



PROCEDURE

Child Safe Scouting Procedure



Version: 1.0
Updated: 15/05/2023



Document Information

Policy Reference	CYM-POL-01 Child Safe Scouting Policy
Current Version	1.0
First Released	May 2023
Last Updated	15 May 2023
Review Frequency	Biennial
Review Before	31 May 2025
Document Authoriser	Chief Commissioner
Functional Owner	Assistant Chief Commissioner People and Culture
Document Owner / Approver	Assistant Chief Commissioner People and Culture
Content Developer	Jean Clifford, Daryl Scott
Audience	Volunteer Adult Members and employees

Document Amendment History

Version	Date	Section(s) Amended	Summary of Amendment
1.0	May 2023	Whole document	Document Content drawn from QBSI 10.1



TABLE OF CONTENTS

Document Information	2
Document Amendment History.....	2
1 Introduction	4
2 Responding to a child who discloses abuse.....	4
3 Initiating a Report of Child Abuse.....	4
3.1 Reporting procedure	4
3.2 Reporting procedure supporting notes	4
4 Process for Branch Support Office receiving a report of child abuse	4
5 Process for Branch Support Office receiving a report of child abuse of a non-sexual nature	5
6 Process for Branch Support Office on conclusion of Police investigation	5
7 Victim who is aged 18 years or over providing an initial report of abuse.....	6
8 Care and Support for the people involved	6
9 Dealing with persons accused of child abuse	7
10 Terms and Definitions	7
11 References.....	7
12 Related Scouts Queensland documents.....	7



1 Introduction

The Scouts Queensland Child Safe Scouting Procedures supports the Scouts Queensland CYM-POL-01 *Child Safe Scouting Policy*. This Procedure documents how we manage reports of child abuse.

2 Responding to a child who discloses abuse

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 steps should be followed. (For more detail refer to Scouts Queensland CYM-GUD-01 Guideline for managing and documenting a disclosure).

If you receive a disclosure, you should take the following steps:

- Remain calm;
- Find a private place to talk whilst maintaining two deep leadership through being in sight though out of hearing;
- 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.

3 Initiating a Report of Child Abuse

3.1 Reporting procedure

The adult who receives the disclosure of abuse or forms a suspicion of harm must report immediately to Police by telephoning Police Link on 131 444.

Where there is immediate risk of harm to a child act immediately to protect the child.

Telephone Branch Emergency Line on 07 3721 5799.

Complete the Form F8 and send promptly but within two hours to childsafes@scoutsqld.com.au.

Note that where an adult who receives the disclosure or forms a suspicion of harm but fails to report the incident to the authorities the Complaints Officer at the Branch Support Office will report to the Deputy Chief Commissioner Adults in Scouting.

3.2 Reporting procedure supporting notes

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.

An Adult who is approached by the Police or any other relevant authority in relation to any matter concerning Child Protection must inform the Complaints Officer at the Branch Support Office by phone or email to childsafes@scoutsqld.com.au.

4 Process for Branch Support Office receiving a report of child abuse

If the alleged offender is an Adult or Youth Member of Scouts Queensland the Association will:



- Within one business day, advise the alleged offender in writing that a report has been made which involves him or her; and,
- Within one business day 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.

If the alleged offender is an employee, the person will be stood-down with pay until the General Manager determines if there has been a breach of the Employment Agreement This action is procedural policy, and not an indication or implication of guilt or otherwise of any person reported upon.

The Chief Commissioner or designated person will advise the Queensland Police Service Child Protection Investigation Unit via email or phone.

NO details of the report are to be communicated to the alleged offender. This must be left to the authorities.

5 Process for Branch Support Office receiving a report of child abuse of a non-sexual nature

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.

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 or of an age less than the minimum age of criminal responsibility (currently defined as 10 years old);
- 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.

6 Process for Branch Support Office on conclusion of Police investigation

Where an investigation by Police or Child Safety Services has been concluded or similarly, where an investigation has not 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.

Consultation with the Police and /or Blue Card Services will occur to ensure any actions do not prejudice the investigations being conducted by the authorities.

There may be instances where Child Protection reports are made that do not meet the legislative, statutory Child Protection or Blue Card Services 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 Blue Card Services).



7 Victim who is aged 18 years or over providing an initial report of abuse

In circumstances where 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 Clause 2 above apply.

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.

Scouts Queensland will report such disclosures directly to the Queensland Police and if appropriate to the Department of Communities, Child Safety and Disability Services.

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 18 years of age.

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.

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 Standards for reporting such suspicions must be implemented (even though the alleged victim may decide not to report).

8 Care and Support for the people involved

Scouts Queensland will provide access to external support or counselling services for the victim and family.

Scouts Queensland will provide advice (of the matter) to other Members and Parents and/or support if deemed necessary but only after consultation with the Police and/or Child Protection Authority.

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.

The victim and family are to be given a trained CSSO contact for the matter.

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.

Other people in Scouting who have been impacted by the incident are also to be provided access to a trained CSSO. The alleged perpetrator will be given a trained CSSO to provide support for them.

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.

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.

Scouts Queensland will provide CSSOs with Scouts Queensland CYM-GUD-02 Practical Guide for CSSOs which they can use, and which is also available to be used by all members of Scouts Queensland.



Scouts Queensland CYM-GUD-02 Practical Guide for CSSOs includes: name and contact details of CSSOs, 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.

9 Dealing with persons accused of child abuse

Any person accused or suspected of child abuse is presumed innocent until proven guilty through the judicial system. 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.

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.

10 Terms and Definitions

The following key terms and definitions are unique to this Standard. Please refer to the [Scouts Queensland Glossary](#) for other terms not included in this section.

Term	Definition
CSSO	Child Safe Scouting Officer. An Adult Leader trained to provide Child Safety Support at Scouting events

11 References

- Criminal Code Act 1899 (Qld) S29

12 Related Scouts Queensland documents

Document Type	Document Title
Standard	CYM-STD-01 Child Safe Scouting Membership Standard
Standard	CYM-STD-02 Child Safe Scouting Program Delivery Standard
Standard	CYM-STD-03 Child Safe Scouting Reporting Standard
Standard	CYM-PRO-01 Child Safe Scouting Procedures
Guideline	CYM- GUD - 01 Guideline for managing and documenting a disclosure (future)
Guideline	CYM-GUD-02 Practical Guide for CSSOs (future)
Guideline	CYM-GUD-03 Practical Guide for Group Leaders in managing information in regard to reportable incidents (future)