- Follow Auscamp’s policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting and with Auscamp’s policy and procedure on internal and external reporting.

**Breaches of the Code**

All Auscamp staff and volunteers who breach this code will be subject to disciplinary action which may include being stood down with, or without pay, and termination. As per Auscamp’s obligations and Child Safe Incident Reporting Policy, Auscamp will conduct an internal investigation and will report serious instances of child abuse to the police and/or DFFH Child Protection.

I have read and understand this Code of Conduct and agree to adhere to this Code of Conduct:

Name: .....

Role with Auscamp:.....

Signature: .....

Date: .....

## Child Safety Incident Reporting Policy

### Purpose

The Victorian Child Safe Standards require organisations that provide services for children to have processes for responding to, and reporting, suspected child abuse within the organisation. The Auscamp Code of Conduct helps Auscamp to enforce appropriate behaviour with children in its work and helps protect children from abuse. All employees and volunteers are bound by the code of conduct:

#### **Auscamp employees and volunteers will:**

- Respond to any concerns or complaints of child harm or abuse promptly and in line with Auscamp's Child Safety Incident Reporting Policy
- Report all suspected or disclosed child harm or abuse as required by legislation and by Auscamp's Child Safety Incident Reporting Policy

#### **Auscamp employees and volunteers will NOT:**

- Ignore or disregard any suspected or disclosed child harm or abuse

This policy and procedure is in place to ensure all Auscamp staff and volunteers know how to identify, and report instances or suspected instances of child abuse.

### Scope

This policy applies to all employees, volunteers, Board members, children and other individuals involved in our organisation. This policy applies to all activities conducted by Auscamp.

### Definitions

Relevant parties must understand the definitions of child abuse and be able to act on this knowledge and report to the relevant authority where required.

Child abuse describes an act or omission which results in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. This can be a single event or a series of traumatic events. Most instances of child abuse fall under the definition of cumulative harm (repeated acts of harm) and multidimensional harm (multiple types of child abuse). Child abuse can be perpetrated by parents, caregivers, other adults, and/or other children and young people. Where sexual abuse is perpetrated by children or young people, it is usually referred to as, 'sexually harmful behaviour'. Child abuse, including child harm and neglect, are commonly divided into the following sub-categories:

- physical abuse;
- emotional abuse;

- neglect;
- sexual abuse;
- grooming; and
- exposure to family violence.

- 

### **Physical Abuse**

Physical abuse can consist of any non-accidental infliction of physical violence on a child by any person. Examples of physical abuse may include beating, shaking, burning, assault with implements and female genital mutilation.

### **Emotional Abuse**

Emotional child abuse occurs when a child is repeatedly rejected, isolated or frightened by threats. It also includes hostility, derogatory name-calling and put-downs, and persistent coldness from a person to the extent that the child suffers, or is likely to suffer, emotional or psychological harm to their physical or developmental health.

### **Neglect**

Neglect is the failure to provide for the child's basic needs for life to the extent that the child's health and development are, or are likely to be, placed at risk, including:

- Food
- Clothing
- Shelter
- Medical attention
- Supervision or care

The law differentiates between three different levels of neglect:

- 'Minor' neglect is low-level neglect that is trivial or temporary
- 'Significant' neglect is medium-level neglect that causes harm to a child that is more than trivial or temporary
- 'Serious' neglect involves the continued failure to provide a child with the necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life-threatening situations.

### **Sexual Abuse**

Sexual abuse/harm occurs when a person uses power, force, or authority to involve a child in any form of sexual activity. Behaviour sex offenders engage in may include:

- touching or fondling children
- sending obscene or suggestive phone calls/texts to children
- exhibitionism and or voyeurism in front of children
- exposing children to pornographic images
- penetration with penis, finger or other object into the mouth, anus, or vagina.

Child sexual abuse may not always include physical sexual contact and can also include non-contact offences, for example:

- talking to a child in a sexually explicit way
- sending sexual messages or emails to a child
- exposing a sexual body part to a child
- forcing a child to watch a sexual act (including showing pornography to a child)
- having a child pose or perform in a sexual manner (including child sexual exploitation).

Child sexual abuse does not always involve force. In some circumstances a child may be manipulated into believing that they have brought the abuse on themselves, or that the abuse is an expression of love, through a process of grooming.

**Sexually harmful behaviour in children** refers to harmful behaviour perpetrated by a child (17 years of age or younger) to another child. Harmful behaviours in children are often an indicator that they have experienced abuse or neglect. Where sexually harmful behaviour occurs, organisations have a duty of care to both children. Note that in children under 10 years of age, such behaviour is often referred to as sexually problematic behaviour.

### **Grooming**

Grooming is predatory behaviour designed to prepare a child for sexual abuse. Many perpetrators of sexual offences against children purposefully create relationships with children and young people, their families and carers in order to establish the conditions necessary for them to abuse the child. For example:

- giving gifts or special attention to a child or their parent or carer (this can make a child feel special or indebted to an adult)

- controlling a child through threats, manipulation, force or use of authority (this can make a child scared to report unwanted behaviour)
- making close physical contact, such as inappropriate tickling and wrestling
- openly or pretending to accidentally expose the victim to nudity, sexual material and sexual acts (this in itself is classified as child sexual abuse but can also be a precursor to physical sexual assault).

Grooming includes online grooming. It occurs when an adult uses electronic communication (including social media) in a predatory fashion to try to lower a child's inhibitions, or heighten their curiosity regarding sex, with the aim of eventually meeting them in person for the purposes of sexual activity.

It is important to note that when instances of grooming occur, other members of the child's community are also 'groomed'. This allows perpetrators to establish trust and a connection with the child via their support networks, further enhancing the conditions for other forms of child abuse to occur.

### **Exposure to Family Violence**

The Family Violence Protection Act 2008 (Vic) defines family violence as behaviour by a person towards a family member where the behaviour:

- is physically, sexually, emotionally, economically, or psychologically abusive
- is threatening or coercive; or
- in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person.

A child can be a direct victim to any of these behaviours. Family violence also includes behaviour that causes a child to hear or witness, or otherwise be exposed to the effects of, any of these behaviours.

### **Legal Responsibilities**

Every adult who reasonably believes that a child has been abused, whether within the Auscamp environment or not, has an obligation to report that belief to authorities. The **failure to disclose** criminal offence requires all adults (aged 18 and over) who hold a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 years to disclose that information to police (unless they have a reasonable excuse not to, for example because they fear for their safety or the safety of another). While failure to disclose only covers child sexual abuse, all adults should report other forms of child abuse to authorities.



Failure to disclose does not change mandatory reporting responsibilities.

Further information about failure to disclose can be found on the Department of Justice and Regulation website <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence>

**Mandatory reporters** (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to DFFH child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

The **failure to protect** criminal offence (commenced on 1 July 2015) applies where there is a substantial risk that a child under the age of 16 years under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently failed to do so.

Further information about failure to protect can be found on the Department of Justice and Regulation website <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to>

The duty to report a child safety concern to DFFH Child Protection applies to a reasonable belief that child abuse is likely to occur in the future, as well as child abuse that may have already happened. Belief on 'reasonable grounds' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

As long as reports are made in good faith:

- it does not constitute unprofessional conduct or a breach of professional ethics on the part of the reporter
- the reporter cannot be held legally liable in respect of the report.

Auscamp approaches its reporting responsibilities through a child-focused lens, prioritising the rights of children and young people. The following principles govern this approach:

- A child making a disclosure is always to be believed;
- The best interests of children and young people are paramount;
- Our complaints handling and reporting systems are accessible and recognise the diverse needs of children and young people, and their families; and

- Complaints are dealt with thoroughly and promptly.

**Mandatory and Voluntary Reporting Obligations**

Mandatory reporting obligations necessitate reports of a reasonable belief of physical or sexual child abuse, child harm, risk of harm or neglect to the appropriate authorities.

Auscamp expects that everyone, regardless of their legal mandate, has a moral and social responsibility to report concerns about child abuse, child harm, risk of harm and neglect and this approach is reflected in our reporting procedure.

The tables below set out key features of mandatory and voluntary reporting. The table identifies all relevant legislation, what needs to be reported, who is mandated to report, and who is a voluntary reporter.

**Reporting Obligations**

|            | <b>Legislation</b>                                  | <b>When to report</b>  | <b>Mandated reporters</b>  | <b>Who is a child?</b>             |
|------------|---|--|--|------------------------------------|
| <b>VIC</b> | <b><i>Children, Youth and Families Act 2005</i></b> | <p>A mandated reporter must make a report to DFFH Child Protection if:</p> <ul style="list-style-type: none"> <li>• They form the belief on reasonable grounds that a child has suffered, or is likely to suffer significant harm as a result of physical injury or sexual abuse; and</li> </ul> | <p>Registered medical practitioners, midwives, and nurses</p> <p>Registered teachers</p> <p>Principals</p> <p>Police</p> <p>People in religious ministries</p> | <p>A person under 18 years old</p> |

|  |  |  |   |                             |
|--|--|--|---|-----------------------------|
|  |  | <ul style="list-style-type: none"> <li>The parents have not protected or are unlikely to protect the child from harm of that type.</li> <li>The belief is formed in the course of practising his/her position of employment.</li> </ul> <p>More information, including reporting pathways can be found <a href="#">here</a>.</p> | Counsellors and psychologists   |                             |
|  | <b>Child Safety and Wellbeing Act 2005</b> | The CEO must make a report to the Commission for Children and Young People if they become aware of a reportable allegation against an employee, volunteer or contractor of the entity.   | The head of an entity that is affected by the Reportable Conduct Scheme | A person under 18 years old |
|  | <b>Crimes Act 1958</b>                     | A mandatory reporter must make a report to the police if they form a reasonable belief that a physical or sexual offence has been committed in Victoria against a child by another person of or over the age of 18 years.  | Any person 18 years or older  | A person under 16 years old |

### Voluntary Reporting Obligations

|     | Legislation   | When to report  | Voluntary reporters | Who is a child?             |
|-----|---|---|---------------------|-----------------------------|
| VIC | <b><i>Children, Youth and Families Act 2005</i></b> | A voluntary reporter may make a report to a protective intervener (i.e. DFFH Child Protection) if: <ul style="list-style-type: none"> <li>The person believes on reasonable grounds that a child is in need of protection.</li> </ul> | Any person          | A person under 18 years old |
|     | <b><i>Child Safety and Wellbeing Act 2005</i></b>   | A voluntary reporter may disclose a reportable allegation to the Commission for Children and Young People   | Any person          | A person under 18 years old |

### Reportable Conduct Scheme

The Reportable Conduct Scheme requires the CEO to report to the Commission for Children and Young People (CCYP) if they become aware of an allegation of child abuse, child harm, risk of harm, serious neglect, or child related misconduct being made against an employee, contractor, or volunteer.

While the CEO is legally responsible to report to the external authority, there is also an expectation that any person within an organisation can notify the CCYP of a reportable allegation.

Reportable conduct cases will then be investigated by Auscamp, with oversight from the external authority including the Police and DFFH Child Protection. Auscamp will also seek advice from the Police, CCYP and DFFH Child Protection regarding appointing an external investigator. Reportable Conduct Schemes and their prescribed processes do not replace the need to report concerns, allegations, and disclosures to the Police when there are indicators that a crime may have been committed, and/or to child protection authorities where there are protective concerns for children and young people.

## **How to Respond**

### **When to use the Child Safety Incident Report Form**

Staff should use the Child Safety Incident Report Form to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused. Completing the Incident Report Form should not impact on reporting times. If a child is in immediate danger, staff should report immediately to Victoria Police on 000. Whilst Auscamp staff may need to gather the information to make a report, remember it is not the role of Auscamp staff to investigate abuse. When completing the Incident Report Form, staff should collect and provide as much information as possible. This information will be critical to any reports and may be sought later if the matter is the subject of Court proceedings. These notes may assist staff if they are required to provide evidence to support any decisions.

### **If a child discloses an incident of abuse to you:**

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared with others, such as with their parent/carer, specific people in your organisation, or the police.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- Provide them with an incident report form to complete, or complete it together, if you think the child is able to do this.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to your manager or the CEO using the Child Safety Incident Report Form.
- Ensure the disclosure is recorded accurately, and that the record is stored securely.

### **Contacting Parents/Carers**

You must consult with Victoria Police or DHHS Child Protection to determine what information can be shared with parents/carers. They may advise not to contact the parents/carers (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and has requested that their parent/carer not be contacted or to contact the parents/carers and provide agreed information as soon as possible (for licensed and approved services it is a requirement that parents/carers are notified within 24 hours if the suspected abuse occurred at the service).

**If a parent/carer says their child has been abused or raises a concern**

- Explain that Auscamp has processes to ensure all abuse allegations are taken very seriously.
- Inform them that the Auscamp CEO will manage the complaint/allegation and that he/she will contact the child's family, and investigate the alleged incident as quickly as possible.
- Ask about the wellbeing of the child.
- Complete a Child Safety Incident Report form and forward to the Auscamp CEO immediately.
  - Allow the parent/carer to talk through the incident in their own words.
  - Advise the parent/carer that you will take notes during the discussion to capture all details.
  - Explain to them the information may need to be repeated to authorities or others, such as the Auscamp CEO, the police or child protection.
  - Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- Contact the Auscamp CEO immediately and inform him/her of the complaint
- All parties to the alleged incident will be ensured confidentiality throughout the process.
- Where the alleged abuse is confirmed the staff member or volunteer involved will be disciplined according to the Auscamp discipline policy.
- Copies of all allegations, notes and outcome statements will be kept in a locked confidential file
  - marked, 'To Be Opened by the CEO Only.'
- Ensure the report is recorded accurately, and that the record is stored securely.

**Confidentiality**

All staff and volunteers will ensure that where concerns arise, confidentiality is maintained as far as possible. Internal and external reporting must take place as per this reporting procedure, with internal communication about concerns occurring on a 'need to know' basis only. Therefore, only personnel directly involved in the management of the child's situation and responsible for meeting the reporting obligations are to be involved in discussions regarding the child's identity, or details of the suspected abuse. Exceptional circumstances apply including:

- There is a reasonable belief that a child has been harmed, has suffered neglect, or is at risk of harm necessitating an obligation to report to authorities such as the Police and DFFH Child Protection.
- The child or young person has consented to a secondary disclosure and has the capacity to consent.

Parents and carers will be required to be informed about the allegation of abuse that has taken place and informed about the internal processes. Where parents and carers are the alleged perpetrators of abuse,

Auscamp will seek advice from DFFH Child Protection about how information is communicated and how to protect the safety of the child or young person. In the event of an alleged instance of child abuse, staff, volunteers and contractors are expected to seek advice from their line manager and the CEO or delegate regarding the dissemination of personal information.

### **Record keeping**

Timely, clear, and effective record keeping is an important part of ensuring Auscamp is a child safe organisation. Record keeping should include details of the child safety concern, including but not strictly limited to:

- Details of the child safety concern such what happened, who was involved, and when did it take place
- Contact details of the person making the record
- If the child safety concern involved a reportable action or allegation – e.g., the Police, DFFH Child Protection, Reportable Conduct Scheme
- Date and time that the parents were contacted and any sensitive information that was/was not communicated
- Witnesses
- Support persons for those involved in the management of the report
- Internal investigators and/or external investigators
- Outcomes of the reporting process including any problems that required addressing
- Support provided/continuing to be provided
- Actions taken and completed e.g., escalation, risk assessments and outcomes, policy change, system fault and correction
- Communication of the outcome with the complainant and subject if relevant, including options for review
- Actions that require ongoing review and/or follow-up e.g., ongoing risk assessment, continued support for child/young person/other parties

**Reporting Process**

| Step | Action   | Who   |
|------|--|---|
|      | <p><b>Emergencies: In case of emergency or if a child is in immediate danger contact Triple Zero (000) or the local police station.</b></p> <p>When the report has been made move to the next step. All other concerns or reports start at the next step.</p>  | The staff member or volunteer who identified a potential child safe concern.  |
| 1    | <p>Keep comprehensive notes that are dated and include the following information:</p> <ul style="list-style-type: none"> <li>• Information that has led to concerns about the child's safety (e.g., physical injuries, child’s behaviour, adult behaviour).</li> <li>• Complete the Incident Report Form located within this policy.</li> <li>• The source of the report (e.g., observation of behaviour, disclosure from child or another person).</li> <li>• Actions taken as a result of the concerns (e.g., consultation with the Police, manager, DFFH Child Protection etc.).</li> </ul> | The staff member or volunteer who identified a potential child safe concern   |
| 2    | <p>Discuss any concerns about the safety and wellbeing of children and young people with your line manager and the CEO.</p> <p>For internal reporting purposes, the employee or contractor together with the CEO or delegate will make a determination regarding the need for reporting and to whom the report should be made including the young person’s parents.</p> <p>Nb. The above does not substitute for the employee or contractor’s mandatory reporting obligations.</p>   | The staff member or volunteer who identified a potential child safe concern, and the CEO.                                 |
| 3    | <p>Gather the relevant information necessary to make the report using the Incident Report Form. This should include the following:</p> <ul style="list-style-type: none"> <li>• Full name, date of birth, and residential address of the child or young person.</li> <li>• The details of the concerns and the reasons for those concerns.</li> <li>• The individual staff member or volunteer’s involvement with the child or young person.</li> <li>• Details of any other agencies who may be involved with the child or young person, if known.</li> </ul>                                 | CEO to be provided with information from the staff member or volunteer who identified the potential child safety concern. |
| 4    | Make a report to the relevant agency   | CEO, General Manager and the  |



|   |  |  |
|---|--|--|
|   | <ul style="list-style-type: none"> <li>Report concerns that are an <b>immediate risk by calling 000</b> or the local police station.</li> <li>Sexual offences need to be reported to the Police and DFFH Child Protection.</li> <li>Report concerns about the safety of a child within their family unit to the DFFH Child Protection.</li> <li>Report to the Commission for Children and Young People under the Reportable Conduct Scheme requirements</li> </ul> | staff member or volunteer who identified the child safe concern. |
| 5 | <ul style="list-style-type: none"> <li>Log and store the Incident Report Form in a safe and secure location that is accessible to the CEO.</li> <li>Undertake a learning review of policies, procedures, and practice</li> <li>Information provided to the board as part of the board’s periodic update on child safety.</li> </ul>  | CEO and/or General Manager                                       |

If in doubt of one’s external reporting requirements, Auscamp expects that staff members and volunteers will contact their line manager, the CEO and/or external authorities to report any concerns and seek guidance on reporting obligations and processes.

Once a report has been received and the CEO has been notified, the concerns will be reviewed. There are four possible outcomes from this review:

- The concerns are unfounded
- A crime has been allegedly committed
- The Child Safe Code of Conduct has been breached, but no alleged crime has been committed
- Based on the available information, it is not possible to form a conclusive view on the matter

As per this policy and the Child Safe Code of Conduct:

- Alleged criminal matters will be referred to the police as soon as practicable, and typically within 24 hours
- Where a conclusive view could not be formed but the concerns are serious, the CCYP, DFFH and/or the police will be notified as soon as practicable, and typically within 24 hours
- The CEO will determine the course of action where the Child Safe Code of Conduct has been breached, but no alleged crime has been made. In such circumstances, Auscamp will investigate the



matter and any consequences for the alleged perpetrator will typically be proportionate to the breach, with the child's safety being of paramount significance.

I have read and understand this Child Safety Incident Reporting Policy and agree to adhere to this policy:

Name: .....

Role with Auscamp:.....

Signature: .....

Date: .....

## Child Safety Incident Report Form

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. This form must be completed if a child or their family disclose an allegation of abuse or safety concern. Staff can also use this resource to record disclosures.

### Incident details

|  |  |
|--|--|
| <b>Date of incident:</b>                       |  |
| <b>Time of incident:</b>                       |  |
| <b>Location of incident:</b>                   |  |
| <b>Name(s) of child/children involved:</b>     |  |
| <b>Parent Information and contact details:</b> |  |
| <b>Name(s) of staff/volunteer involved:</b>    |  |

If you believe a child is at immediate risk of abuse phone 000.

Does the child identify as Aboriginal or Torres Strait Islander?

*(Mark with an 'X' as applicable)*

No  Yes, Aboriginal  Yes, Torres Strait Islander

### Please categorise the incident

|   |  |
|---|--|
| <b>Physical abuse</b>                   |  |
| <b>Sexual abuse</b>                     |  |
| <b>Emotional or psychological abuse</b> |  |
| <b>Neglect</b>                          |  |



|                                    |  |
|------------------------------------|--|
| <b>Grooming</b>                    |  |
| <b>Exposure to family violence</b> |  |

**Please describe the incident**

|                                |  |
|--------------------------------|--|
| <b>When did it take place?</b> |  |
| <b>Who was involved?</b>       |  |



|                                 |  |
|---------------------------------|--|
| <p><b>What did you see?</b></p> |  |
|---------------------------------|--|

Name of person completing this report: .....

Position: .....

Date: ..... Signed: .....

The CEO has been contacted and the form submitted: YES/NO

If yes how was the form submitted: .....

If no what plan is in place to lodge the form: .....

Appendix A: Reportable Conduct Scheme

| State | Legislation   | Types of reports  | Organisations in scope (as of January 2020)   | Notifying period | External Authority                                       | Contact   |
|-------|---|---|---|------------------|--|---|
| VIC   | <a href="#">Child Wellbeing and Safety Act 2005</a> | <ul style="list-style-type: none"> <li>• sexual offences committed against, with or in the presence of a child</li> <li>• sexual misconduct committed against, with or in the presence of a child</li> <li>• physical violence against, with or in the presence of a child</li> <li>• any behaviour that causes significant emotional or psychological harm to a child</li> <li>• significant neglect of a child</li> </ul> | <ul style="list-style-type: none"> <li>• Government or non-government school</li> <li>• Registered accredited senior secondary course/qual</li> <li>• Courses for student from overseas/exchange</li> <li>• Disability provider in residential services</li> <li>• Mental health provider with in-patient beds</li> <li>• State Government funded – drug or alcohol (in-patient beds), housing service to homeless people with overnight beds for children or young people, child protection service</li> <li>• Out-of-home-care service</li> <li>• Victorian Government Departments</li> <li>• Religious bodies</li> <li>• Residential facility for boarding school, overnight camps, public, denominational, private hospital, public health service</li> <li>• Approved education and care service</li> <li>• Children’s Services</li> <li>• Prescribed art centres, libraries, museums, zoos, parks, gardens</li> <li>• Youth organisations that provide overnight camps</li> </ul> | 3 days           | <a href="#">Commission for Children and Young People</a> | 1300 78 29 78<br><a href="mailto:contact@ccyp.vic.gov.au">contact@ccyp.vic.gov.au</a> |

### Appendix B: Key reporting bodies

| State/Territory | Relevant body  | Contact      |
|-----------------|--|--------------|
| VIC             | <b>Department of Families, Fairness and Housing (DFFH)</b>                       |              |
|                 | During business hours – contact the appropriate local government area:           |              |
|                 | Northern and western suburbs   | 1300 664 977 |
|                 | Eastern suburbs  | 1300 360 391 |
|                 | Southern suburbs   | 1300 655 795 |
|                 | South-western rural and regional   | 1800 075 599 |
|                 | Western rural and regional   | 1800 000 551 |
|                 | North-western rural and regional   | 1800 675 598 |
|                 | North-eastern rural and regional   | 1800 650 227 |
|                 | Eastern and south-eastern rural and regional                                     | 1800 020 202 |
|                 | <b>After hours and to report concerns about the immediate safety of a child:</b> |              |
|                 | Child Protection Crisis Line (24 hours)  | 13 12 78     |

|  |   |                |
|--|---|----------------|
|  | <b>Victoria Police - Sexual Offences and Child Abuse Investigation Team (SOCIT)</b>   |                |
|  | Contact the appropriate local office:   |                |
|  | North-West Metropolitan   | (03) 8690 4056 |
|  | Southern Metropolitan   | (03) 9556 6128 |
|  | Western Victoria  | (03) 5448 1420 |
|  | Eastern Victoria  | (03) 5820 5878 |
|  | <b>Commission for Children and Young People</b>   |                |
|  | Contact the Commission by filling out the notification form at:   | 1300 78 29 78  |
|  | <a href="https://ccyp.vic.gov.au/assets/resources/Three-day-notification-head-of-organisation.pdf">https://ccyp.vic.gov.au/assets/resources/Three-day-notification-head-of-organisation.pdf</a> |                |
|  | <a href="https://ccyp.vic.gov.au/resources/reportable-conduct-scheme/">https://ccyp.vic.gov.au/resources/reportable-conduct-scheme/</a>   |                |