



Child and Vulnerable Person Protection Policy

Rotary Club of Queenscliffe Incorporated
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This policy has been developed to comply with the:

- Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
- Working With Children Act 2005
- Rotary International Youth Protection Policy (RI policy)
- Rotary International District 9780 Manual and Policies for Youth Services Programs (District policy)

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This policy guides our members and volunteers on how to behave with children and vulnerable people who are participating in our club's activities.

Definitions

child or youth: any person under 18 years and also refers to any person participating in a Rotary youth program regardless of age.

vulnerable person: an individual aged 18 or above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason. (Department of Human Services Victoria)

volunteer: any adult involved with our club's activities who has direct contact either supervised or unsupervised with children or vulnerable people.

direct contact: the member or volunteer is able to talk face to face or have physical contact with a child or vulnerable person. (Working With Children Act 2005)

supervision: immediate and personal supervision. (Working With Children Act 2005) It is possible for the person supervising the contact with children to leave the room briefly, for example to take a phone call.

district: Rotary International District 9780

abuse: an act or omission that endangers a child or vulnerable person's physical or emotional health or development. It can involve physical, sexual, emotional or psychological abuse or neglect or involve accumulated harm. (Victoria Police and Department of Human Services Victoria) Abuse of a child or vulnerable person is a criminal offence. More information about what constitutes abuse and how to identify it can be found in Appendix 1.

grooming: is predatory conduct undertaken to prepare a child or vulnerable person for sexual activity at a later time. It occurs when an adult communicates, by words or conduct, with a child or vulnerable person or with a person who has care, supervision or authority for the child or vulnerable person, with the intention of facilitating the child or vulnerable person's involvement in sexual conduct, either with the groomer or another adult. Grooming for sexual conduct with a person under the age of 16 is a criminal offence.

sexual harassment: sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitise or groom their victims. Some examples of sexual harassment include: sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess; verbal abuse of a sexual nature; display of sexually suggestive objects, pictures or drawings; sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive (such as propositioning) or insulting comments. (District policy)

emotional harassment: any action or comment which unreasonably disturbs the child or vulnerable person. This includes but is not limited to repeated comments about a child or vulnerable person's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the child or vulnerable person to whom they were directed. (District policy)

Our commitment to child and vulnerable person safety

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. (Rotary International Statement of Conduct for Working with Youth)

Our club is committed to the safety, participation and empowerment of all children and vulnerable people.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we are committed to the cultural safety of Aboriginal children and vulnerable people, the cultural safety of children and vulnerable people from culturally and/or linguistically diverse backgrounds, and to providing an environment for children and vulnerable people with a disability in which they are safe and can participate equally.

Our club is committed to preventing child and vulnerable person abuse and identifying risks early, and removing and reducing these risks. As part of our risk management strategies our club has robust recruitment practices for all members and volunteers and is committed to regularly training and educating our members and volunteers on child and vulnerable person abuse risks.

We have zero tolerance of child and vulnerable person abuse, and all allegations and safety concerns will be treated seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child or vulnerable person's safety, which we follow rigorously.

Our club has specific policies, procedures and training in place that support our members and volunteers to achieve these commitments.

Risk management

In Victoria, organisations are required to protect children and vulnerable people when a risk is identified. In addition to general occupational health and safety risks, we proactively manage risks of abuse and harassment to children and vulnerable people participating in our club's activities.

a. recruiting and screening members and volunteers

Our club understands that when recruiting members and volunteers we have ethical as well as legislative obligations in regard to the safety of children and vulnerable people.

To promote diversity, inclusiveness and tolerance in our club we encourage applications from people from diverse backgrounds including Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

Our club has robust recruitment practices for all members and volunteers.

When recruiting new members or volunteers their suitability for working with children and vulnerable people must be assessed. Factors to consider include their experience with children and vulnerable people, their understanding of children and vulnerable people's needs and rights and their ability to communicate with children and vulnerable people.

All members and any volunteers having any contact with children are required to hold a valid Working with Children Check (WWCC) and to provide evidence of this.

Members and volunteers who have unsupervised direct contact with children or vulnerable people are required to undergo personal interviews, provide references for the club to check, must not have been found to have engaged in abuse or harassment or currently be under investigation or have had an inconclusive finding made against them relating to abuse or harassment and must understand and comply with RI and District policies for youth programs. Such members and volunteers must complete a Form 3 Rotary youth/vulnerable person volunteer information and declaration form (Appendix 6). Completed copies of this form must be kept by the club secretary for 5 years and made available to district when required.

Special requirements apply to hosting youth exchange students and these can be found in the district policy.

All of our members and volunteers must agree to abide by and sign our code of conduct (Appendix 5) which specifies the standards of conduct required when working with children and vulnerable people.

b. training

Our club is committed to regularly training and educating our members and volunteers about child and vulnerable person abuse risks.

Our club aims for all members and volunteers (in addition to parents and carers and children and vulnerable people) to feel confident and comfortable in discussing any allegations of abuse or safety concerns. We train our members and volunteers to identify, assess, and minimise risks of abuse and to detect potential signs of abuse.

Training will be made available to all members and volunteers annually and to new members and volunteers as they join our club or participate in our club's activities.

c. risk assessment

In Victoria, organisations are required to protect children and vulnerable people when a risk is identified. In addition to general occupational health and safety risks, we proactively manage risks of abuse to children and vulnerable people participating in our club's activities.

For all club activities we have risk management strategies in place to identify, assess, and take steps to minimise the risks of abuse of children and vulnerable people, which include risks posed by physical and online environments. (Factors to take into consideration when conducting a risk assessment are outlined in Appendix 4).

d. risk reduction - unsupervised contact with children and vulnerable people

Members and volunteers are to do their best to avoid unsupervised direct contact with children or vulnerable people.

Sometimes members or volunteers are required to transport a child or vulnerable person in a private vehicle. It is recommended practice that the member or volunteer shall be an approved driver with no less than one year's driving experience. (District policy) A third person or more should be present.

e. appointment of a protection officer

The club must appoint a member to be a protection officer. The protection officer must demonstrate an understanding of confidentiality and of RI and district policies and the club's child and vulnerable person protection policy and code of conduct.

The protection officer:

- raises awareness of risk management issues for programs involving children and vulnerable people and ensures that the club's activities comply with RI and district policy and the club's child and vulnerable person protection policy
- is a first point of contact in the club should any member receive a report of abuse or harassment
- ensures that training and education in child and vulnerable person protection is made available to members and volunteers and works with the district youth protection officer to inform all members and volunteers of their obligations under both district policy and local laws
- maintains records of all allegations of abuse or breaches to the child and vulnerable person protection policy and code of conduct
- ensures that all club members and volunteers comply in undertaking WWCCs and conducts background checks on members and volunteers who will have unsupervised access to children or vulnerable people
- must ensure that the club reviews and maintains a record of screened volunteers including Working With Children Check details, completed Rotary youth volunteer information and declaration forms, reference checks and signed copies of the code of conduct, and regularly check the validity of the WWCCs of members
- ensures that the club's obligations under the Working With Children Act are complied with, namely that all members and volunteers who have direct unsupervised contact with children have a valid WWCC.

Reporting concerns about child or vulnerable person safety

We encourage members, volunteers and children and vulnerable people and their families and carers to speak up when they are uncomfortable or concerned. Concerns about the safety and wellbeing of children and vulnerable people can range from an uncomfortable feeling about interactions between an adult and child or vulnerable person through to a direct observation or a disclosure of abuse by a child or vulnerable person.

We work to ensure that all children and vulnerable people, families, carers, members and volunteers know what to do and who to tell if they observe abuse or harassment or are a victim, and if they notice inappropriate behaviour.

Examples of concerns which should be reported include:

- concerns about a physical environment that may pose a risk to children (this includes health and hygiene issues)
- inappropriate or special relationships developing between members or volunteers and a child or vulnerable person
- inadequate supervision ratios
- breaches of the code of conduct, particularly if they are persistent
- feelings of discomfort about interactions between a member or volunteer and a child or vulnerable person
- suspicions or beliefs that a child or vulnerable person is at risk of harm
- observations of concerning changes in behaviour
- disclosures of abuse or harm by a child or vulnerable person

Our club takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our members and volunteers are trained to deal appropriately with allegations.

See Appendices 2 and 3 for more information about our reporting processes.

a. legislative reporting requirements

Our organisation takes our legal responsibilities seriously, including:

[failure to disclose](#)

Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the 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 protect

People of authority in our club will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

mandatory reporters

Any personnel who are mandatory reporters must comply with their duties. Doctors, nurses, midwives, teachers (including early childhood teachers), principals and police must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

b. reporting procedures for concerns or allegations of abuse or harassment

ASK

Is the allegation or concern a criminal matter - abuse of a child or vulnerable person or grooming of a child under 16? (Refer to Appendix 1 for descriptions)

YES

1. Make sure the child or vulnerable person is safe from any contact with the alleged offender
2. Refer the allegation directly to the police
3. Contact Rotary district authorities (district governor, youth protection officer or youth exchange program chair) immediately after contacting police
4. Contact club president or protection officer

unsure

1. Make sure the child or vulnerable person is safe from any contact with the alleged offender
2. Contact the Rotary district authorities to discuss immediately
3. If advised by district authorities contact police
4. Contact club president or protection officer

NO

1. Contact club authorities (club president or protection officer)
2. If matter involves abuse or harassment, club authorities are to consult with district authorities on action required
3. If inappropriate for club authorities to be contacted, then direct first contact to district authorities

All concerns or allegations of abuse or harassment must be documented using the incident report form (Appendix 7).

c. reporting other breaches of the policy or code of conduct

Breaches of the policy or code of conduct that do not involve abuse or harassment, for example a member having unauthorised contact with a child online, must be documented using the incident report form (Appendix 7) and should be reported to the club protection officer or president.

d. record keeping

We record all allegations of abuse and safety concerns using our incident reporting form (Appendix 7), including investigation updates. All records are securely stored.

e. investigating concerns or allegations

To the best of our ability, we aim to ensure that all concerns or allegations are investigated thoroughly and quickly by police, district or our club.

f. notification of outcomes

If an allegation of abuse or a safety concern is raised, we provide updates to children and vulnerable people, families and carers and relevant club members and volunteers on progress and any actions we take.

Fairness

The safety and wellbeing of children and vulnerable people is our primary concern. We are also fair and just to members and volunteers. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents and carers or children and vulnerable people, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Regular review and consultation

This policy will be reviewed every two years and following significant incidents if they occur. We undertake to seek views, comments and suggestions from members, volunteers, children, vulnerable people, parents and carers about what will make our club safe for children and vulnerable people.

Appendices

Appendix 1

Criminal offences against children and vulnerable people

(Victoria Police Guidelines: Reporting Criminal Abuse of Children and Vulnerable People in Organisations, Department of Human Services Victoria)

Abuse of children and vulnerable people is a criminal offence. People criminally abusing children and vulnerable people may be involved in any of the following criminal activities by themselves or with others.

Physical abuse

Physical abuse occurs when a child or vulnerable person suffers or is likely to suffer physical injury or significant harm. Injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment or by a failure of a caregiver to adequately ensure the safety of a child or vulnerable person, and exposing them to extremely dangerous or life-threatening situations. Physical injury and significant harm may also result from neglect by a caregiver. Physical abuse also includes the use of restrictive intervention (any intervention used to restrict the rights and freedom of movement of a person with a disability) when this is not used to prevent a person hurting themselves or others or is not conducted in accordance with an approved behaviour support plan.

Possible physical indicators:

- Unexplained bruises
- Burns and/or fractured bones
- Possible behavioural indicators:
 - Showing wariness or distrust of adults
 - Wearing long sleeved clothes on hot days (to hide bruising or other injury)
 - Fear of specific people
 - Unexplained absences
 - Academic problems

Sexual abuse

Sexual abuse is any sexual activity a person has not consented to, whether or not another person uses physical or emotional force against them. People are not able to give consent if they are drug affected, drunk, unable to understand the sexual nature of what is happening, are cognitively impaired or suffering from dementia, or are submitting because they are being held against their will, or are children.

Sexual abuse occurs when a person involves a child or vulnerable person in sexual activity, or deliberately puts the child or vulnerable person in the presence of sexual behaviours that are exploitative or inappropriate to his or her age and development. It involves a wide range of sexual activities and may include fondling of genitals, masturbation, oral sex, penetration, voyeurism and exhibitionism. It can also include exposure to pornographic imagery and exploitation through pornography or prostitution.

Possible physical indicators:

- Presence of sexually transmitted diseases
- Pregnancy
- Vaginal or anal bleeding or discharge

Possible behavioural indicators:

- Displaying sexual behaviour or knowledge that is unusual for a child's age
- Difficulty sleeping
- Being withdrawn
- Complaining of headaches or stomach pains
- Fear of specific people

- Showing wariness or distrust of adults
- Displaying aggressive behaviour

Grooming behaviour

Grooming for sexual conduct with a person under the age of 16 is a criminal offence. Grooming is predatory conduct undertaken to prepare a child for sexual activity at a later time. It occurs when an adult communicates, by words or conduct, with a child or with a person who has care, supervision or authority for the child with the intention of facilitating the child's involvement in sexual conduct, either with the groomer or another adult.

Emotional or psychological abuse

Emotional or psychological abuse occurs when harm is inflicted on a child or vulnerable person through repeated rejection, isolation, or by threats of violence or exposure to violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child or vulnerable person is disturbed or their emotional development is at serious risk of being impaired. Emotional or psychological abuse could also result from conduct that exploits a child or vulnerable person without necessarily being criminal, such as encouraging a child or vulnerable person to engage in inappropriate or risky behaviours.

Possible physical indicators:

- Delays in emotional, mental, or even physical development
- Physical signs of self-harming

Possible behavioural indicators:

- Exhibiting low self-esteem
- Exhibiting high anxiety
- Displaying aggressive or demanding behaviour
- Being withdrawn, passive and/or tearful
- Self-harming

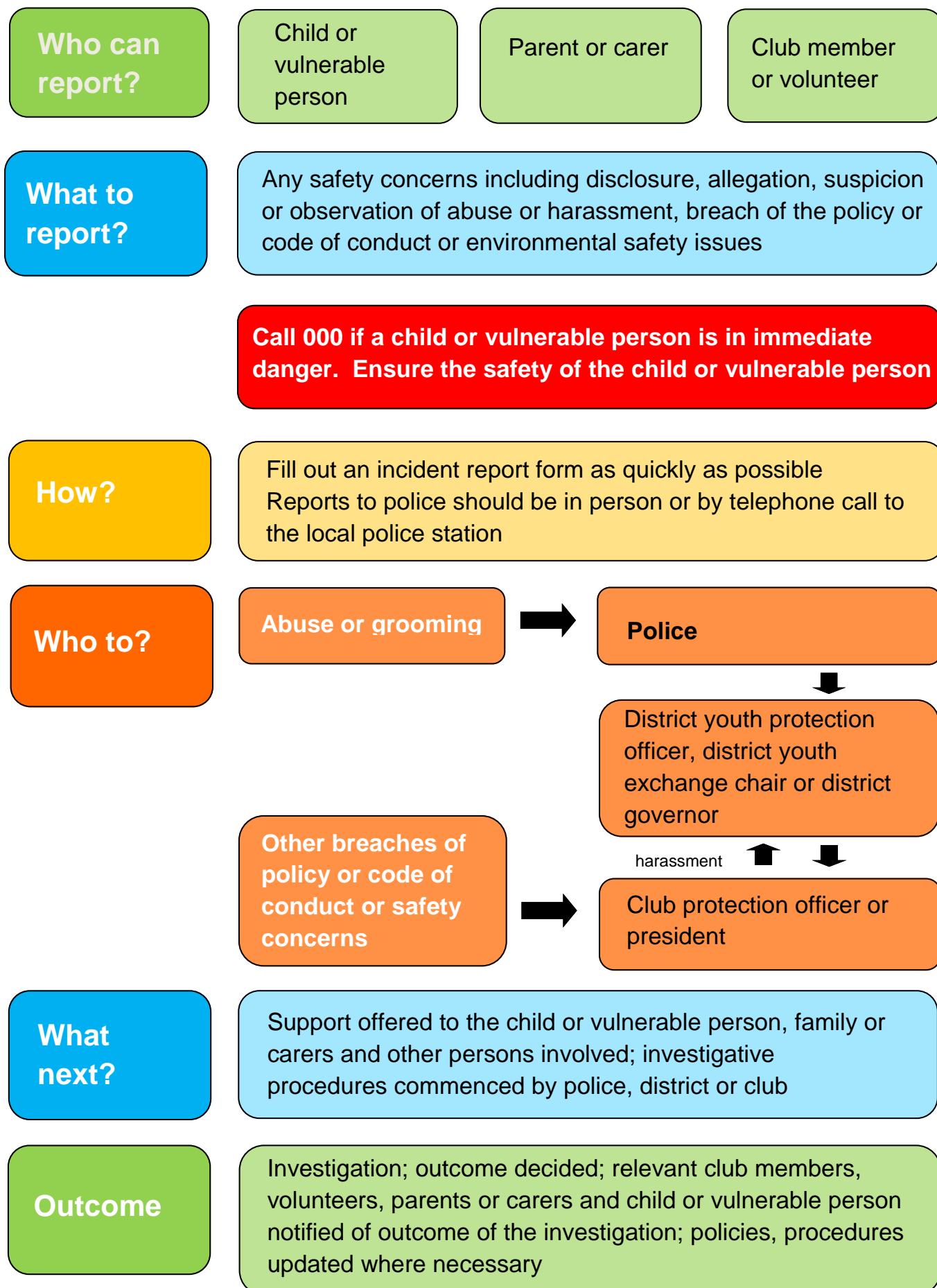
Criminal neglect

Criminal neglect is the failure to provide a child or vulnerable person with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child or vulnerable person's health, safety and/or development is, or is likely to be, jeopardised. Criminal neglect can also occur if an adult fails to adequately ensure the safety of a child or vulnerable person where the child or vulnerable person is exposed to extremely dangerous or life threatening situations.

Possible physical indicators:

- Frequent hunger
- Malnutrition
- Poor hygiene
- Inappropriate clothing
- Possible behavioural indicators:
- Stealing food
- Staying at school outside of school hours
- Aggressive behaviour
- Misusing alcohol or drugs
- Academic issues

Child and vulnerable person protection reporting flowchart



Appendix 3

Reporting procedure when an allegation of abuse or harassment is made by a child or vulnerable person

a. receive the report

If a child or vulnerable person discloses an incident of abuse or harassment to you:

- Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror or disbelief.
- Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse or harassment in order to make it stop and ensure that it doesn't happen to others.
- Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where and how. Reassure the person that he or she did the right thing in telling you. Avoid asking "why": questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.
- Take your time, don't make the person feel rushed. If helpful, take small breaks if they feel distressed or find it too difficult to speak. Ask if they wish to have someone else present.
- Emphasise their current safety to reduce anxiety.
- Be non-judgemental and reassure. Avoid criticising anything that has happened or anyone who may be involved. It's especially important not to blame or criticise the child or vulnerable person. Emphasise that the situation was not his or her fault and that it was brave and mature to come to you.
- Ask them if they've experienced anything similar previously.
- Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the child or vulnerable person's words and record only what he or she told you.
- Advise them of the next steps in the process, and explain the legal obligations.

Special considerations when reporting an incident:

- You need to be aware that some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse or harassment. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. You need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).
- If an allegation of abuse or harassment involves an Aboriginal child or vulnerable person, you will need to ensure a culturally appropriate response. A way to help ensure this could include engaging with parents of Aboriginal children, local Aboriginal communities or an Aboriginal community controlled organisation to review policies and procedures.
- Some children or vulnerable people with a disability may experience barriers disclosing an incident. For example, children or vulnerable people with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters. Advice on [communicating with people with a disability](#) can be found on the Department of Health and Human Services website.

b. protect the child or vulnerable person

Ensure the safety and well-being of the child or vulnerable person by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the child or vulnerable person that this is being done for his or her safety and is not a punishment. Arrange immediate support if they are very distressed.

c. report the allegation to appropriate authorities

Refer allegations of abuse directly to the police. If you have immediate concerns for a child or vulnerable person's safety call 000.

Report the allegation of abuse to district authorities (protection officer, chair of the youth exchange program or district governor) immediately after contacting police. Report allegations of harassment directly to district authorities.

Lastly, report the allegation to club authorities (protection officer or president).

d. respect privacy and investigative procedures

To protect the rights of both victim and accused, only those people required by these procedures should be told about the incident.

Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations.

The alleged offender should not be contacted by the club.

e. post allegation procedures (based on RI and district policy relating to youth)

Ensure support for the victim of abuse or harassment.

An independent and thorough investigation must be made into any claims of abuse or harassment.

If law enforcement agencies will not investigate, district will coordinate an independent review of the allegation.

The primary concern is to protect the child or vulnerable person. Any adult involved in a Rotary program for children or vulnerable people against whom an allegation of abuse or harassment is made must be removed from all contact with children or vulnerable people until the matter is resolved.

The club must terminate the membership of any member who admits to, is convicted of or is otherwise found to have engaged in abuse or harassment. A volunteer who admits to, is convicted of, or is otherwise found to have engaged in abuse or harassment must be prohibited from working in Rotary activities.

If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of participants in programs for children and vulnerable people, and the protection of the accused, additional safeguards must be put in place to assure the protection of any children or vulnerable people with whom the individual may have future contact. If there are subsequent claims of abuse or harassment, the adult shall be permanently prohibited from working with children or vulnerable people in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organisation and could be harmful to children or vulnerable people. It can also benefit the adult in preventing additional accusations from other children or vulnerable people. A person who is accused but later cleared of charges, may apply to be reinstated to participate in programs for children or vulnerable people.

Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

Appendix 4

Risk assessment and management

Establish the context	<p>How does our club interact with children and vulnerable people? Different levels of risk are inherent in different types of activities.</p> <p>What governance and supervision structures are in place to prevent harm or abuse?</p> <p>Describe the children and vulnerable people accessing our club. Some children and vulnerable people are particularly at risk including those who have experienced trauma, abuse or neglect, have a disability or are Aboriginal.</p>
How will we undertake the risk management plan?	<p>What approach will we adopt?</p> <p>Who will be involved?</p> <p>How long will it take?</p>
Consult and communicate	<p>How will we let children, vulnerable people, parents, carers, members, volunteers and any other stakeholders know we are doing a risk management plan?</p> <p>How will we seek their views and input?</p> <p>How will we inform them about the plan?</p>
Identify the risks	<p>These may range from occupational health and safety risks to child abuse and accidents. Do not forget to include risks related to the online environment.</p>
Analyse the risks	<p>Consider the likelihood and consequences for children and vulnerable people, our organisation, members, volunteers and others if harm did occur.</p>
Develop intervention	<p>What can we do to reduce the likelihood of risk?</p> <p>What would we need to do if the risk did occur?</p> <p>Changing the environment, putting preventative measures in place to make it harder for someone to perpetrate abuse and making it more likely that abuse will be discovered can also reduce the potential for abuse to occur.</p>
Monitor and review	<p>Have a clear monitoring structure to record any risks that did eventuate, how effective the risk management plan was and how it can be improved.</p> <p>Have a set timeframe for reviewing this plan to incorporate this assessment.</p>
Designate and manage	<p>Risk management is the responsibility of our club protection officer.</p> <p>Our club protection officer leads the child safety culture.</p>

Key risks to children and vulnerable people in organisational settings

<p>Unintentional/accidental harm</p> <ul style="list-style-type: none"> • poor physical environment leading to injury • poor supervision • high-risk activity • lack of risk mitigation strategies in place 	<p>Physical abuse</p> <ul style="list-style-type: none"> • physical punishment • pushing, shoving • punching, slapping, biting, kicking
<p>Psychological abuse</p> <ul style="list-style-type: none"> • bullying • threatening language • shaming • intentional ignoring and isolating (face to face or online) 	<p>Cultural abuse</p> <ul style="list-style-type: none"> • lack of cultural respect • racial or cultural vilification or discrimination • lack of support to enable a person to be aware of and express their cultural identity
<p>Neglect</p> <ul style="list-style-type: none"> • lack of supervision • not providing adequate nourishment • not providing adequate clothing, shelter or medical care • not meeting the specific physical or cognitive needs of children or vulnerable people 	<p>Sexual abuse</p> <ul style="list-style-type: none"> • sexual abuse, assault and exploitation • grooming • inappropriate touching • inappropriate conversations of a sexual nature (face to face or online) • crossing professional boundaries

Appendix 5

Rotary Club of Queenscliffe

Child and vulnerable person protection code of conduct

All members and volunteers of the Rotary Club of Queenscliffe are required to observe child and vulnerable person protection principles and expectations for appropriate behaviour towards and in the company of children and vulnerable people.

All members and volunteers of the Rotary Club of Queenscliffe are responsible for supporting the safety, participation, wellbeing and empowerment of children and vulnerable people in our club's activities. Members and volunteers MUST:

- adhere to our child and vulnerable person protection policy at all times including holding a valid Working With Children Check
- take all reasonable steps to protect children and vulnerable people from abuse
- report and act immediately on any breaches of this code of conduct, complaints or concerns
- treat everyone with dignity and respect, including listening to and valuing their ideas and opinions
- welcome all children and vulnerable people and their families and carers and be inclusive in their behaviour
- listen to children and vulnerable people and respond to them appropriately
- respect cultural, religious and political differences and act in a culturally sensitive way
- model positive and appropriate adult behaviour
- ensure as far as practicable that adults are not left alone with a child or vulnerable person
- work with children and vulnerable people in an open and transparent way – other adults should always know about the work we are doing with children and vulnerable people
- encourage children and vulnerable people to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them
- respect the privacy of children and vulnerable people and their families, and only disclose information to people who have a need to know.

Members and volunteers must NOT:

- ignore or disregard any concerns, suspicions or disclosures of child or vulnerable person abuse or harassment
- use language, make suggestions, offer advice or engage in any behavior that is inappropriate, offensive, harassing, sexually provocative, demeaning, culturally inappropriate, abusive or of a mature or adult nature in the presence of children or vulnerable people or that is intended to shame, humiliate, belittle or degrade children or vulnerable people
- develop 'special' relationships with specific children or vulnerable people or show favouritism through the provision of gifts or inappropriate attention
- initiate unnecessary physical contact with children or vulnerable people or do things of a personal nature that children or vulnerable people can do for themselves, such as toileting or changing clothes
- put children or vulnerable people at risk of abuse
- discriminate on the basis of age, gender, culture, race, ethnicity or disability
- have unauthorised private contact with a child or vulnerable person or their family outside of our organisation
- exchange personal contact details such as phone number, social networking site or email addresses with children or vulnerable people.

I have read and agree to adhere to this code of conduct.

I declare that I have:

- never had concerns raised about my behaviour towards children or vulnerable people
- never been in breach of another organisation's child or vulnerable person protection policy or code of conduct
- never been subject to an investigation or convicted of a criminal offence relating to physical or sexual abuse or harassment.

Name:

Signature:

Date:

Appendix 6

Form 3 Rotary youth/vulnerable person volunteer information and declaration form



Mandatory requirement

Personal Details

Name:	DOB: / /	Email:
Phone: Work:	Home:	Mobile:
Address:		
Period at this address: yrs		
Are you a Rotarian? Yes ? No	Name of Club:	Date joined:
Occupation:	Employer:	

Program involvement

Which youth/vulnerable person programs will you be involved with, and what will your role or roles be?
Previous involvement with youth/vulnerable people:

Personal References (only one referee may be a Rotarian and none may be family members)

1. Name:	Email:
Phone: Work:	Home: Mobile:
2. Name:	Email:
Phone: Work:	Home: Mobile:
3. Name:	Email:
Phone: Work:	Home: Mobile:

Police Check

Working With Children Card Number:	Expiry Date:
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Declaration

<p><i>I certify the following:</i></p> <ul style="list-style-type: none"> All statements and information given on this form are true and correct to the best of my knowledge. I have never committed or been guilty or been accused of a crime against a child or vulnerable person of which I have not been cleared. I give my full permission for any of the people I have listed on this form to be contacted by an authorised Rotary* Officer to confirm my suitability as a youth or vulnerable person program volunteer. I have contacted my referees and all are happy for Rotary to contact them. I agree to abide unreservedly by the decision of the Rotary club as to my suitability as a youth or vulnerable person program volunteer in Rotary programs. <p>In consideration of my acceptance and participation in Rotary's youth or vulnerable person programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the indemnitees, or may be suffered or claimed by me as a result of any investigation of my background in connection with this declaration.</p> <ul style="list-style-type: none"> For these purposes Rotary means the Rotary club or district for which this form is submitted, and any other club or district that conducts a youth or vulnerable person program for which I volunteer either now or in the future. 						
I have read and understood the above declaration and sign this form voluntarily.						
<table border="0"> <tr> <td>Applicant:</td> <td>Signature:</td> <td>Date:</td> </tr> <tr> <td>Print Name</td> <td></td> <td></td> </tr> </table>	Applicant:	Signature:	Date:	Print Name		
Applicant:	Signature:	Date:				
Print Name						
<table border="0"> <tr> <td>Rotary Witness:</td> <td>Signature:</td> <td>Date:</td> </tr> <tr> <td>Print Name</td> <td></td> <td></td> </tr> </table>	Rotary Witness:	Signature:	Date:	Print Name		
Rotary Witness:	Signature:	Date:				
Print Name						

Form 3

Record of Referee contact by Club Protection Officer

1. Name referee	Contact date:
Comments:	

2. Name referee	Contact date:
Comments:	

3. Name referee:	Contact date:
Comments:	

Name of Club Protection Officer _____
Signed: _____ Date: _____
Phone: _____

I _____ President, Rotary Club of Queenscliffe, verify that _____ has satisfactorily completed this declaration, referees have been contacted and Working With Children card is current. The club finds the applicant to be a suitable volunteer.
Signed: _____ Date: _____
Phone: _____

Form 3

Notes:

Background checks and criminal record checks

Background checks and criminal record checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a youth program.

Many youth-serving organisations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

Reference checks

Simply requesting references in the application is not sufficient.

Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question, and keep this information with the volunteer's application.

Appendix 7

Rotary Club of Queenscliffe child and vulnerable person protection incident report form

All incident reports must be stored securely.

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

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name of child or vulnerable person involved:	
Name of member, volunteer or other person involved:	

Does the child or vulnerable person require special support because of disability or cultural or linguistic factors? **YES/NO**

If YES please provide details: _____

Please categorise the incident

Physical abuse	
Sexual abuse or grooming	
Emotional or psychological abuse	
Neglect	
Sexual harassment	
Emotional harassment	
Other breach of policy or code of conduct	
Safety concern	

Please describe the incident

Who was involved?	
What happened?	

What happened? (continued)	
Where did it take place?	
When did it take place?	
Other information	

Office use:

Does the incident reporter wish to remain anonymous? **YES/NO**

Date incident report received:	
Has the incident been reported?	YES/NO
Police	YES/NO
District authorities (District governor, child protection officer, youth exchange chair)	YES/NO
Club authorities (protection officer, president)	YES/NO
Has the incident been investigated?	YES/NO
Outcome of investigation	
Have all parties been advised of the outcome?	