



## Rotary District 9500 Child and Youth Safety Procedure

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Adapted from the work of Rotarian David Binks and the National Youth Science Forum National Child Safety Policy. The procedures have been drafted to allow the transition to the new district 9510.	

### BACKGROUND

These procedures support the Rotary District 9500 Child and Youth Safety Policy.

Definitions defined in the Policy also apply to these procedures.

These procedures are general and apply across all District child and youth programs and are strongly recommended guidance for club-based child and youth programs.

It is anticipated that over time, these procedures will continue to evolve and develop.

Individual club and district child and youth programs may have separate program manuals which will provide specific further guidance unique to the program.

No program manual should include anything not in alignment with the procedures defined here or which has the impact of weakening these procedures.

In the event of conflict between the Policy document and the Procedures the Policy shall prevail.

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## **1.0 RESPONDING TO THE CHILD OR YOUTH IN A CHILD ABUSE CONCERN**

The initial first response has been identified as critical to minimising the long-term impact on a young person.

It is recommended that :

- 1.1 When receiving a report of abuse or harassment, it is critical that you respond in a neutral and responsible manner
- 1.2 Provide a confidential space
- 1.3 Listen attentively
- 1.4 Be encouraging to the person making the report, and try not to express strong emotions, particularly horror or disbelief, at what is being said
- 1.5 Indicate that you believe them and you are grateful that they trust you to speak to
- 1.6 Ask open questions which are not leading questions
- 1.7 Ask questions to establish facts but only to the point that you have reasonable suspicion of abuse or neglect (It is the Police and Child Protection Authority's role to undertake an investigation)
- 1.8 Be nonjudgmental and avoid asking "why?" It may be interpreted as questioning the participant's motives
- 1.9 Don't promise things that are out of your control
- 1.10 Document the allegation during or soon after the participant's report. Try to use the participant's exact words, and include details like the date and time of the conversation
- 1.11 Do not leave the young person alone or without observation /support.
- 1.12 Seek support as needed

Further information of best practice in responding to a child can be located at <https://aifs.gov.au/cfca/publications/responding-children-and-young-people-s-disclosures-abu>

## **2.0 IMAGES OF YOUNG PEOPLE**

When taking images of a child under 18, the following guidelines must be complied with :-

- 2.1 There should be written parental / guardian consent embedded within the program documentation, or the young person should have sufficient maturity to be able to provide informed consent (i.e. a mature 16-17 year old can self consent).

Further understanding of informed consent is available at this Victorian resource <https://www.acyp.nsw.gov.au/participation-resources/consent>

- 2.2 Consent should always provide the purpose of images (i.e. to record and document the program and/or for future promotion of the program)
- 2.3 The images should not be embarrassing to the young person (i.e. no sexualised poses, embarrassing facial expressions or suggestions of illegal activity).
- 2.4 A young person of any age, irrespective of parental / guardian consent, can request not to be photographed.

2.5 Care should be taken not to inappropriately embarrass a young person in a group environment who cannot participate in a photo / video (i.e. Children under the guardianship care).

2.6 Images should not be taken in inappropriate locations including showers, toilets, change rooms or bed rooms.

2.7 A young person can request that a image be removed from web or social media or no longer used in re-prints of printed material.

### **3.0 MEDICAL CARE OF CHILDREN**

Medical care provision for children is a critical component of risk management and risk planning (the duty of care requirements for minors is generally higher than the duty of care to the general public).

The following guidelines are recommended where group-based child and youth programs are being delivered (excluding YEP home host environments)

3.1 In delivery of Rotary Youth Programs a supervisor / leader / support person with current First Aid and CPR qualifications shall be reasonably available (within 5 minutes) to child at all times.

3.2 A first aid kit shall be available to the child at all times

3.3. In residential programs, medical consent and information must be sought from parents and guardians in advance and those documents should be available to supervisors on site.

3.4 In activities with higher risk (i.e. near water, isolated location, large numbers of young people) consideration should be given to the numbers of first aiders needed or the need for paramedical event service.

In event of a medical incident

3.5 The Rotary program leader shall take prompt medical care decisions to access definitive medical care (i.e. Ambulance, Locum visit, Transport to hospital) as if the young person was their own child.

3.6 Once the immediate medical need has been satisfied, the Rotary Program Leader shall take reasonable steps to inform and consult with parent and guardians.

### **4.0 TRANSPORT OF A YOUNG PERSON**

4.1 In addition to issues of supervision covered in the District 9510 Child and Youth Safety Policy, a young person should only be transported in either :-

- A commercial service vehicle with government accreditation (i.e. Taxi, Bus, Ambulance, Train, Uber or commercial plane service), or
- A private vehicle which is registered and has current comprehensive insurance (which provides insurance for passengers).

Specifically, uninsured vehicles, vehicles with only Third Party or Third-Party Fire and Theft insurance should be avoided).

Private non-commercial planes or helicopters should not be used.

## **5.0 MANAGING CHILD ABUSE AND NEGLECT REPORTS IN DIFFERENT JURISDICTIONS**

State based response to Child Abuse or Neglect reports.

### **VICTORIA**

#### **Step 1:**

**Any person** that believes a child is in immediate risk of abuse should telephone 000.

**Any person** (aged 18 or over) that forms a belief, on reasonable grounds, that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (aged 18 or older), **must** make a report to the police as soon as practicable.

**Any person** that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological or neglect), **may** disclose that information to the police or the Department of Health and Human Services (**DHHS**).

The Rotary District encourages all persons with concerns to also raise this directly with the DG and DYPO.

**Any person may** disclose a reportable allegation to the Commission for Children and Young People (**Commission**).

The individual employee, director, member, volunteer, or contractor of the Rotary districts should discuss these observations and concerns with CSO, supervisor or the CEO, who can assist the person to make the report to DHHS, the police and/or the Commission as required.

However, the individual is not required to consult with the Rotary, or gain the support of the district, prior to making a report.

The DG should be notified of any reportable allegation against an employee, director, volunteer or contractor as soon as practicable so that they can comply with the reportable conduct scheme.

#### **Step 2:**

It may be that, following the previous step, a person decides to make a report to DHHS, the police and/or the Commission with the support of DYPO, supervisor or the DG.

#### **Making a report:**

Ring DHHS at the below phone number, according to your location in the State (9:00am to 5:00pm) or 13 12 78 (after hours). Ask for Child Protection.

- North Division Intake - 1300 664 977
- South Division Intake - 1300 655 795
- East Division Intake - 1300 360 391

- West Division Intake - Rural and regional only - 1800 075 599
- West Division Intake - metropolitan only - 1300 664 977

AND/OR

Ring the police on 000.

AND/OR

Ring the Commission on (03) 8601 5281 or email the Commission at [childsafestandards@ccyp.vic.gov.au](mailto:childsafestandards@ccyp.vic.gov.au).

**Information for making a report:**

- name, age and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

The DG will ensure that the district offers support to the child and the reporter.

Where an allegation has been made, the district will make, secure, and retain records of the allegation of child abuse and Rotary's response to it.

Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

**Step 3:**

If the child is agreeable to be interviewed by DHHS, the Commission and/or the police, the DG or delegate should offer to be present at the interview to give support to the child.

**Step 4:**

Following a report, DHHS, the police and/or the Commission may need to contact the Club President, DG or DYPO about the notification.

**Step 5:**

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

**Step 6**

Notify Rotary International (as outlines in the policy) and the DIO (who can notify the insurer).

**Special comments:**

- DHHS will only interview the child if he/she is agreeable;
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the CSO and any other person who may become aware that a notification is to be, or has been, given;

- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e. DHHS, the police or the Commission) is the responsibility of that authority.

## NEW SOUTH WALES

### Step 1:

**Any person** that believes a child is in immediate risk of abuse should telephone 000.

**Any person** that forms reasonable grounds that a child (under the age of 16) is at risk of significant harm and those grounds arise during the course of or from the person's work in Rotary, **must** make a report to the Department of Family and Community Services (DFCS) as soon as practicable.

**Any person** that knows or believes that child abuse has been committed against a child under the age of 18 and their information might be of assistance to police in apprehending, prosecuting or convicting the offender, **must** make a report to the police as soon as practicable.

**Any person** that has reasonable grounds to suspect that a child is at risk of significant harm, **may** disclose that information to DFCS.

The individual employee, member, director, volunteer, or contractor of the Rotary, should discuss these observations and concerns with their DYPO or DG who can assist the person to make the report to DFCS and/or the police as required.

However, the individual is not required to consult with Rotary, or gain the support of the Rotary, prior to making a report.

### Step 2:

It may be that, following the previous step, a person decides to make a report to DFCS and the police.

### Making a report:

Ring DFCS on the Child Protection Helpline at 132 111 (24 hours/7 days).

AND/OR

Ring the police on 000.

### Information for making a report:

- name, age and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and

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- any specific cultural details, e.g. English speaking, disability, etc.

Request that if an interview is to take place at the Rotary site that the visiting police officer/DFCS representative is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized.

If the complainant alleges that a crime has been committed by an employee, director, member, volunteer or contractor, that person will be stood aside immediately (with pay, where applicable).

Furthermore, if the DG becomes aware of a reportable allegation, they will notify the NSW Ombudsman as soon as possible after becoming aware of the reportable allegation.

Where an allegation has been made, the Rotary District or Rotary club will make, secure, and retain records of the allegation of child abuse and the Rotary's response to it.

Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

**Step 3:**

If the child is agreeable to be interviewed by DFCS, the NSW Ombudsman and/or the police, the DG should offer to be present at the interview to give support to the child.

**Step 4:**

Following a report, DFCS, the police and/or the NSW Ombudsman may need to contact the DG or Club president about the notification.

**Step 5:**

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

**Special comments:**

- DFCS will only interview the child if he/she is agreeable;
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged.
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e. DFCS, the police or the NSW Ombudsman) is the responsibility of that authority.

<b>NORTHERN TERRITORY</b>
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**Step 1:**

Any person that believes a child is in immediate risk of abuse should telephone 000.

**Any person must make a report to the Territory Families under the *Care and Protection of Children Act 2007* (NT) if, who has a reasonable belief that a child has been harmed or is likely to be harmed.**

A person is guilty of an offence if this report is not made.

**Any person that is concerned about a child's wellbeing, may make a report to Territory Families and/or the police.**

The DG should be notified of any child abuse allegation against an employee, member, director, volunteer or contractor as soon as practicable.

**Step 2:**

It may be that, following the previous step, a person decides to make a report to Territory Families and/or the police with the support of the DYPO or DG.

**Making a report:**

Ring the Child Abuse Hotline on 1800 700 250 (24 hours) or the police (for matters which are not emergencies) on 131 444, or Territory Families on (08) 8922 7111  
AND/OR Ring the police on 000 if there is an emergency.

**Information for making a report:**

- name, age and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

Request that if an interview is to take place at confidential spot, the visiting police officer/Territory Families representative is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized.

If the complainant alleges that a crime has been committed by an employee, director, volunteer or contractor, that person will be stood aside immediately.

Where an allegation has been made, the Rotary will make, secure, and retain records of the allegation of child abuse and the Rotary response to it.

Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

**Step 3:**

If the child is agreeable to be interviewed by Territory Families and/or the police, the DG or delegate should offer to be present at the interview to give support to the child.

**Step 4:**

Following a report, Territory Families and/or the police may need to contact the DG about the notification.

**Step 5:**



Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

**Special comments:**

- Territory Families will only interview the child if they are agreeable;
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the CSO and any other person who may become aware that a notification is to be, or has been, given;
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e. Territory Families or the police) is the responsibility of that authority.

**SOUTH AUSTRALIA!**

**Step 1:**

**Any person** that believes a child (under 18 years of age) is in immediate risk of abuse or neglect should telephone 000.

**Any person** that is a mandated reporter under the *Children and Young People (Safety) ACT 2017* **must** make a report to the Department of Child Protection (DCP) if they have reasonable grounds to suspect that a child has been or is being abused or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary) or carrying out of their official duties.

**Any person** that suspects on reasonable grounds that a child has been or is being abused or neglected, **may** make a report to the DCP

**Any person** that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological or neglect), **may** disclose that information to the police.

The individual employee, director, volunteer, or contractor of a Rotary Club or district, should discuss these observations and concerns with their DG or DYPO, who can assist the person to make the report to DCP and/or the police as required. However, the individual is not required to consult with Rotary, or gain the support of the Rotary, prior to making a report.

The DG should be notified of any child abuse allegation against an employee, director, volunteer or contractor as soon as practicable.

**Step 2:**

It may be that, following the previous step, a person decides to make a report to DCP and/or the police with the support of the DG / DYPO.

**Making a report:**

Ring DCP on the Child Abuse Report Line (CARL) on 13 14 78 (24 hours 7 days)  
AND/OR Ring the police on 000 if the child is immediate danger.

**Information for making a report:**

- name, age and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

Request that if an interview is to take place at a Rotary site that the visiting police officer/DCP representative is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized.

The DG (or the Chair of the Board if the allegation involves the DG) will ensure that the Board is updated on any developments. The DG and/or the Board will ensure that the Rotary offers support to the child and the reporter.

If the complainant alleges that a crime has been committed by an employee, member, director, volunteer or contractor, that person will be stood aside immediately.

The DG (or the Chair of the Board if the allegation involves the DG) will conduct an independent investigation into the allegation to the extent that it will not interfere with investigations by DCP or the police, and will co-operate with the authorities as required.

Where an allegation has been made, Rotary will make, secure, and retain records of the allegation of child abuse and the Rotary's response to it.

Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse or neglect.

**Step 3:**

If the child is agreeable to be interviewed by DCP and/or the police wherever possible a parent / guardian should be present. The DG or DYPO or in the absence of a parent / guardian a delegate should offer to be present at the interview to give support to the child.

**Step 4:**

Following a report, DCP and/or the police may need to contact the DG about the notification.

**Step 5:**

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

**Special comments:**

- DCP and Police will only interview the child if they are agreeable and if there is an identified need
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken however a report to CARL should still be made
- the identity of the person making a notification to CARL will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the DG / DYPO and any other person who may become aware that a notification is to be, or has been, given;
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e. DCP or the police) is the responsibility of that authority.