



**Scouts**  
QUEENSLAND

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

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*Amendment by Chief Commissioner only*

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

## A. Scouts Queensland Child Protection Policy

### A.1. Adoption of Scouts Australia Child Protect Policy

- A.1.1. Scouts Queensland endorses and accepts the “Child Protection Policy and Prescribed Procedures” of the Scout Association of Australia (“Scouts Australia”) but publishes this document consistent with our document hierarchy as the Scouts Queensland version.
- A.1.2. This document applies to all members of Scouts Queensland as well as supporters and employees.
- A.1.3. This Scouts Queensland shall in all respects be regarded as the primary reference for child protection matters in Queensland Branch with reference to the. “Child Protection Policy and Prescribed Procedures” of the Scout Association of Australia where clarification is sought.
- A.1.4. All terms used in this Section of QBSI have the same meaning as defined in the National Policy.
- A.1.5. Scouts Queensland adopts the National Principles for Child Safe Organisations as endorsed by the members of the Council of Australian Governments in February 2019. The National Principles for Child Safe Organisations are:
  - A.1.5.1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
  - A.1.5.2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
  - A.1.5.3. Families and communities are informed and involved in promoting child safety and wellbeing.
  - A.1.5.4. Equity is upheld and diverse needs respected in policy and practice.
  - A.1.5.5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
  - A.1.5.6. Processes to respond to complaints and concerns are child focused.
  - A.1.5.7. Employees and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
  - A.1.5.8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
  - A.1.5.9. Implementation of the national child safe principles is regularly reviewed and improved.
  - A.1.5.10. Policies and procedures document how the organisation is safe for children and young people.

### A.2. Australian Child Protection Legislation

The principal legislation underpinning this Policy includes:

- A.2.1. National Framework for Protecting Australia’s Children 2009-2020
  - A.2.1.1. 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.
  - A.2.1.2. While Child Protection legislation is the jurisdiction of State and Territory governments, Scouts Australia National Policy is a cooperative document that aims to provide a shared, national agenda for change in the way Scouting 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 level that aims to address these discrepancies.
- A.2.2. United Nations Convention on the Rights of the Child (1989)
  - A.2.2.1. The UN Convention is the foundation for Child Protection and safety across the globe.
  - A.2.2.2. The fundamental principle is the recognition of Children’s rights as human rights.
  - A.2.2.3. The Convention sets out a framework of minimum standards for the protection and wellbeing of Children.
  - A.2.2.4. 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”.

- A.2.3. Charter of Human Rights and Responsibilities Act 2006 (Vic)
- A.2.3.1. Article 17 outlines “Protection of families and Children” and 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.
- A.2.4. Australian Legislation
- A.2.4.1. 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 which governments aspire.
- A.2.4.2. 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.
- A.2.4.3. 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 Queensland		
Jurisdiction	Principal Act	Other relevant Acts/Legislation
<a href="#">Queensland</a>	Child Protection Act 1999 (Qld)	<ul style="list-style-type: none"> <li>- Working With Children (Risk Management and Screening) Act 2000 (Qld)</li> <li>- Education (General Provisions) Act 2006 (Qld)</li> <li>- Public Health Act 2005 (Qld)</li> <li>- Adoption Act 2009 (Qld)</li> <li>- Family Law Act 1975 (Cth)</li> </ul>
	Queensland Criminal Code	<ul style="list-style-type: none"> <li>- Sections 229BB and 229BC</li> </ul>

Child Protection legislation in other Australian jurisdictions is documented in the “Child Protection Policy and Prescribed Procedures” of the Scout Association of Australia.

### A.3. Definitions applying in the Policy

- A.3.1. Scouting definitions (for a full list see National Child Protection Policy)
- A.3.1.1. **Adult** means a person 18 years of age or older including those who are Leaders, Rovers, Adult Helpers, Adult Supporters, Youth Program Supporters, Office Bearers, Fellowship Members and employees.
- A.3.1.2. **Adult Helper** means an Adult holding a Certificate of Adult Membership of the Association who provides assistance to Leader(s) and is bound by the policies and rules of the Association.
- A.3.1.3. **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
- A.3.1.4. **Adults in Scouting**, means all Adults, volunteers including contractors and consultations engaged or employed.
- A.3.1.5. **Blue Card** means Queensland’s Working with Children Card
- A.3.1.6. **Certificate of Adult Membership** means a certificate issued to a Member binding that Member to the Policy and Rules of the Association. Certificates of Adult Membership may be issued before a Member has commenced training.
- A.3.1.7. **Certificate of Proficiency** means a certificate issued to a Member who has completed the proficiency training and who is eligible to wear the Gilwell Woggle, which includes the Association’s mandatory Child safe training module.
- A.3.1.8. **Child (Children or Young Person)** means a person under the age of 18.

- A.3.1.9. **Disqualifying Offence** means an offence deemed to be such under the Working with Children (Risk Management and Screening) Act 2000.
- A.3.1.10. **Exemption Card** means a card issued by Blue Card Services to a person who is exempt from applying for a Blue card such as Police officers and registered teachers.
- A.3.1.11. **Restricted Person** means a person who otherwise would have been able to work with children without a Blue Card or Exemption Card (e.g. parent, volunteer under 18 years of age or volunteer doing no more than 7 days volunteering in a calendar year) but who has been issued with a negative Blue Card notice or has a suspended Blue Card or is a disqualified person or has been charged with a disqualifying offence which has not been finalised.
- A.3.1.12. **Senior Branch Contact** – Child Safe Scouting Officer (CSSO).
- A.3.1.13. **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 prescribed ratio of Adults to Youth varies 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.
- A.3.2. **Forms of child abuse definitions** are not exhaustive and do not act as limitations on abusive behaviour covered by this policy (the applicability of “neglect” and “domestic violence” reporting to Scouting is limited to legislated Mandated Reporters):
- A.3.2.1. **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.
- A.3.2.2. **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).
- A.3.2.3. **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.
- A.3.2.4. **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 at Section 9.4.4. 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.
- A.3.2.5. **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.

A.3.2.6. **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.

A.3.2.7. **Child Sexual Offence** - is an offence of a sexual nature committed against a child and includes;

- Indecent treatment of a child
- Carnal knowledge with or of a child
- Rape
- Incest
- Grooming a child (or their parent or carer)
- Making child exploitation material
- Maintaining a sexual relationship with a child

## A.4. Objectives of this Policy

A.4.1. The Objectives of this Policy are:

A.4.1.1. Protect all young people in the care of Scouts Queensland.

A.4.1.2. Ensure allegations of Child Abuse or suspected Child Abuse are dealt with in a timely, consistent, confidential and sympathetic manner by Scouts Queensland and the appropriate authority as applicable.

A.4.1.3. Provide a clear framework for the recruitment, training and management of Adults concerning Child Protection.

A.4.1.4. Prevent Adults placing themselves at risk, and, to educate Youth Members about their rights to safety and ways they can help protect themselves.

## A.5. General statement of Policy

A.5.1. This Policy provides overarching Child Protection direction and represents the minimum standard required.

A.5.2. This Policy should be regarded as a “living” working and from time to time, enhancements, new requirements and provisions will be disseminated by Scouts Queensland in our effort to achieve and maintain best practice.

A.5.3. Scouts Queensland has a moral and legal duty of care to its Youth Members to provide a safe environment and protection from harm. Scouts Queensland has a legal responsibility to protect its Youth Members from Child Abuse. All Adults in Scouting have specific responsibility to protect Youth Members from Child Abuse on behalf of Scouts Queensland. Scouts Queensland shall ensure that this highest duty is considered above all else when recruiting and managing Adults.

A.5.4. All Adult Members of Scouts Queensland have a legislated obligation to protect children from sexual offending.

A.5.5. 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 a number of 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 this Policy and comply with the requirements of the Queensland Policy, 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.

A.5.6. All Adults must report any conduct directly seen or suspected that does not comply with Queensland Policy or the Scouts Australia Code of Conduct and Code of Ethics. Without fail, Adults must report immediately any disclosure, allegation or suspicion of abuse of Children in accordance the Queensland Policy in the manner specifically required by Scouts Queensland Child Protection Reporting Procedure.

A.5.7. All Adults in Queensland have a legislated obligation to report sexual offending against children.

A.5.8. Children are to be encouraged to report any conduct that does not comply with the Queensland Policy 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.

- A.5.9. Responding to allegations of abuse must be undertaken with the utmost sensitivity and confidentiality.
- A.5.10. 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.
- A.5.11. Adults in Scouting must, always treat 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.
- A.5.12. 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.
- A.5.13. 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 an Adult who reasonably believes 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.
- A.5.14. Adults in Scouting 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:
- A.5.14.1. Make every effort to provide an inclusive and safe environment for all Children involved in Scouting activities including providing for care and safety of Children with physical, intellectual or sensory impairments.
  - A.5.14.2. Respect the cultural values of all Children and encourage and support their involvement from all backgrounds.
  - A.5.14.3. Adhere to the Queensland Policy and any applicable legislative requirements.
- A.5.15. 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.
- A.5.16. Scouts Queensland will develop, disseminate and conduct training for all Adults and Parents/Guardians in specific Child Protection process which conform to 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).
- A.5.17. 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 report about Child Abuse.
- A.5.18. All Adults must hold a current Blue Card. If deemed necessary by Scouts Queensland, an additional National Police check may be requested.
- A.5.19. Scouts Queensland will maintain a robust and a legislative compliant Child Protection Reporting process that is made known to all Adults through formal training.
- A.5.20. Scouts Queensland mandates completion of the National e-Learning SP-Child and SP-WHS training curriculum as part of the proficiency training requirements for all Adults and must be completed within first three months. Renewal of training at three yearly intervals is also required.
- A.5.21. 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.
- A.5.22. Scouts Queensland will immediately suspend the membership of a person who is the subject of any allegations of sexual abuse and report the matter to Police and if appropriate Child Safety Services for investigation (provide confirmation of this to the authorities and the victim).
- A.5.23. Scouts Queensland will terminate membership of any Adult or dismiss any employee who has been found guilty of an offence relating to Child Protection.

## A.6. Policy Review

- A.6.1. This Child Protection Policy is issued by the authority of the Chief Commissioner for Scouts Queensland.
- A.6.2. The Chief Commissioner and team will review the operation of this policy and associated procedures at least annually but also following a disclosure or suspicion of harm being reported.
- A.6.3. Any review of this Policy must be in documented and should consider at least the following:
- The application of the Policy whether there are any changes necessary;
  - Whether the Policy and procedures were followed;
  - The effectiveness of the Policy and procedures in preventing or minimising harm to children and young people;
  - The content and frequency of training in relation to this Policy and associated procedures and whether any additional training requirements are identified;
  - Whether any incidents relating to children and young people's risk management have occurred; and,
  - The process used to manage any disclosure or suspicion and whether any change is required.

## B. Procedures for Child Protection

### B.1. Recruitment

- B.1.1. When an Adult wishes to support Scouts Queensland as a Volunteer or employee, his/her induction is to include face to face discussion, and formal training in the Code of Conduct and the Queensland Policy, the Queensland 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 Policies. Adults are to formally acknowledge that they have received this discussion / training.

### B.2. Working with Children Checks (WWCC)

- B.2.1. Adults must undertake Blue Card screening as a pre-requisite to Membership.
- B.2.2. Provided that they are not a Restricted Person, an adult who is a parent of a youth member and working in the same Group as their child or exempted under the Act may commence working with youth as a Volunteer whilst waiting for their Blue Card to be issued. Until these Adults hold a valid Blue Card or exemption card and have been issued a Certificate of Proficiency, they must at all times be supervised by a Leader who does hold a Certificate of Proficiency.
- B.2.3. An adult who is **not** a parent of a youth member or does not hold an Exemption Card under the Act may not commence working with youth as a Volunteer until they hold a valid Blue Card (e.g. cannot attend section meetings, activities, camps etc.). They can commence Training and attend adult only type meetings. Once the Blue Card is issued Adults can attend normal section activities, however until a Certificate of Proficiency is issued the adult must at all times be supervised by a Leader who does hold a Certificate of Proficiency.
- B.2.4. An Adult may not commence as a paid employee until they hold a valid Blue Card or Exemption Card.
- B.2.5. Ultimately, the decision for Membership suitability rests with the Chief Commissioner for Volunteers and the General Manager for employees. Scouts Queensland will adopt a "Four Eye" approach to screening which involves two senior persons at the Branch level making an independent assessment on each applicant.
- B.2.6. State legislation requires Adults to inform Blue Card Services immediately they become aware they are being investigated or reported or charged by any authority concerning a disqualifying offence and/or Child Protection matter. Similarly, Scouts Queensland

requires Adults to immediately inform Branch of such issues. Upon disclosure, Scouts Queensland will suspend the Adult until the matter has been finalised.

- B.2.7. A Blue Card holder is responsible for renewing his/her Blue Card (or equivalent) before it expires. Scouts Queensland will suspend any Adult who does not apply to renew their Blue Card before the expiry date and such suspension shall remain in place until the Blue Card is renewed.
- B.2.8. An Exemption Card holder is responsible for renewing his/her Exemption Card (or equivalent) before it expires.
- B.2.9. A Blue Card holder or Exemption Card holder must carry their card with them when attending and/or participating in Scout activities.

### B.3. Member application forms

Application for Adult Membership (A1) and Application for Youth Program Supporter (A60) the applicant MUST respond Yes or No to the following:

- B.3.1. Have you ever been found guilty of an offence of any sexual nature committed in Australia or any other country?
- B.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?
- B.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?
- B.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?
- B.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?
- B.3.6. You commit to advise Scouts Australia (Qld Branch) if you are ever approached by the authorities in relation to improper conduct relating to children, assault, or any sexual offences by you, whilst you are a member.
- B.3.7. The Application for Adult Membership (A1), Application for Youth Enrolment (A5) and Application for Youth Program Supporter (A60) must include a statement of the Blue Card laws and penalties and the obligations of volunteers should they become a restricted person. The Applicant and in the case of the Youth Member Application, the Applicants parents / care-giver must sign an acknowledgement of the laws and their obligations.

### B.4. Reference checks

- B.4.1. 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. Copies of the reference check will be maintained at the Branch Office.

### B.5. Training and Development

- B.5.1. Scouts Australia Child protection training is **mandatory** and is to achieve the following outcomes;
  - B.5.1.1. Adults are to be able to identify the signs of Child Abuse.
  - B.5.1.2. Instil in Adults a strong awareness of Child Protection and Child Safe Scouting and reporting imperative.
  - B.5.1.3. Adults are able to participate in discussion in how to respond to Children who report abuse and the process for reporting.
- B.5.2. All Adults are to complete the 'online' Scouts Australia training as listed in A.5.18 within three months of signing up for their role and resit the mandatory modules every three years.
- B.5.3. Additionally, every Adult (included 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 are actively involved with young people are to be made aware and have access to Scout Queensland Child Safe Scouting documentation.



## B.6. Sharing of information

- B.6.1. Scouts Queensland will keep records of all screening and regular screening updates as well as decisions taken. Scouts Queensland will update the National database for any person whose Membership has been terminated or declined by the Branch for the purpose of cross-checking Membership applications across Branches. Scouts Queensland will unreservedly share any information pertaining to a Child Protection matter as requested by the Child Protection Authority(s). Before sharing any information to a 3<sup>rd</sup> party (other than the Child Protection Authorities) Scouts Queensland will consult with the investigating authority so as not to unknowingly prejudice their investigation. For this reason, Scouts Queensland will NOT conduct its own internal investigations.

## B.7. Suspension or Termination of Membership

- B.7.1. 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 without confirmation of any wrongdoing. Where Scouts Queensland is placed in this position, care will be taken to demonstrate Procedural Fairness.
- B.7.2. 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 who is a Restricted Person or becomes a Restricted Person or when a State Authority informs the Branch 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 is a Restricted Person or becomes a Restricted Person or who advises the Branch that he/she has been charged, reported or being investigated for a Child Abuse matter.
- B.7.3. 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 Members suitability exists, a Members re-application is not to be considered.
- B.7.4. The consequence of suspension is the Member is not to participate in any Scouting activities. Regardless of whether children are present or not, they are not to wear uniform and may 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.
- B.7.5. If any allegations are substantiated, the offender's membership is to be terminated immediately and never reinstated. The National Office will be notified of the termination of membership by updating of the National database. Regardless of the legal outcome, Scouts Queensland reserves the right to refuse the right the reinstatement of an alleged offender who has been cleared or not charged by the Police as its discretion.
- B.7.6. 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.

## B.8. Induction

- B.8.1. As part of an Adult's induction, they are to be informed of the Queensland Branch Child Protection Policy, the Branch Child abuse Reporting Procedures, Standards and Practices and their obligations under sections 229BB and 229BC of the Criminal Code.
- B.8.2. Parent/ carer interviews are conducted prior to each youth member joining Scouting and contact will then be maintained with parents/ carers as youth progress to new Sections so that relevant information about each youth including any specific behaviour and medical needs is shared. Where necessary, leaders will work with parents/carers or guardians to develop robust behavioural management plans that are approved by parents and implemented in a collaborative manner between parent(s)/carers and leaders.

- B.8.3. In addition to B.8.2 the induction activity shall emphasis the Youth Members right to be safe and feel safe and identify what the new Youth Member should do (including who he/she should contact) in the event that he/she does not feel safe or in the event that something has happened to that Youth Member regardless of whether the matter may be reportable or not.
- B.8.4. In order to ensure that Scouts Queensland maintains a Child Safe environment, Scouts Queensland will conduct an on-going awareness program.

## B.9. Reporting child abuse or suspicion of child abuse

- B.9.1. It is a requirement of the law in Queensland that all adults must report sexual offending against children to the Police unless they have a reasonable excuse. It is a requirement of Scouts Queensland that if any Adult or Youth Member or other volunteer suspects a child has experienced Child Abuse, or is at risk of experiencing CHILD ABUSE, that person (called a “Notifier”) must contact the Police (or if appropriate Child Safety Services). This is not limited to Scouting related activities.
- B.9.2. Adults must immediately report to the Police and if appropriate Child Safety Service and Scouts Queensland, suspected, known or disclosure instances of Child Abuse. A failure to report is a breach of the Queensland Branch Policy, and Scouts Australia Code of Conduct.
- B.9.3. Where a member 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
- B.9.4. 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, Branch Policy is that all Adults in Scouting are ‘mandatory reporters’ of child abuse that is brought to their attention.  

GIVEN THIS POLICY (AND WHERE ADULTS IN SCOUTING WOULD NOT OTHERWISE BE ‘MANDATED REPORTERS’ UNDER STATE LEGISLATION) REPORTING OF - CHILD ABUSE MATTERS ARISING IN THE CONTEXT OF SCOUTING ACTIVITY AND SITUATIONS WHERE A CHILD DISCLOSES OR IS AT RISK OF ABUSE IN SITUATIONS OUTSIDE SCOUTING (e.g. HOME), REPORTING IS MANDATORY.

Branch Policy and this procedure do not alter the requirements for legislated ‘Mandated Reporters’ to report all matters of Abuse in accordance with State law. When a legislated ‘Mandate Reporter’ makes a report for a reportable situation that occurs in Scouting that person must also complete the Branch Child Abuse Report Form (F8) forward it to Branch. The requirements of B9.4 above must be read in conjunction with the requirement that since 5 July 2021 all adults in Queensland are require to report sexual offending against children to the Police unless they have a reasonable excuse.
- B.9.5. Scouts Queensland Reporting Procedure
  - B.9.5.1. The adult who receives the disclosure of abuse or forms a suspicion of harm must report immediately.
  - B.9.5.2. Where there is immediate risk of harm to a child act immediately to protect the child.
  - B.9.5.3. Report to Police by telephoning Police Link on 131 444.
  - B.9.5.4. Telephone Branch Support Office (Complaints Officer) on 07 3870 7700 during office hours or if after hours telephone 07 3870 7000 press 9 when promoted.
  - B.9.5.5. Complete the Form F8 and send immediately to [childsafes@scoutsqld.com.au](mailto:childsafes@scoutsqld.com.au).
  - B.9.5.6. The Complaints officer at the Branch Support Office will report if the adult who receives the disclosure or forms a suspicion of harm fails to report.
- B.9.6. Youth Members IMPORTANTLY 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 protect themselves and their peers.
- B.9.7. An Adult who is approached by the Police or any other relevant authority in relation to any matter concerning Child Protection must inform the Branch Support Office.

## B.10. Process to be followed on Branch Support Office receiving a Report

- B.10.1. If the alleged offender is an Adult or Youth Member of Scouts Queensland the Association will:
- Immediately advise the alleged offender in writing that a report has been made which involves him or her; and,
  - Immediately advise the alleged offender that he/she is suspended from all Scouting activities, including the wearing of Scout Uniform, or represent Scouts until the matter is investigated by the appropriate authorities.
- B.10.2. If the alleged offender is an employee, the person will be stood-down with pay until the matter is finalised to the satisfaction of Scouts Queensland.
- B.10.3. This action is procedural policy, and not an indication or implication of guilt or otherwise of any person reported upon.
- B.10.4. The Chief Commissioner or designated person will advise via email or phone the Queensland Police Service Child Protection Investigation Unit.
- B.10.5. NO details of the report are to be communicated to the alleged offender. This must be left to the authorities.
- B.10.6. Scouts Queensland will cooperate fully with the investigating body.
- B.10.7. If allegations are substantiated:
- The accused person will be immediately terminated from Scouts Queensland; and,
  - The National database will be updated to record the outcome.
- B.10.8. Regardless of any legal outcomes, Scouts Queensland reserves the right to refuse reinstatement to any Adult or Youth Member at its sole discretion.
- B.10.9. 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 the Adult or Youth Member immediately provided that the Chief Commissioner or designated person can be completely satisfied that there has been no report to Police or any other relevant authority. The severity of the circumstances will determine Scouts Queensland level of response in these cases.
- B.10.10. 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:
- The report is of an incident involving youth members from the same section or youth members of a similar age;
  - There is no apparent physical or psychological injury;
  - The views (if any) of the parents/guardians of the youth members involved have been considered;
  - The Member that raised the report retains; and,
  - A manner of discipline appropriate to the report is available.
- B.10.11. 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 Officer immediately.
- B.10.12. All records concerning Child Abuse cases are maintained securely and confidentially. These records are to be held indefinitely by Scouts Queensland and the National Office as appropriate. Access to the information will be strictly controlled and open only to authorised personnel within Scouts Queensland. Scouts Queensland will share any records they hold with the Police or other authorised investigatory body as requested by them.
- B.10.13. Public statements by Queensland Branch regarding Child Protection are only made by the Chief Commissioner, the Chair of the Branch Executive Committee or 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.
- B.10.14. Consultation with the Police and /or State Authorities will occur to ensue any actions do not prejudice the investigations being conducted by the authorities.
- B.10.15. There may be instances where Child Protection reports are made that do not meet the legislative, statutory Child Protection or State Authority requirements 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).

## B.11. Care and Support for the people involved

- B.11.1. Scouts Queensland will provide access to external support or counselling services for the victim and family.
- B.11.2. 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.
- B.11.3. 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.
- B.11.4. The victim and family are to be given a trained, CSSO contact for the matter.
- B.11.5. The CSSO nominated is to provide updates on the matter where this is possible and appropriate, and always in conjunction with the Police and/or State Authority.
- B.11.6. Other people in Scouting who have been impacted by the incident are also to be provided access to a trained CSSO.
- B.11.7. The alleged perpetrator will be given a trained CSSO for the matter.
- B.11.8. Importantly, Scouts Queensland will ensure 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.
- B.11.9. The Branch Chief Commissioner will from time to time appoint a CSSO for the purpose of this Section who meet the following criteria:
  - Hold a Wood Badge; and,
  - Complete the training program for the CSSO role approved by the Chief Commissioner.
- B.11.10. Scouts Queensland will provide CSSOs with a practical guide which they can use and which is also available to be used by all members of Scouts Queensland.
  - B.11.10.1. This Guide book will include: name and contact of details of CSSO, Induction Package, and Contact details for Police and Child Safety Officers, Contact details for counselling services, information to assist in identifying harm and a summary of reporting procedures.

## B.12. If the victim is now 18 years of age or over

- B.12.1. 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 procedure in B9.5 above apply.
- B.12.2. 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 perpetrators offending and importantly, alert Scouts Queensland to the potential for ongoing risk to children and young people.
- B.12.3. Scouts Queensland will report such disclosures directly to the Queensland Police and if appropriate to the Department of Communities, Child Safety and Disability Services.
- B.12.4. Additionally, as Scouts Queensland youth membership ranges from 5 years to 25 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 the incident to notice, be over 8 years of age.
- B.12.5. 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 Child Safety, Youth and Women through Child Safety Services.
- B.12.6. While reports concerning people, who are 18 or over should not be made without their consent, the Adult who become aware of the situation may well suspect that other children could be at continued risk from the alleged perpetrator. In these cases, the

procedures in B.7 and B.9 above for reporting such suspicions must be implemented (even though the alleged victim may decide not to report).

## B.13. Responding to a child who discloses abuse

- B.13.1. One way an Adult may become aware of abuse is through disclosure by the victim. When a child begins to share with you an experience of abuse the following guideline should be followed. (For more detail refer to Guideline for managing and documenting a disclosure).
- B.13.2. If you receive a disclosure, you should take the following steps:
- Remain calm;
  - Find a private place to talk;
  - Do not promise to keep a secret;
  - Listen;
  - Believe the person;
  - Don't ask leading questions;
  - Don't put words in the person's mouth;
  - It is not your role to investigate; and,
  - Take detailed notes.
- B.13.3. Report to Police or Child Safety services.
- B.13.4. Telephone Branch Support Office (Complaints Officer) on 07 3870 7700 during office hours or if after hours telephone 07 3870 7000 press 9 when promoted.
- B.13.5. 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.
- B.13.6. Following a disclosure, support and counselling will be offered to all parties involved (see QBSI Section 3.11 Grief and Trauma Counselling).

## B.14. Dealing with persons accused of child abuse

- B.14.1. Any person accused or suspected of child abuse is presumed innocent until proven guilty.
- B.14.2. 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 the alleged offender) are secondary, any person who is the subject of a report will be immediately suspended from Scout Activity or employment.
- B.14.3. In certain cases, where a report is made involving abuse of a non-sexual or non-violent nature, the Chief Commissioner may elect not to suspend a Member or the General Manager may elect not to suspend an employee immediately. The severity of the circumstances will determine Scouts Queensland level of response in these cases.
- B.14.4. Regardless of whether criminal child abuse or other charges against an Adult of Scouts Queensland are proven, Scouts Queensland may consider its own action against the individual.

## B.15. Databases

- B.15.1. Scouts Queensland will maintain systems to hold records covering:
- Screening and reference checks for all Adults and Working with Children Checks capable of providing a reminder system for renewal is due and capable of identifying any Adult with an out of date check.
  - Suspended/cancelled member register accessible by the Chief Commissioner and authorised persons.
  - Child Risk Register accessible by the Chief Commissioner and authorised persons.

## B.16. National, Major and/or joint formation events conducted in Queensland

- B.16.1. National events include but are not limited to Jamboree, Ventures, Moots or Adventurous Activity Schools
- B.16.2. Major Events includes events conducted by Branch, Region or a District refer (QBSI 2.16)

- B.16.3. Joint Formation includes events where Youth Members from two or more Groups participate in a combined activity where no one Leader present knows every youth Member.
- B.16.4. It is a requirement of Scouts Queensland that all Adults participating in events hosted in Queensland meet the requirements of the Public Safety Business Agency in Queensland.
- B.16.5. A Child Protection incident which occurs at event hosted in Queensland will be reported in accordance with B.9 of this document.
- B.16.6. For National Events hosted in Queensland the Queensland Branch will provide an induction activity to all participants, provide access to Queensland Child Protection Policy and detailed information with regard to reporting a Child Protection incident which occurs at a National Event. All Adult participants will be informed of their obligations under sections 228BB and 229BC of the Criminal Code.
- B.16.7. For National Events hosted in Queensland a Child Safe Scouting Officer will be available at all times during the event 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.
- B.16.8. For Major and Joint Formation events refer to the table below for when a Child Safe Scouting Officer and briefings are required.

Child Safe Scouting Officer – when is one required?						
Combination	Activity	Child Safe Officer				
		Yes Present	Yes Available	No	Youth Briefing Required	Adult Briefing Required
All participants same Group	Any Activity			X		
Participants from two or more Groups (*)	Weekly or Planning Meeting		X		X	
Participants from two or more Groups	Overnight Camps, Activities, Pack holidays, sleepovers	X			X	X
Participants from two or more Groups	Scout or Venture Patrol camps / hike		X		X	
Combined District/Region	Swimming / Water activity Day	X			X	X
Combined District / Region / Branch	Activity Days, Founders Day or similar		X		X	
Combined District/Region /Branch	Activity which includes overnight activity or camping	X			X	X
(*) where no one Leader present knows every Youth Member						
Available - to be contactable to attend or provide advice / support in the event of an incident requiring a Child Safe Officer involvement						

## B.17. Processes to manage a non-compliance with this Policy and reporting procedure

- B.17.1. This paragraph outlines the steps taken by the Chief Commissioner or General Manager and team following non-compliance with the National and/or Scouts Queensland Policy for Child Protection in order to address the non-compliance in a fair and supportive manner.
- B.17.2. Non-Compliance includes and is not limited to:
- Failing to report sexual offending against children to the Police;
  - Failing to protect children from sexual offending;
  - Failing to report a disclosure or suspicion of harm as required by this Policy;
  - Failing to complete and submit form F8 following a report to the Police;
  - Conducting an Event that does not follow the requirements of B16.8;
  - Failing to undertake training or retraining as required by this policy;
  - Failing to provide induction activities as required by this policy;
  - Not having a current Blue Card as required; and,
  - Failing to adhere to Scouts Queensland Child Protection Policy.
- B.17.3. The Deputy Chief Commissioner Adults in Scouting is responsible for the management of matters of non-compliance.
- B.17.3.1. All matters of alleged noncompliance may be reported by email to [complaints@scoutsqld.com.au](mailto:complaints@scoutsqld.com.au)
- B.17.4. All allegations of non-compliance will be treated in the strictest confidence so as to protect the privacy of children and young people.

## B.18. Cooperation with Authorities

- B.18.1. 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.

## C. Scout Queensland Child Protection Standards

### C.1. Child Protection and Blue Card

- C.1.1. All Adults in Scouting must undertake a Blue Card Check.
- C.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.
- C.1.3. Blue Card Checks are to be conducted for every Adult every three years.

### C.2. Who needs a Blue Card in Scouting

- C.2.1. **Adults** must have a Blue Card unless they are exempt see section C.2.3 below regarding exemptions.
- C.2.2. **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.
- C.2.3. **Exemptions:** Registered teachers or police officers in Queensland do not need to apply for a Blue Card and where they do not apply for a Blue Card, must 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 and must apply for renewal of their Exemption Card upon the card's expiry
- C.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.
- C.2.5. **International Members:** All International Members must provide 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 a Group and:
- Is observing or supplying information or entertainment to 10 or more people;
  - The activity is for 10 days or less on no more than two occasions per year;
  - The person is unlikely to be alone with a Scout without a Leader present; and,
  - If they do not meet the above requirements, including the requirement for an 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. Refer to *QBSI 3.6.4.2. Adults Moving from Another National Scout Organisation (NSO) Registering with Queensland Branch* for conditions of Appointment.
- C.2.6. **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:

- C.2.6.1. Is observing or supplying information or entertainment to 10 or more people;
- C.2.6.2. They are observing on no more than ten occasions or 3 months (whichever is lesser) for regular program activities only;
- C.2.6.3. The person is unlikely to be alone with a youth member without a Leader present; and,
- C.2.6.4. 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.

### C.3. Child Protection and high-risk activities and special events

- C.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".
- C.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.
- C.3.3. These risks are physical, emotional, sexual and cultural in nature, including the risks from:
  - Other children or young people;
  - Someone outside Scouts Queensland;
  - An employee or volunteer; and,
  - Themselves.
- C.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:
  - C.3.4.1. How might harm occur?
    - Running an activity where children and young people are required to change clothes, where the change rooms are unsupervised and open to the public.
    - Adults spending long periods alone with a child or young person.
    - Adults offering special private instruction to a child or young person.
  - C.3.4.2. Why might harm occur?
    - Inadequate recruitment and selection practices of Adult Members.
    - Incorrect instructions given to Adult Members working with children or young people.
    - Not providing training to Adult Members.
    - Inadequate attention to cultural considerations
  - C.3.4.3. When might harm occur?
    - Inadequate adult supervision
    - An Adult Member giving a child a lift home in a motor vehicle
  - C.3.4.4. High Risk Activities and Special Events for the purpose of this policy include but are not limited to:
    - Activities / Events open to the public or non-members and where entry cannot be regulated or checked and where the activity may be conducted in a public place.

## D. Queensland Standard Practices for all Scout Activities

### D.1. Two Adults present

- D.1.1. 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.

## D.2. Overnight Scout activities

- D.2.1. 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.

## D.3. Changing and bathing (washing) arrangements

- D.3.1. 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 Adult's actions could be misinterpreted.

## D.4. Travel

- D.4.1. 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).
  - D.4.1.1. 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.
  - D.4.1.2. 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:
    - D.4.1.2.1. The Group Leader (or the Adult's direct supervisor) must be informed and the Group Leader/supervisor must monitor for any pattern of occurrence.
    - D.4.1.2.2. The Child's parents/guardians must be informed, and consent obtained (to be recorded in the post incident report).

## D.5. Contact by external parties

- D.5.1. It is the responsibility of all Adults to ensure, as best as practicable, 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 formation 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 with a Youth Member by any Adult in Scouting who has not yet completed Blue Card screening or by any non-Member at any scout activity.

## D.6. Social media and electronic communication

- D.6.1. 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.

## D.7. Photographs

- D.7.1. Adults 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.

## D.8. Digital recording

- D.8.1. 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 centre of any decisions. Adults and Youth Members should not use recorders of any kind in sleeping, changing or bathing (washing) areas.

## D.9. Media access

- D.9.1. 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 Policy. 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.

## D.10. Youth to youth behaviour

- D.10.1. 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:
- D.10.1.1. 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.
- D.10.1.2. 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).
- D.10.1.3. 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).

## D.11. Social Media

- D.11.1. 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.

## D.12. Youth Member Child Protection Education

- D.12.1. The Child Protection practices contained in this Policy 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.

## D.13. Visitors at Scout activities

- D.13.1. A Visitor is a person who needs to enter Scout space over which there is entry and exit control. A visitor is not a parent / caregiver who is delivering or collecting their Child from a Scout activity and who does not need to enter space over which there is entry and exit control.
- All Visitors (including parents/ caregivers) to a 'closed' Scout activity are to:
- Sign in and out with an accompanying Adult Member or employee, on a sign-in form that includes a statement of the Blue Card laws and penalties and includes a statement that a Restricted Person is not permitted to enter the event.
  - Complete in writing a statement that the visitor is not a Restricted Person.
  - Wear a badge clearly labelled VISITOR.
  - Be accompanied by an authorised escort at all times.
  - Be briefed on and follow the Scouts Australia Code of Conduct per the authorised escort.
  - 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.
  - Additional care and vigilance are 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.

## D.14. Section Meeting Youth Member sign in/sign out

- D.14.1. 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.
- D.14.2. 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.
- D.14.3. Joey Scouts and Cub Scouts must be signed in or out by a parent or authorised adult.
- D.14.4. Patrol Leaders are permitted to sign Scouts in or out.
- D.14.5. The Secretary of the Unit Council is permitted to sign Venturers in or out.

## E. Further assistance

- E.1. **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**