



**QUEENSLAND BRANCH
SCOUTING INSTRUCTIONS (QBSI)
SECTION 10.1**

CHILD SAFE SCOUTING

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This document has been prepared by the Scout Association of Australia, Queensland Branch Inc., for the operation of the Scout Association of Australia in Queensland

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CHILD PROTECTION POLICY

Scouts Queensland Child Protection Framework

1 Adoption of Scouts Australia Child Protection Policy

- 1.1 Scouts Queensland adopts the “Child Protection Policy and Prescribed Procedures” (the National Policy) of the Scout Association of Australia (“Scouts Australia”) as Scouts Queensland policy.
- 1.2 The “Child Protection Policy and Prescribed Procedures” of Scouts Australia applies to all members of Scouts Queensland as well as supporters and employees.
- 1.3 The National Policy shall in all respects be regarded as the primary reference for child protection matters in Queensland Branch.
- 1.4 All terms used in this Section of QBSI have the same meaning as defined in the National Policy.

2 Definitions applying in this Policy (for a full list see [National Child Protection Policy](#))

- 2.1 **Adult** means a person 18 years of age or older who are Leaders, Rover Scouts, Adult Helpers, Adult Supporters, Office Bearers, Foundation & Fellowship Members and Staff.
- 2.2 **Adult Helper** means an Adult holding a Certificate of Adult Membership of the Association who provides assistance to a Leader and is bound by the policies and rules of the Association.
- 2.3 **Adult Supporter** means an Adult who, from time to time, assists Scouting in some way, but does not hold a Certificate of Adult Membership of the Association. An Adult supporter may have ‘incidental’, or very occasional contact with youth members but are generally regarded as supporters who give material, sponsorship, fundraising and other support. Parents/Caregivers can also be classed as Adult Supporters. Adult supporters are NOT to be given UNSUPERVISED contact (or access to youth member records) unless they have been formally screened under the requirements of this policy.
- 2.4 **Adults in Scouting** means all Adults including volunteers, Rovers and staff (includes contractors and consultants engaged or employed).
- 2.5 **Two Deep** when Adults are supervising, and conducting Scouting activities involving Youth Members, at least two Adults must be present, except in unexpected, unusual and unforeseen circumstances. While the minimum ratio of Adults to Youth will vary from activity to activity, a minimum of two Adults is always required. This requirement is to protect Youth as well as Adults and is referred to as “Two-deep” leadership.

3 Objectives of this framework

- 3.1 The objectives of this framework are:
 - 3.1.1 Protect all young people in the care of Scouts Queensland.
 - 3.1.2 Ensure that allegations of Child Abuse or suspected Child Abuse are dealt with in a timely, consistent, confidential and sympathetic manner by Scouts and the appropriate authority as applicable.
 - 3.1.3 Provide a clear framework for the recruitment, training and management of Adults concerning Child Protection.
 - 3.1.4 Prevent Adults placing themselves at risk, and, to educate Youth Members about their rights to safety and ways they can help protect themselves.
- 3.2 This Framework provides overarching Child Protection direction and represents the minimum standard required.
- 3.3 This Framework should be regarded as a 'living' work and that from time to time, enhancements, new requirements and provisions will be disseminated by Scouts Queensland in our collective effort to achieve and maintain best practice.
- 3.4 Scouts Queensland has an overarching duty of care to Youth Members to provide a safe environment and protection from harm. Scouts Queensland has an additional legal responsibility to protect its Youth Members from Child Abuse. All Adults in Scouting are accountable in fulfilling that specific responsibility on behalf of Scouts Queensland at all times. Scouts Queensland shall ensure that this highest duty is considered above all else when recruiting and managing Adults.
- 3.5 Scouts Queensland is committed to an environment of **ZERO TOLERANCE** toward bullying, neglect and emotional, physical, psychological or sexual abuse of any kind. Abuse takes many forms and can be perpetrated in many ways, as such Scouts Queensland requires all Adults and Children to be aware of Child Abuse as outlined in the National Policy and this Framework and comply with the requirements of the National Policy and this Framework, Procedures, Standards and Practices at all times. When an incident does occur, our absolute priority is to ensure the immediate safety and welfare of the Child.
- 3.6 All Adults must report any conduct directly seen or suspected that does not comply with the National Policy, this Framework and/or the Scouts Australia Code of Conduct. Without fail, Adults must report immediately any disclosure, allegation or suspicion of abuse of Children in accordance with the National Policy, this Framework and in the manner specifically required by Scouts Queensland Child Protection Reporting Procedure.
- 3.7 Children are to be encouraged to report any conduct that does not comply with the National Policy and this Framework and are to be regularly reminded/informed through the Scout program of their right to feel safe and what action they can take if they do not feel safe.
- 3.8 Responding to allegations of abuse must be undertaken with the utmost sensitivity and confidentiality.
- 3.9 The welfare of Children involved in Scouting is of paramount importance. Accordingly, the Membership of (or the employment of) any Adult will be terminated where an allegation or suspicion of abuse has been proven through a court of law. Additionally, Scouts Queensland may terminate the Membership of any Adult even if a Child Protection matter is not concluded or ultimately resolved with certainty. Also, Scouts Queensland will automatically suspend the membership of an alleged abuser until the matter is resolved by the appropriate authority. Scouts Queensland will not proceed with an application for Membership of an Adult if there is **any** doubt concerning suitability.

4 Scope

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

5 Forms of child abuse

- 5.1 The following are the definitions for Child Abuse. These definitions are not exhaustive and do not act as limitations on abusive behaviour covered by this Framework (the applicability of 'neglect' and 'domestic violence' reporting to Scouting is limited to legislated Mandated Reporters):
- 5.1.1 **Physical abuse:** occurs when a person purposefully injures or threatens to injure a Child. The abuse can take the form of (but is not limited to) slapping, punching, shaking, kicking, throwing, burning, biting, poisoning, shoving, pushing holding or grabbing. An injury may take the form of bruises, cuts, burns or fractures. Physical abuse may leave no physical injury. This abuse can also be the result of 'Hazing' (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group). Additionally, physical abuse can be a single incident or a number of different incidents that take place over time. The 'level of harm' occasioned is not necessarily relevant to determining that physical abuse has occurred, rather, that harm has or has not occurred. For harm to be 'significant' the detrimental effect on a child's wellbeing must be substantial or serious and be demonstrated through the child's presentation, functioning or behaviour.
- 5.1.2 **Emotional abuse:** occurs when a Child is repeatedly rejected or frightened by threats. The abuse can involve name calling, being put down or continual coldness from a person to the extent where the behaviour of the Child is disturbed or their emotional development is at serious risk of impairment (this can include the effects of bullying). It also includes exclusion or bullying through social media. 'Bullying' is specifically and separately covered in Scouts Australia's Policy and Rules (P&R).
- 5.1.3 **Sexual abuse:** occurs when a Child is used by a person (being either an Adult, or another Child or adolescent) for his or her own sexual stimulation or gratification. These can be contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, and exposure to pornography, accessing pornography, the retention of pornography or involving a child in the making or sending of child pornography.
- 5.1.4 **Grooming:** occurs when communication or conduct is linked to facilitating the involvement of a Child in sexual behaviour with an Adult. Children are particularly accessible through 'Social media' and this danger is specifically addressed further in this Framework. Indicators of 'grooming' include but are not limited to:
- Developing special relationships with, favouring or giving gifts to a Child.
 - Inappropriate interactions with Children either in person or via forms of media and electronic devices.
 - Asking a Child to keep a secret of any aspect of their relationship.
 - Testing of or ignoring professional boundaries or rules.
 - The coercive use of social media, texting and on-line forums to groom, or directly abuse.
- 5.1.5 **Neglect:** occurs when there is a failure to provide the Child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health, safety, or development of the Child is significantly impaired or placed at risk.
- 5.1.6 **Exposure to Domestic Violence:** occurs when Children witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within a domestic relationship

6 General statement of Policy

- 6.1 Adults in Scouting must, at all times, treat all Children with dignity and respect and must endeavour to actively promote in word and deed every Child's right to feel safe and cared for.
- 6.2 Youth Members must be aware of their rights to a 'Child Safe Environment' and be encouraged to speak to an Adult if they ever feel unsafe.

- 6.3 The welfare of all Children involved in Scouting is of paramount importance and Scouts Queensland takes a Zero Tolerance approach to all forms of Child Abuse. This means that Scouts Queensland requires that a Member, Adult Supporter or Staff Member who reasonably believes that a Child is at risk of being harmed, has been harmed or is likely to be harmed must immediately follow the Branch Child Protection Reporting Procedure.
- 6.4 Adults in Scouting (including contractors, consultants etc.) must not take part in or tolerate any form of abuse of Children, or any form of behaviour which compromises the safety and wellbeing of Children. Therefore, all Adults in Scouting are to:
 - 6.4.1 Make every effort to provide an inclusive and safe environment for all Children involved in Scout activities including providing for the care and safety of Children with physical, intellectual or sensory impairments.
 - 6.4.2 Respect the cultural values of all Children and encourage and support their involvement from all backgrounds.
 - 6.4.3 Adhere to the National Policy and this Framework and any applicable legislative requirements.
- 6.5 Youth Members in Scouting must not take part in or tolerate any form of abuse of other Youth Members, or any form of behaviour which compromises the safety and wellbeing of Youth Members.
- 6.6 Scouts Queensland will develop, disseminate and conduct training for all Leaders, Adult Helpers, Adult Supporters, Parents/Guardians and Staff in specific Child Protection processes which conform with this Policy and any applicable State Legislation (The national training module is to be used as the basis for training and augmented by Scouts Queensland as required to ensure compliance with state Legislation).
- 6.7 Scouts Queensland will disseminate annually and more often as required to all Adults, its latest Child Protection requirements to facilitate the handling of questions, allegations, disclosures and reports about Child Abuse.
- 6.8 All Adult Members in Scouting must undertake a Blue Card Check. If deemed necessary by Scouts Queensland, an additional Blue Card Check may be requested when there is a change of appointment or location for a Member.
- 6.9 Scouts Queensland will maintain a robust and a legislatively compliant Child Protection Reporting process that is made known to all Adults in Scouting through formal training.
- 6.10 Scouts Queensland mandates completion of the Association's Child-Safe training curriculum as part of the basic training requirements for all Members and renewal of training at intervals as determined from time to time.
- 6.11 Scouts Queensland will ensure that Youth Members receive training/advice (through the Scout Program) of their right to feel, and be safe, and the ways in which they may help to protect themselves and their peers.
- 6.12 Scouts Queensland will immediately suspend the membership of a person who is the subject of any allegation of Sexual Abuse and report the matter to Police and if appropriate Child Safety Services for investigation (and provide confirmation of this to the authorities and the victim).
- 6.13 Scouts Queensland will terminate the membership of any Member or dismiss any Adult helper or Staff Member who has been found guilty of an offence relating to Child Protection.

7 Policy review

- 7.1 This Section of QBSI is issued by the authority of the Chief Commissioner for Scouts Queensland.
- 7.2 The Chief Commissioner and team will review this Section annually, and after any incidents to ensure that risks continue to be addressed and minimised throughout Scouts Queensland.
- 7.3 Any review of this Section must be in writing and should consider the following:
 - 7.3.1 Whether the Policy and procedures were followed;
 - 7.3.2 Whether any incidents relating to children and young people's risk management issues occurred;

- 7.3.3 The actual process used to manage any incidents;
- 7.3.4 The effectiveness of the Policy and procedures in preventing or minimising harm to children and young people; and,
- 7.3.5 The content and frequency of training in relation to this Policy and procedures.

8 Australian Child Protection Legislation

The principal legislation underpinning this Policy includes:

- 8.1 National Framework for Protecting Australia's Children 2009-2020
 - 8.1.1 The National Policy for Protecting Australia's Children 2009-2020 was developed by the Council of Australian Governments and uses a public health approach to place Children's interests at the centre of all policy and legislative development.
 - 8.1.2 While Child Protection legislation is the jurisdiction of State and Territory governments, Scouts Australia National Framework is a cooperative document that aims to provide a shared, national agenda for change in the way Australia manages Child Protection issues. The Government Framework seeks to resolve the differences that exist across State and Territory jurisdictions, some of which are outlined above. While there has been no nationally consistent legislation implemented at the State or Territory level, there is work at a policy and practice level that aims to address these discrepancies.
- 8.2 United Nations Convention on the Rights of the Child (1989)
 - 8.2.1 The UN Convention is the foundation for Child Protection and safety across the globe.
 - 8.2.2 The fundamental principle is the recognition of Children's rights as human rights.
 - 8.2.3 The Convention sets out a framework of minimum standards for the protection and wellbeing of Children.
 - 8.2.4 Article 19 states "Parties shall protect the Child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation including sexual abuse".
- 8.3 Charter of Human Rights and Responsibilities Act 2006 (Vic)
 - 8.3.1 Article 17 outlines "Protection of families and Children".
 - 8.3.2 States every Child has the right, without discrimination, to such protection as is in his or her best interests and is needed by him or her by reason of being a Child.
- 8.4 Australian Legislation
 - 8.4.1 Australia is a signatory to the United Nations Convention on the Rights of the Child (1989) and many of the principles within the Convention are embedded within Child Protection legislation. Together with policy frameworks, which depict the nature, extent, and fashion in which services and interventions are to be provided, legislative principles reflect the service goals to which governments aspire.
 - 8.4.2 Australian State and Territory governments are responsible for the administration and operation of Child Protection Statutory services. Acts of Parliament in each State and Territory govern the way such services are provided.
 - 8.4.3 In Australia, State and Territory governments are responsible for the administration and operation of Child Protection services. Legislative Acts in each State and Territory govern the way such services are provided. The principal Child Protection Acts relevant to Queensland are listed below.

Child Protection Legislation in Australian States and Territories		
Jurisdiction	Principal Act	Other relevant Acts/Legislation
Queensland	Child Protection Act 1999 (Qld)	<ul style="list-style-type: none"> - Working With Children (Risk Management and Screening) Act 2000 (Qld) - Commission for Children and Young People and Child Guardian Act 2000 (Qld) - Education (General Provisions) Act 2006 (Qld) Public Health Act 2005 (Qld) - Adoption Act 2009 (Qld) Family Law Act 1975 (Cth)

SCOUTS QUEENSLAND CHILD PROTECTION PRINCIPLES

Scouts Queensland Key Child Protection Principles

1 Principle one

PRINCIPLE ONE: ALL ADULTS IN SCOUTING are to report Child Abuse.

All Adults in Scouting are to immediately report any incident concerning Child Abuse to the appropriate authority as required by the legislation in the State/Territory in which the incident occurred and in accordance with the Branch Child Protection Framework notwithstanding the wishes of the Child or any other person.

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

EVERY Member (adult and youth member) is to report Child Abuse. Once a Member forms a reasonable suspicion that Child Abuse has occurred, is occurring, or is likely to occur, that suspicion is to be reported immediately in accordance with the Branch Child Protection Reporting Procedure. Youth Members are to be encouraged to speak with their Leader or another Adult at any time if they feel 'unsafe'.

2 Principle two

PRINCIPLE TWO: Respond positively and quickly to the person disclosing abuse and report on matters observed by you to the appropriate authority in accordance with the Branch Child Protection Reporting Procedure.

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

A report should be made in accordance with the Branch Child Protection Reporting Procedure and directly to the Police and if appropriate Child Safety Services. Where a member makes a report in the interests of Child Safety, Scouts Queensland will ensure that the 'reporter' is supported morally, legally, and through insurances if that is required. **IMPORTANTLY, A REPORT SHOULD BE MADE QUICKLY TO THE APPROPRIATE EXTERNAL AUTHORITY WITHOUT ANY INTERNAL INVESTIGATION.**

3 Principle three

PRINCIPLE THREE: All Child Protection Reports will be attended to without delay and treated strictly in accordance with the Branch Child Protection Framework.

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

The receiver of a report must make a report **immediately**, must not confront a person named by the Child, Young Person or Adult making the disclosure, but should take necessary action if the Child or Young Person is in immediate danger.

4 Principle four

PRINCIPLE FOUR: Reports and disclosures should not be internally investigated at the receiving point, or, between the receiving point and the Branch. All Reports and disclosures should be forwarded as soon as possible to the Branch and/or to the Police and/or Child Safety Services.

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

All reports of a Child Abuse nature shall be in accordance with the Branch Child Protection Reporting Procedure. Scouts Queensland nor any Member ARE NOT TO CONDUCT THEIR OWN INVESTIGATIONS (other than checking the elements of a report – scout membership etc.).

SCOUTS QUEENSLAND CHILD PROTECTION PROCEDURES

1 Recruitment

- 1.1 When an Adult wishes to support Scouts Queensland as a Volunteer or Staff Member, *his/her induction is to include face to face discussion, and formal training in the Code of Conduct and the National Policy, this Framework, The Branch Child Abuse Reporting Procedure, Standards and Practices and the Policy and Rules of the Association.* The person who accepts the Adult as a Member is responsible for ensuring these matters are addressed thoroughly and in accordance with the National Policy and this Framework. Adults are to formally acknowledge that they have received this discussion/training.
- 1.2 Working with Children Checks (WWCC).
 - 1.2.1 Adults must undertake Blue Card screening as a pre-requisite to Membership.
 - 1.2.2 An Adult may commence as a Volunteer or as an Staff Member whilst waiting for the Blue Card screening to be finalised, provided that they can show evidence of the application for a Blue Card (receipts of application are provided for each application) and in such situations they are supervised by a Leader holding a Certificate of Adult Leadership (CoAL) or Staff Member (as applicable) AT ALL TIMES until the screening is confirmed. At no stage, while a person is awaiting the confirmation of their Blue Card Check, may they be alone with a Youth Member.
 - 1.2.3 Ultimately, the decision for Membership suitability will rest at the highest level of the Branch (typically the Chief Commissioner for a Volunteer and the General Manager for a Staff Member). Scouts Queensland will adopt a “Four Eye” approach to screening which involves two senior persons at the Branch level making an independent assessment for each applicant.
 - 1.2.4 Scouts Queensland requires that Adults inform Branch immediately they become aware that they are being investigated or reported or charged by any authority concerning a Child Protection matter. Upon disclosure, Scouts Queensland will suspend the Member, Adult Supporter or Staff Member until the matter has been finalised.
 - 1.2.5 The Blue Card holder is responsible for renewing his/her Blue Card (or equivalent) before it expires. Scouts Queensland has a ‘reminder systems’ to facilitate the process.
- 1.3 Member application forms: the Application for Adult Membership document (A1) requires that an Applicant MUST answer to the following:
 - 1.3.1 Have you ever been found guilty of an offence of any sexual nature committed in Australia or in any other country?
 - 1.3.2 Have you ever been charged, reported, or defended in a court of law any allegation of sexual abuse, assault or a sexual offence of any kind in Australia or in another country?
 - 1.3.3 Have you ever been (or are you currently) subject to any restrictions regarding your contact with Children in any employment, volunteer, or personal capacity (other than any Child visitation rights as part of a Divorce Agreement)?
 - 1.3.4 Have you ever been dismissed or resigned as a volunteer or employee (or reported by any authority) for improper conduct relating to Children in any jurisdiction?
 - 1.3.5 Have you been named as the defendant in an intervention order, restraining order, apprehended violence order or domestic violence restraining order, or equivalent, in any jurisdiction?

2 Reference checks

- 2.1 All Adults will provide at least two names of referees for reference checking as part of their application for Membership. Reference Checks will be thoroughly completed for every Adult Member and Staff Member. Evidence that reference checks have been completed will be recorded by the Branch in a data base.

3 Training and development

- 3.1 Scouts Australia Child Protection training is **mandatory** and is to achieve the following outcomes:
 - 3.1.1 Participants are to be able to identify the signs of Child Abuse.
 - 3.1.2 Instil in participants a strong awareness of Child Protection and Child Safe Scouting and the reporting imperative.
 - 3.1.3 Practise participants through interactive 'role playing' experiences, in responding to Children who report abuse.
 - 3.1.4 Practise Child Abuse incident reporting.
- 3.2 All Adult Members (see definitions) are to complete the 'on-line' Scouts Australia 'Child Safe Environment Training' within three months of being issued a Certificate of Adult Membership or becoming a Rover Scout (as applicable). The remaining Child Safe training is to be completed within six months. (Ideally, Child Safe Environments Training should be conducted prior to the submission of an application for Membership.)
- 3.3 Additionally, every Adult (including but not limited to parents/guardians, spouses or partners of parents/guardians, siblings or other relatives of youth members) not falling within the above scope who is actively involved with young people is also to complete the prescribed Scouts Australia training in Child Safe Environments within 12 months of joining/their child joining
- 3.4 Scouts Queensland requires that Child Safe training is to be completed by every Member and by Staff Members every three years.

4 Sharing of information

- 4.1 Scouts Queensland will keep records of all screening and regular screening updates as well as decisions taken. Scouts Queensland will provide the details of any person who's Membership has been terminated or declined by the Branch to the National Office for placement on the database maintained for the purpose of cross-checking Membership applications across Branches. Scouts Queensland will unreservedly share any information pertaining to a Child Protection matter held by them as requested by the Child Protection Authority(s). Before sharing any information to a 3rd party (other than the Child Protection authorities) Scouts Queensland will consult with the investigating authority so as not to unknowingly prejudice their investigations. For this reason also, Scouts Queensland will NOT conduct its own internal investigations.

5 Suspension or termination of Membership

- 5.1 Scouts Queensland reserves the unfettered right to suspend or dismiss a Member at its discretion. Scouts Queensland will terminate the membership of a person where there is any doubt as to a Member's suitability, even if a matter is unsubstantiated, not concluded or not resolved with certainty and may do so even if resolved without confirmation of any wrong-doing. Where Scouts Queensland is placed in this position, care will be taken to demonstrate Procedural Fairness.
- 5.2 Scouts Queensland will not proceed with an application for membership of an Adult where a doubt about suitability exists. Scouts Queensland will suspend the membership of any person when a State Authority informs the Branch that a person has been charged, reported or investigated for a Child Abuse matter or where a Blue Card has been declined or cancelled. Scouts Queensland will suspend the Membership of any person who advises the Branch that he/she has been charged, reported or being investigated for a Child Abuse matter.
- 5.3 The automatic suspension or termination of a Membership may be reviewed by Scouts Queensland once the matter has been concluded by the State Authority. Scouts Queensland retains the unfettered right to decline a request for reinstatement of a suspended or terminated Member. Where any doubt as to a Member's suitability exists, a Member re-application is not to be considered.

- 5.4 The consequence of suspension is that the Member is not to participate in any Scouting meeting, activity or event. This is regardless of whether Children are present or not. They are not to wear uniform and under no circumstances purport to be an active Member of Scouts Queensland (both domestically and/or internationally). The notice of suspension will specifically include these restrictions.
- 5.5 If an allegation is substantiated, the offender's membership is to be terminated immediately and never reinstated. The National Office will be notified of the termination of membership. Regardless of the legal outcome, Scouts Queensland reserves the right to refuse the reinstatement of an alleged offender who has been cleared or not charged by the Police at its discretion.
- 5.6 In the case where a Child offends against another Child, the Branch is to act in the interests of the victim and other Children at risk. Scouts Queensland maintains the unfettered right to limit or terminate a Youth Member's membership in the interest of the safety of others.

6 Induction

- 6.1 It is essential that all Members and Staff Members understand that Scouts Queensland is committed to being a Child Safe organisation. As part of their induction, every Member and Staff Member is to be informed of the National Policy, this Framework and the Branch Child Abuse Reporting Procedure, Standards and Practices. Every Member is to be given access to these documents and be asked to acknowledge that access and their understanding of them in writing. This is to be undertaken on acceptance of Membership or engagement as a Staff Member and every time a Member is appointed to a Leader or Office Bearer position.
- 6.2 In order to ensure that Scouts Queensland maintains a Child Safe environment, Scouts Queensland will conduct an on-going awareness program by:
 - 6.2.1 Regularly communicating with the wider Membership (Leaders, Youth Members, parents, helpers, Adult Supporters and Staff) to remind all Adults and Children of the necessity to remain vigilant.
 - 6.2.2 Conducting ongoing refresher seminars, presentations, newsletter articles, Leader emails.
 - 6.2.3 Instilling an ethos of "TWO DEEP" (see definitions) and "REPORT, REPORT, REPORT" to all Members.

7 Reporting child abuse or suspicion of child abuse

Reporting child abuse

SUMMARY OF REPORTING PROCEDURE

1. Report to Police
2. Telephone Branch Support Office on 07 3870 700 (if afterhours press 9 when promoted)
3. Complete Child Abuse Report Form F8 and forward to complaints@scoutsqld.com

- 7.1 **It is a requirement of Scouts Queensland** that if a leader, volunteer, youth or young adult member, staff member or helper suspects a child has experienced CHILD ABUSE , or is at risk of experiencing CHILD ABUSE, that person (called a “Notifier” in this Procedure) must contact the Police (or if appropriate Child Safety Services). This requirement is not limited to Scouting related activities.
- 7.2 Adult Members, Helpers, Supporters and Staff Members must immediately report to the Police and if appropriate Child Safety Services and to Branch, suspected, known or disclosed instances of Child Abuse. A failure to report is a breach of the National Policy, the Scouts Australia Code of Conduct and Scouts Queensland Child Protection Policy. This Procedure presents the minimum standard required by Scouts Queensland in terms of reporting. These reporting principles will be reinforced during induction and training programs. All ‘reporters’ are required to use the Report Form F8 – Child Abuse Report Form. The Identities of all persons involved, including the ‘reporter’ are to remain confidential and shared only in the interests of the Child.
- 7.3 Where a member (who may or may not be mandated by State law to make a report) makes a report in the interests of Child Safety, Scouts Queensland will ensure that the ‘reporter’ is supported in every way. Scouts Queensland will maintain an open and cooperative relationship with all State Authorities and will unreservedly provide information in its possession to those Authorities in their investigations.
- 7.4 Adults who, by virtue of their employment or by State legislation are required by law to report Child Abuse are to follow the mandatory reporting requirements prescribed under state law for reportable situations that occur in Scouting whether within their State or other jurisdictions. Notwithstanding legislation, the National Policy and this Procedure prescribes that all Adults in Scouting are ‘voluntary reporters’. **GIVEN THIS POLICY PRESCRIPTION (AND WHERE ADULTS IN SCOUTING WOULD NOT OTHERWISE BE ‘MANDATED REPORTERS’ UNDER STATE LEGISLATION) UNDER THESE SCOUTS AUSTRALIA MANDATED REPORTING REQUIREMENTS – CHILD ABUSE MATTERS ARISING IN THE CONTEXT OF SCOUTING ACTIVITY IS MANDATED FOR REPORTING. THIS INCLUDES THE SITUATION WHERE A CHILD DISCLOSES OR IS AT RISK OF ABUSE IN SITUATIONS OUTSIDE SCOUTING ACTIVITY (e.g.: HOME).** The National Policy and this Procedure do not alter the requirement for legislated ‘Mandated Reporters’ to report all matters of Abuse in accordance with State law. When a legislated ‘Mandated Reporter’ makes a report for a reportable situation that occurs in Scouting that person must also complete the Branch Child Abuse Report Form and forward it to Branch.
- 7.5 **IMPORTANTLY**, Youth Members are to be encouraged to report any instance in which they feel ‘unsafe’ or in danger. Youth Members are to receive regular reminders through the Scout Program of their rights to feel, and be safe, and in the ways in which they may help to protect themselves and their peers. The Child Protection Practices of Scouts Queensland explain many of the ‘rights’ of Youth Members and these should be communicated with them regularly.
- 7.6 An Adult in Scouting who is approached by the Police or any other relevant authority in relation to any matter concerning Child Protection must inform the Branch Headquarters in accordance with this Procedure. This disclosure requirement is mandatory for all Adults in Scouting. If an Adult discloses abuse received as a Child the matter must be reported in accordance with this Procedure.
- 7.7 If there is no known or identifiable victim or suspected victim, a reporter who has concerns about someone based on the characteristics outlined in the National Policy or who suspects that a person’s behaviour is inappropriate, are to report their observations in accordance with this Branch Child Protection Reporting Procedure.

Reporting procedures to Scouts Queensland

- 7.8 **It is a further requirement of Scouts Queensland** that if a Leader, volunteer, youth or young adult member, staff member or helper suspects a child has experienced CHILD ABUSE or is at risk of experiencing CHILD ABUSE, that person after contacting the Police (or if appropriate Child Safety Services) telephones the Branch Support Office to advise the details of the report made to the police (or if appropriate Child Safety Services).

- 7.9 **It is a further requirement of Scouts Queensland** that if a leader, volunteer, youth or young adult member, staff member or helper suspects a child has experienced CHILD ABUSE or is at risk of experiencing CHILD ABUSE, that person after contacting the Police (or if appropriate Child Safety Services) completes a Child Abuse Report Form (**F8**), which is then to be forwarded to the Chief Commissioner or any other person designated by the Chief Commissioner at Scouts Queensland as soon as possible. This form may be submitted anonymously
- 7.10 The staff member at the Branch Support Office upon receiving a report pursuant to subparagraph 7.8.1 is responsible for ensuring that Section 8 is actioned immediately (and in conjunction with any trained senior Branch contact present at the activity in accordance with Section 13).
- 7.11 If Scouts Queensland receives a Report under this Procedure, it will take the following action:
- 7.11.1 If the alleged offender is a member, helper or staff member of Scouts Queensland, the Association will:
- 7.11.1.1 Immediately advise the alleged offender in writing that a report has been made that involves him or her;
- 7.11.1.2 Immediately advise the alleged offender that he/she is suspended from all Scout activity (including the wearing of Scout uniform, accoutrements, badges and adornments, and attending any Scout function or representing Scouts whether on Scout premises, at a community venue or otherwise) until the matter is investigated by the appropriate authorities; and,
- 7.11.2 If the alleged offender is a staff member, that person will be stood-down with pay until the matter is finalised to the satisfaction of Scouts Queensland.
- 7.11.3 This action is procedural policy, and not an indication or implication of guilt or otherwise of any person reported upon.
- 7.11.4 The Chief Commissioner or other person designated by the Chief Commissioner advises the Queensland Police Service Adult & Serial Sex Crimes Team and Sexual Crime Unit immediately and forwards the allegation documents.
- 7.11.5 NO details of a report are to be communicated to the alleged offender. This must be left to the authorities.
- 7.11.6 Where sexual abuse is alleged and a report has been made to the Authorities, Scouts Queensland will cooperate fully with the investigating body and allow and assist them to conduct its investigation. For other forms of abuse, Scouts Queensland will determine how the matter is raised with the alleged perpetrator after consulting with the relevant Authorities.
- 7.11.7 If allegations are substantiated:
- 7.11.7.1 The accused person will be immediately dismissed from Scouts Queensland; and,
- 7.11.7.2 Action taken to ensure that he/she cannot be readmitted (notification of dismissal will be forwarded to Scouts Australia, National Office, with a view to barring future involvement in Scouting in accordance with the policy).
- 7.11.8 Regardless of any legal outcome, Scouts Queensland reserves the right to refuse reinstatement to any volunteer, youth member, staff member or helper at its sole discretion.
- 7.11.9 In the case where a report is made involving harm or abuse of a non-sexual nature, the Chief Commissioner or person designated by the Chief Commissioner may elect not to suspend a member or staff member immediately. The severity of the circumstances will determine Scouts Queensland's level of response in these cases.
- 7.11.10 In the case where a report is made involving harm or abuse of a non-sexual nature, the Chief Commissioner or person designated by the Chief Commissioner may elect not to advise the Queensland Police Service in circumstances where:
- 7.11.10.1 The report is of an incident involving youth members from the same section or youth members of a similar age;
- 7.11.10.2 There is no apparent physical or psychological injury;

- 7.11.10.3 The views (if any) of the parents/guardians of the youth members involved have been considered; and,
 - 7.11.10.4 A manner of discipline appropriate to the report is available.
- 7.12 It is the responsibility of every member, helper or staff member to immediately inform the Branch (through the Chief Commissioner or person designated by the Chief Commissioner) if they are approached by the Police or the Department of Communities, Child Safety and Disability Services in relation to any matter involving child abuse, or potential child abuse, to a child
 - 7.13 Where an investigation by Police or Child Safety Services has been concluded or, similarly, where an investigation has been concluded or 'cleared', and where this has been advised to a Member by an investigating authority, that member is to inform the Branch Chief Commissioner's Office immediately.
 - 7.14 All records concerning Child Abuse cases are to be maintained securely and confidentially. These records are to be held indefinitely by Scouts Queensland and the National Office as appropriate. Access to the information is to be strictly controlled and open only to personnel authorised by Scouts Queensland. Scouts Queensland is to share any records they hold with the Police or other authorised investigatory body as requested by them.
 - 7.15 Public statements at Branch level regarding Child Protection are only to be made by the Branch Chief Commissioner, the Chair of the Branch Executive Committee or the General Manager. In all cases, the details of reports, the names of people involved and the circumstances are to be restricted to only those who need to know
 - 7.16 Scouts Queensland will closely consult with the Police and/or State Authority to ensure any actions do not prejudice the investigations being conducted by the authorities
 - 7.17 If, after consideration, Scouts Queensland decides that the matter does not warrant reporting to the Police or Child Protection Authorities, the Member that raised the report retains the right to report directly to the State Authority if they believe it is necessary. This right is to be communicated to the reporter.
 - 7.18 There may be instances where Child Protection reports are made that do not meet the legislative, statutory Child Protection or State Authority requirement to act, or the Branch decides not to elevate a matter to a State Authority but feels that further administrative action should be undertaken. Where this occurs, Scouts Queensland may conduct its own investigation and make a conclusion on a matter of Child Protection. In these cases, the Branch has the authority to make decisions regarding Membership suitability at its sole discretion (this provision does not abrogate the requirement to report all cases of alleged sexual abuse to the Police and/or State Authorities).

8 Care and support for the people involved

- 8.1 Scouts Queensland will provide access to external support or counselling services for the victim and family.
- 8.2 Scouts Queensland will provide advice (of the matter) to other Members and Parents and/or support if deemed necessary and only after consultation with the Police and/or Child Protection Authority.
- 8.3 Scouts Queensland will provide access to appropriate external support or counselling services to others (including receivers of reports) in Scouting whenever this support is requested and will be pro-actively offered by the Branch.
- 8.4 The victim and family are to be given a trained, senior Branch contact for the matter.
- 8.5 The Senior Branch nominated contact is to provide updates to the victim and the alleged perpetrator on the matter where this is possible and appropriate, and always in conjunction with the Police and/or State Authority.
- 8.6 Other people in Scouting are to be given a trained senior Branch contact for the matter.
- 8.7 The accused will be given a trained senior Branch contact for the matter.

- 8.8 Importantly, Scouts Queensland will ensure that the persons nominated to receive reports at the Branch level, are trained and that the reporting systems and ongoing care provisions are child (victim) focused.
- 8.9 The Branch Chief Commissioner will from time to time appoint senior Branch contacts for the purpose of this Section who meet the following criteria:
 - 8.9.1 Hold a Wood Badge and
 - 8.9.2 Completed the training program for the role approved by the Chief Commissioner
- 8.10 Scouts Queensland will provide Senior Branch contacts with a resource kit which will include a Induction Package and contact details for counselling services

9 If the victim is now 18 years of age or over

- 9.1 In circumstances when victims who were abused at 18 years of age or younger but disclose the abuse after they have reached the age of 18 years the reporting procedures in 7 above apply.
- 9.2 Given that an alleged perpetrator in these circumstances, may have ongoing involvement in Scouting, the report may assist the authorities in gathering a complete picture of the perpetrator's offending and importantly, alert Scouts Queensland to the potential for ongoing risk to children and young people
- 9.3 Scouts Queensland will report such disclosures directly to the Queensland Police and if appropriate to the Department of Communities, Child Safety and Disability Services.
- 9.4 Additionally, as Scouts Queensland youth membership ranges from 6 years to 26 years of age, the procedures regarding suspension of an alleged perpetrator will still apply even though the alleged victim may, at the time of bringing an incident to notice, be over 18 years of age.
- 9.5 In the case of a person 18 years of age or over who has disclosed his/her own childhood abuse, an attempt should be made to counsel them to report their situation to the Police and if appropriate to the Department of Communities, Child Safety and Disability Services through Child Safety Services.
- 9.6 While reports concerning people, who are 18 or over should not be made without their consent, the members, helpers and staff who become aware of the situation may well suspect that other children under the age of 18 could be at continued risk from the alleged perpetrator. In these cases, the procedures in paragraphs 7.1 and 7.4 above for reporting such suspicions must be implemented (even though the alleged victim may decide not to make a report).

10 Responding to a child who discloses abuse

- 10.1 One way in which a member, helper or staff member may become aware of abuse is through disclosure by the victim. When a child under 18 years of age begins to share with you an experience of abuse the following guidelines should be followed.
- 10.2 If you receive a disclosure, you should take the following steps:
 - 10.2.1 **Remain calm:** you may be the first person to whom the disclosure has been made. Your reaction may determine whether the person making the disclosure trusts you, or later persons, with the information. It is important that you:
 - 10.2.1.1 Do not react in a shocked or critical way, and
 - 10.2.1.2 Tell the person you are glad they have told you.
 - 10.2.2 **Find a private place to talk:** privacy may help the person making the disclosure feel more comfortable and less concerned about telling you what they have to say, especially if they are a child or young person.
 - 10.2.3 **Do not promise to keep a secret:** When presented with a disclosure of harm, don't say, "I won't tell" and do not promise to keep secrets.
 - 10.2.4 **Listen** – you should:
 - 10.2.4.1 Reassure the person they have done the right thing by telling you
 - 10.2.4.2 Say you need to tell someone else who can help them, and

- 10.2.4.3 Reassure them you will only tell someone who will make them safe.
- 10.2.5 **Believe the person:** it is not up to you to judge whether a child, young person or anyone else is telling the truth – always act on the basis that what you have been told is the truth.
- 10.2.6 **Don't ask leading questions:** Leading questions are those that tend to suggest an answer, for example:
 - 10.2.6.1 "Did 'X' touch you?"
 - 10.2.6.2 "Did they touch you where your underwear goes?"
- 10.2.7 **Don't put words in the person's mouth:** Ask open questions such as:
 - 10.2.7.1 "Tell me what happened"
 - 10.2.7.2 "What happened then?"
- 10.2.8 **It is not your role to investigate:** It is not your role to investigate allegations of harm. Only ask enough questions to confirm the need to report the matter to the Department of Communities (Child Safety Services) or the Queensland Police Service. The safety of the child or young person is paramount. Unnecessary questions or interviews could cause distress, confusion and may interfere with any subsequent investigation authorities undertake.
- 10.2.9 **Take detailed notes:** At the first opportunity after a disclosure has been made, make notes about what occurred. Include information such as:
 - 10.2.9.1 Dates;
 - 10.2.9.2 Times;
 - 10.2.9.3 Location; and,
 - 10.2.9.4 Who was present?
 Include detailed descriptions of:
 - 10.2.9.5 Exactly what the person disclosing said, using "I said," "they said," statements;
 - 10.2.9.6 The questions you asked;
 - 10.2.9.7 Any comments you made; and,
 - 10.2.9.8 Your actions following the disclosure.
 If you are taking notes as the disclosure is occurring, explain why you are doing it and why it is important, i.e. to ensure an accurate record for any subsequent investigation. If the disclosure is being made by a child or young person, remember to explain this to them in a way that is appropriate for their age and understanding.

Any reports or documentation of disclosures of harm must be kept confidential and secure, with access strictly limited and on a 'need to know basis'.
- 10.3 Telephone Branch Support Office 07 3870 7000.
- 10.4 Then, telephone the child's parent or guardian unless advised otherwise by the Police or Child Safety services to advise that the incident has been reported
- 10.5 Following a disclosure, support and counselling will be offered to all parties involved (see QBSI section 3.11 Grief and Trauma Counselling).

11 Dealing with persons accused of child abuse

- 11.1 Any person accused or suspected of child abuse is presumed innocent until proven guilty.
- 11.2 Notwithstanding this presumption of innocence, given the overriding principle that the child is the primary concern and all other concerns (including anger, embarrassment, protest, guilt or innocence of the alleged offender) are secondary, any person who is the subject of a report will be immediately suspended from Scout activity or employment.
- 11.3 In certain cases, where a report is made involving abuse of a non-sexual or non-violent nature, the Chief Commissioner or General Manager may elect not to suspend a member or staff member immediately. The severity of the circumstances will determine Scouts Queensland level of response in these cases.

- 11.4 Regardless of whether criminal child abuse or other charges against any member, helper or staff member of Scouts Queensland are proven, Scouts Queensland may consider its own action against that individual.

12 Databases

- 12.1 Scouts Queensland will maintain at least the following databases:
 - 12.1.1 Working with Children Checks/National Police Checks capable of providing a reminder system for when renewal is due and capable of identifying any leader, adult helper or employee with an out of date check.
 - 12.1.2 Screening and reference checks for leaders, adult helpers and/or employees.
 - 12.1.3 Suspended/cancelled member register (accessible only by the Chief Commissioner or other persons authorised by the Chief Commissioner) detailing the date and reason for suspension and reinstatement of membership (if reinstated) and cancellation of membership.
 - 12.1.4 Child Risk Register (accessible only by the Chief Commissioner or other persons authorised by the Chief Commissioner).

13 National / Major events conducted in Queensland

- 13.1 A National event includes but is not limited to Jamborees, Ventures or Moots
- 13.2 A major event includes events conducted by Branch or a Region or a District but is not limited to events such as Triple SSS, Cuboree, Joey Scout Jaunt, Agoonoree, Gangshow, Revues, Operation Nighthawk, Skillorama and others.
- 13.3 It is a requirement of Scouts Queensland that all Adults participating in a National / Major Event hosted in Queensland meet the requirements from time to time of the Public Safety Business Agency in Queensland.
- 13.4 A Child Protection incident which occurs at a national event hosted in Queensland will be reported in accordance with Scouts Queensland Child Protection Reporting Procedure (see 7 above).
- 13.5 Scouts Queensland will provide an induction activity to all participants at a national event hosted in Queensland a copy of the Branch Child Protection framework and detailed information with regard to reporting a Child Protection incident which occurs at a national event.
- 13.6 Scouts Queensland will have a Senior Branch Contact available at all times during a nationalevent hosted in Queensland to manage any such report and to provide advice, assistance and support to the victim and/or the victim's family and to other people (including receivers of reports) in Scouting.
- 13.7 Branch, Region or District conducting a major event will have a Senior Branch Contact available at all times during a major event to conduct the induction activity, manage any report and to provide advice, assistance and support to the victim and/or the victim's family and to other people (including receivers of reports0 in Scouting.
- 13.8 A Senior Branch Contact will be present at a National/Major event in accordance with 13.6, 13.7 and 13.8 above and will be known as the "Child Safe Scouting Officer" for the event and will have no other primary responsibility during the event.

14 Processes to manage a non-compliance with this framework and reporting procedure

- 14.1 This paragraph outlines the steps to be taken by the Chief Commissioner or General Manager and team following non-compliance with the National Policy, Scouts Queensland Child Protection Policy/ Framework, Child Protection Reporting Procedure, Standards and Practices in order to address the non-compliance in a fair and supportive manner.
- 14.2 Non-compliance will be managed in a fair, unbiased and supportive manner. The following will occur:

- 14.2.1 All people concerned will be advised of the process;
- 14.2.2 All people concerned will be able to provide their version of events; the details of the non-compliance, including the versions of all parties and the outcome will be recorded; and,
- 14.2.3 Matters discussed in relation to the non-compliance will be kept confidential; and an appropriate outcome will be decided.
- 14.3 Depending on the nature of the non-compliance, outcomes may include:
 - 14.3.1 Emphasising the relevant component of the Child Protection strategy e.g. these Procedures;
 - 14.3.2 Providing closer supervision;
 - 14.3.3 Further education and training;
 - 14.3.4 Mediating between those involved in the incident (where appropriate);
 - 14.3.5 Disciplinary procedures (e.g. termination) if necessary; or,
 - 14.3.6 Reviewing current policies and procedures and developing new policies and procedures if necessary.

15 Cooperation with Authorities

- 15.1 Scouts Queensland maintains a policy of openness and cooperation with the Police and the Department of Communities, Child Safety and Disability Services to ensure, from its' perspective, that all that can be done to assist in any investigation, is done.
- 15.2 Scouts Queensland Privacy Policy empowers the Branch to share information with investigating authorities when requested or required. Scouts Queensland will share any information with recognised authorities, both within Queensland and interstate, in the interests of child protection.

16 Reporting child abuse or suspicion of child abuse

- 16.1 Scouts Queensland maintains a Privacy Policy which clearly defines the circumstance in which any information it maintains on members and staff may be used.
- 16.2 Scouts Queensland recognises the sensitive nature of reporting and responding to child abuse and therefore will protect, as far as is practicable, any information pertaining to notifiers, victims and alleged offenders.
- 16.3 A person who receives notification of child abuse from a notifier, or who otherwise becomes aware of the identity of a notifier, must not disclose the identity of the notifier to any other person, unless the disclosure is made in the course of official duties to another person acting in the course of official duties, or is made with the consent of the notifier.
- 16.4 Scouts Queensland will share information with the Department of Communities, Child Safety and Disability Services, and Queensland Police (and any other appropriate civil authorities) at its discretion in the interests of protecting children.

SCOUTS QUEENSLAND CHILD PROTECTION PRACTICES

1 Standard practice for all Scout activities:

The following must be standard practice for all Scout activities:

- 1.1 **Two Adults present:** The preferred standard is when Adults are supervising and conducting Scouting activities involving Children at least two Adults are present, except in unforeseen circumstances (such as an emergency). While the minimum ratio of Adults to Children will vary from activity to activity, a minimum of two Adults is always **the preferred minimum** required – this known as a **TWO DEEP** procedural requirement. The failure to achieve this standard should not preclude the Scout Activity from continuing but, the situation and details of all attendees, is to be recorded in writing by the Leader in Charge in a register kept for that purpose.
- 1.2 **Overnight Scout activities:** For every camp or overnight Scout activity, each person must sleep in a separate bed. Adults are not to sleep in a room or camp with a Child alone.
- 1.3 **Changing and bathing (washing) arrangements:** Provision is to be made for private changing facilities and separate showers for male and female Youth Members and Adults involved in overnight activities. Only Adults of the same gender as the Children can supervise bathing. In these circumstances, the guiding principle is that the Child feels safe and has a sense of privacy. Adults are to avoid placing themselves in a situation where Children feel uncomfortable or compromised or where Adults actions could be misinterpreted.
- 1.4 **Travel:** On certain occasions (for example transporting a Child from venue to venue) it is likely that only one Adult will be supervising. In these circumstances, prior informed consent (this may be verbal) is to be obtained from the parent(s)/guardian(s) of the Child concerned. In this situation, care should be taken that the Adult is not alone with only one Child (that is, the Child is in the company of another Child).
 - 1.4.1 Under no circumstance should any Adult accept a third party into travel arrangements without the prior informed written consent of parents (unless the third party is another Scout Member). A Child must feel safe and comfortable with the arrangements. Adults are to avoid placing themselves in a situation where Children feel uncomfortable or compromised or where an Adult's actions could be misinterpreted.
 - 1.4.2 Other than for the Child of a parent/guardian or in a clear emergency, Adults must not travel alone with one Child in a motor vehicle, watercraft or an aircraft (other than a two-seater glider, or two seat powered aircraft, land yacht or equivalent - the use of which has the prior approval of the parent/guardian). In order to minimise the risk of misunderstanding an Adult's actions when there is an urgent and unavoidable requirement to travel alone with a Child or Young Person:
 - 1.4.2.1 The Group Leader (or the Adult's direct supervisor) must be informed and the Group Leader/supervisor must monitor for any pattern of occurrence.
 - 1.4.2.2 The Child's parents/guardians must be informed and consent obtained (to be recorded in the post incident report).
- 1.5 **Contact by external parties:** It is the responsibility of all Adults to ensure, as best as practicable, that while engaged in Scout activities, Children are protected from unauthorised contact by external parties. Scouts Queensland has security procedures necessary to protect Children and their personal data. 'Signing-in' processes at Scout HQ locations and the site of a Scout activity by third parties or 'visitors' must be employed at all activities. Consideration to unauthorised remote access to Youth Members (camera, internet, remote device) is to be undertaken when planning events. As best as practicable, there is to be no UNSUPERVISED (one-on-one) contact by any Adult in Scouting who has not yet completed Blue Card screening or by any non-Member at any scout activity with a Youth Member.

- 1.6 **Social media and electronic communication:** Child Abuse and grooming, can and does occur on-line. It is important that Adults do not place themselves in situations where their actions and communications could be misinterpreted. Adults should always include another Adult (or indeed a parent of the Child) when communicating with Children on-line. This includes all forms of social media and emails. Children are also to be reminded of the Scout Law and Promise regarding 'respect' for others when on-line. Youth Members are to be regularly reminded of the dangers of sharing personal information with persons only known on-line.
- 1.7 **Photographs:** Adults in Scouting should refrain from taking photographs of Youth Members unless they are intended for use by the Association. Written permission must be obtained from the parents/guardians of Children before photographs are taken by Adults and Youth for use by the Association. This is to be done by the parent/guardian approving the appropriate field on the membership application form at the time of joining. Where permission is not granted, Adults present at an event must take reasonable steps, in a discreet and sensitive manner, to prevent the Child concerned being photographed. All responses on the membership application require the positive approval of the parent/Guardian to the taking of photos.
- 1.8 **Digital recording:** The Association acknowledges the difficulty in controlling the use of digital cameras, phone cameras and similar devices. Adults should exercise good judgment in this area on a case by case basis and always keep the rights and safety of the Child at the center of any decisions. Adults and Youth Members should not use recorders of any kind in sleeping, changing or bathing (washing) areas.
- 1.9 **Media access:** Where possible planned media access to Youth Members must be authorised in writing by the parent(s)/guardian(s) in advance of any event, in accordance with this Framework. Where this is not possible (unplanned) every effort is to be made to contact parents/guardians to seek permission by the fastest means possible. If permission cannot be obtained, media access is not to be given.
- 1.10 **Youth to youth behaviour:** Child Abuse can occur through youth interaction ranging from harassment and bullying to sexual contact. Social media (above) can also be a vehicle for such abuse. Scouts Queensland requires that all Adults in Scouting and parents be vigilant for this abuse. There are numerous situations involving sexual relations between consenting Youth that might occur and each must be dealt with differently as follows:
- 1.10.1 Any form of sexual activity between a Child and an Adult in Scouting is unacceptable (notwithstanding that the Child has reached the age of consent or not) and must be reported to the Branch immediately. Scouts Queensland will notify the Police in the event that the child is under the age of consent and cancel the membership of the adult regardless of whether the Child has reached the age of consent or not. The Adult in charge of the activity or event must remove the 'offender' from the Scouting event or activity.
- 1.10.2 Sexual activity involving consenting Children both of whom have reached the legal age of consent is not unlawful and therefore is not reportable. Such activity is not condoned during Scouting activities or events. The Children concerned should be counselled to desist from such behaviour and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity and returned to their home (or other nominated place of residence), the cost of which will be met by the parent(s)/Guardian(s).
- 1.10.3 Any form of sexual activity between young people in which one or both have not reached the legal age of consent is a criminal offence and must be reported in accordance with Child Abuse Reporting Procedures. Scouts Queensland will notify the Police on each occasion. In consultation with the Police, the young people concerned are to be counselled to desist from such behaviour and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity and returned to their home (or other nominated place of residence), the cost of which will be met by the parent(s)/Guardian(s).

- 1.11 **Social Media.** Youth Members are to be regularly reminded of the importance of respectful communications when using Social Media. Importantly, Youth Members are to be reminded about the dangers of befriending strangers and sharing details about themselves on-line. Adults are to assist in this through mentoring the issue with Youth Members and acting as positive role models. Importantly, the topic of ‘on-line’ safety is to be incorporated into the youth award program at all levels in a manner appropriate to the age range of this section.
- 1.12 **Youth Member Child Protection Education.** The Child Protection practices contained in the National Policy and this framework are to be regularly communicated to all Youth Members (as appropriate for age) together with a clear message that it is their right to feel safe at all times, and that if they do not, they are encouraged to share that feeling with their Leader or another Adult immediately.
- 1.13 **Visitors at Scout activities.** All Visitors (including parents) to a ‘closed’ Scout activity (for example a major National event) are to:
- 1.13.1 Sign in and out with an accompanying Adult Member or Staff Member (this does not apply to Parents and guardians delivering and collecting Children to/from Scout halls or major camps).
 - 1.13.2 Wear a badge clearly labelled VISITOR.
 - 1.13.3 Be accompanied by an authorised escort at all times.
 - 1.13.4 Be briefed on, and follow the Scouts Australia Code of Conduct per the authorised escort.
 - 1.13.5 Comply with the accompanying Member’s requests, including leaving if asked to do so. Exceptions to this process may be granted by the “Camp Chief” of the event where the nature of the event (example: Jamboree) has determined special arrangements for the attendance of Visitors at the event.
- 1.14 Additional care and vigilance is to be incorporated in the risk management planning for ‘Open Scout Activity’ (such as activity at school fetes, Royal shows and in other public places). This may require additional Adults keeping watch over activities
- 1.15 **Section Meeting Youth Member sign in/sign out**
- 1.15.1 It is highly recommended that Groups and other formations with youth members adopt a sign in, sign out process to record the date and time youth members arrive at weekly meetings or activities and are picked up from weekly meetings or activities.
 - 1.15.2 Groups or other formations with youth members shall maintain an up to date record of the names of all adults who are authorised to sign or sign out a youth member and shall review such record at least annually.
 - 1.15.3 Joey Scouts and Cub Scouts must be signed in or out by a parent or authorised adult
 - 1.15.4 Patrol Leaders are permitted to sign Scouts in or out.
 - 1.15.5 The Secretary of the Unit Council is permitted to sign Venturers in or out.

SCOUTS QUEENSLAND CHILD PROTECTION STANDARDS

1 Child Protection and Blue Cards

- 1.1 All Adult Members in Scouting must undertake a Blue Card Check.
- 1.2 No Adult is to be admitted to Scouting where a Blue Card Check makes reference to any offence involving Child Abuse. The Branch may deny or limit Membership for any other offence(s) at its sole discretion. Where there is an indication that an applicant has lived outside of Australia, the applicant must provide an international police check as part of the screening process.
- 1.3 If deemed necessary by Scouts Queensland, an additional Blue Card Check may be requested when there is a change of appointment or location for a Member.
- 1.4 Blue Card Checks are to be conducted for every Adult every three years.

2 Who needs a Blue Card in Scouting

- 2.1 **Adult Members:** All Adult Members must have a Blue Card unless they are exempt. See the section below regarding exemptions.
- 2.2 **Rover Scouts:** Every Rover Scout is required to apply for and hold a current Blue Card once entering the Rover Scout Section. Until a Rover Scout obtains a Blue Card he/she may not work with or attend activities at which youth members or children are present.

However, there will be some Rover Scouts who are unable to hold a Blue Card for various legal reasons, in these circumstances these young adults may continue with their Rover Scout membership but under no circumstances may they work with or attend activities at which youth members or children are present.
- 2.3 **Exemptions:** Registered teachers or police officers in Queensland do not apply for a Blue Card and should instead apply for an exemption card when providing regulated services, which are outside their professional duties, to children.

Those who are eligible to apply for an Exemption card can commence their role in Scouting once a completed application is lodged with Blue Card Services.
- 2.4 **Members with an Intellectual Disability:** Blue Card Services accepts applications from individuals with intellectual disabilities; however they do ask that, where possible, the application form is signed by either a guardian of the individual or a person with power of attorney.

If the applicant is physically unable to sign the application, they also would appreciate a notation to that effect on the application form, so that if and when the card is produced, they can make that clear in the area where the signature would normally appear.

Applications should also include a covering letter and or copy of the power of attorney document. This will assist with processing and help avoid a request for further information.
- 2.5 **Adults (including parents/Guardians) assisting with Activities:** All adults who are not Leaders or the Secretary, Treasurer or Chairman of the Group Support Committee require a Blue Card if they assist with Scouting activities at which youth members or children are present.
- 2.6 **International Members:** All International Members must come with an International Letter from their National Scout Organisation (NSO) **before** they attend meetings in local Groups. The decision then needs to be made in relation to how long the person will attend the Group. Do they need to be signed up and hold a Blue Card?

A Blue Card is not required if the person is a guest of the Group and:

 - 2.6.1 Is observing or supplying information or entertainment to 10 or more people;
 - 2.6.2 The activity is for 10 days or less on no more than two occasions per year; and,
 - 2.6.3 The person is unlikely to be alone with a Scout without a Leader present.

If they do not meet the above requirements, including the requirement for a International Letter of Introduction, then they must sign up on the A1 form and apply for a Blue Card while they are attending the Group.

Please refer to *QBSI 3.6.4.2. Adults Moving from Another National Scout Organisation (NSO) Registering with Queensland Branch* for conditions of Appointment.

- 2.7 **University Students:** Where a university student is required to observe or participate in the scouting program as part of their university curriculum, they are already required to hold a blue card acknowledged by the university.

Prior to each and every occasion where the student will have direct exposure to the youth members, this blue card is to be validated by the formation. This can be done through the "Online Validation" process on the Blue Card Services website.

There is no requirement for a group to register the student with the organisation, though each formation is encouraged to follow best practice in recording attendance through a sign-in/out register.

Adult membership and blue card confirmation forms are not required if the student is attending as a part of the university requirements and:

- 2.7.1 Is observing or supplying information or entertainment to 10 or more people, and
- 2.7.2 They are observing on no more than ten occasions or 3 months (whichever is lesser) for regular program activities only, and
- 2.7.3 The person is unlikely to be alone with a youth member without a Leader present.

If they do not fit the above conditions, they must sign up on the A1 form and complete the Blue Card Confirmation Form in order to continue attendance with the group.

3 Child Protection and high risk activities and special events

- 3.1 Scouts Queensland's risk management process is set out in detail in the Queensland Branch Scouting Instructions ("QBSI") section 7.8 "Risk Assessment Handbook"
- 3.2 In addition to occupational health and safety concerns, risk assessments for high risk activities and special events a child and youth risk management strategy must analyse the risk of harm or abuse to children and young people and incorporate that analysis into the Risk Assessment Matrix for that activity or event.
- 3.3 These risks are physical, emotional, sexual and cultural in nature, including the risks from:
 - 3.3.1 Other children or young people;
 - 3.3.2 Someone outside Scouts Queensland;
 - 3.3.3 An employee or volunteer; and,
 - 3.3.4 Themselves.
- 3.4 In relation to potential risks of harm associated with the high risk activities and special events Scouts Queensland provides to children and young people, Leaders analysing the risks involved in activities or events must ask questions such as:
 - 3.4.1 How might harm occur?
 - 3.4.1.1 Running an activity where children and young people are required to change clothes, where the change rooms are unsupervised and open to the public.
 - 3.4.1.2 Adults spending long periods alone with a child or young person.
 - 3.4.1.3 Adults offering special private instruction to a child or young person.
 - 3.4.2 Why might harm occur?
 - 3.4.2.1 Inadequate recruitment and selection practices of Adult Members
 - 3.4.2.2 Incorrect instructions given to Adult Members working with children or young people
 - 3.4.2.3 Not providing training to Adult Members
 - 3.4.2.4 Inadequate attention to cultural considerations
 - 3.4.3 When might harm occur?
 - 3.4.3.1 Inadequate adult supervision
 - 3.4.3.2 An Adult Member giving a child a lift home

4 Further assistance

Any Member requiring assistance in understanding or interpreting the Child Protection Policy, Principles, Procedures, Practices or Standards or their application, should first consult their Line Leader.