

SPRING BIBLE WEEK @ ARMIDALE

Child Safety Policy

Revised September 2019

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1 Introduction

- 1.1. Children are a heritage from the Lord (Psalm 127:3) and should be cherished and nurtured by families and the Spring Bible Week (SBW).
- 1.2. The SBW acknowledges the responsibility for families and the SBW to work together to provide a harmonious environment for children which respects their safety and well-being.
- 1.3. Everyone at the SBW is responsible for the care and protection of children and reporting information about child abuse.
- 1.4. In all matters relating to children – including management of complaints – the safety and well-being of children is of paramount importance.
- 1.5. Appendix A defines terms used in this policy.
- 1.6. If any person believes a child is at immediate risk of abuse, telephone 000.

2 Aim

- 2.1. This policy aims to:
 - 2.1.1. Prevent child abuse occurring at SBW;
 - 2.1.2. Work towards an organisational culture of child safety;
 - 2.1.3. Ensure that all attendees are aware of their responsibilities for identifying possible occasions for child abuse;
 - 2.1.4. Establish controls and procedures for preventing such abuse and/or detecting such abuse when it occurs;
 - 2.1.5. Provide guidance on action that should be taken where people suspect any child abuse within the SBW environment;
 - 2.1.6. Provide a clear statement to everyone forbidding any such abuse;
 - 2.1.7. Provide assurance that any and all suspected abuse will be reported and fully investigated;
 - 2.1.8. Provide clear requirements for:
 - (a) The safety and well-being of children at the SBW's activities, and
 - (b) The management of complaints;
 - 2.1.9. Demonstrate compliance with NSW child safety legislation.

3 Principles

- 3.1. The SBW affirms these principles which are the basis of this policy:
 - 3.1.1. The SBW has zero tolerance for child abuse.
 - 3.1.2. The safety and well-being of children at SBW is of paramount importance.

- 3.1.3. Child abuse violates Bible teaching and is defined by law as criminal behaviour. The SBW does not tolerate or condone criminal behaviour.
- 3.1.4. Child safety is a shared behaviour.
- 3.1.5. All children have a right to feel safe and be safe, and every child has an equal right to protection from abuse;
- 3.1.6. The SBW will be sensitive, compassionate, objective, confidential, fair, truthful and compliant in any matter related to child abuse, alleged or proven.
- 3.1.7. The SBW will provide support and assistance to people affected by child abuse, alleged or proven.
- 3.1.8. The SBW supports the National Principles for Child Safe Organisations (NP) which are based on the Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse. The requirements in Section 5 are grouped under sub-headings which relate to each of the Child Safe Standards.

4 Responsibilities

4.1 Organising Committee (The Committee)

- 4.1.1. The Committee has the primary responsibility for the care and safety of children at activities at SBW which are organised by SBW.
- 4.1.2. The Committee must:
 - (a) Provide leadership in child safety (refer to Section 5.1);
 - (b) Communicate the requirements of this policy to people associated with SBW (refer to Sections 5.2, 5.3 and 5.4);
 - (c) Monitor NSW child safety legislation and revise this policy in response to relevant changes.
 - (d) Ensure people involved with the care and supervision of children are suitable and supported (refer to Section 5.5);
 - (e) Ensure that where required by law those working with children during each SBW have current Working With Children Checks (WWCC) (or equivalent)
 - (f) Keep a WWCC register;
 - (g) Ensure complaints are managed appropriately (refer to Section 5.6);
 - (h) Arrange regular review of this policy (refer to Section 5.9);
 - (i) Ensure matters related to child safety are documented appropriately (refer to Section 5.10).
 - (j) Where a notification is made during SBW in relation to the behaviour of a registered SBW attendee, the recorder/secretary of their home ecclesia will be advised provided this is permitted by NSW law.
- 4.1.3. The Committee may appoint a committee member or other person to discharge the duties listed above.

4.2 Parents of Children

Outside of any period between when they are signed in and when they are signed out of any activity organised and conducted by SBW, children are the responsibility of their parents/carers/guardians.

4.3 SBW Child Safety Officer

4.3.1 The Committee may appoint a person to be SBW Child Safety Officer during each SBW. The Child Safety Officer will carry out duties as determined by the Committee.

4.3.2 The SBW's Child Safety Officer's duties will include:

- a) Being familiar with the requirements of child safety law (refer to Appendix D);
- a) Receiving any reports of child safety issues which occur during the Week or are disclosed during the Week.
- b) In conjunction with the Committee assessing and taking appropriate action in respect of any reports of child safety issues which occur during the Week or are disclosed during the Week.

4.4 Activity Coordinators

4.4.1 An Activity Coordinator is a person appointed by the Committee to coordinate an activity of SBW. The designation of this role may vary from time to time and include terms such as "leader" or "supervisor".

4.4.2 For the activity they have been requested to coordinate, an Activity Coordinator must:

- c) Develop and implement activity guidelines which include arrangements for child safety (refer to Section 5.8); and
- d) Report to the Child Safety Officer if they have a reasonable belief that a child has been, is being, or is at risk of being abused.

4.4.3 Activity Coordinators who are Youth Workers also have the responsibilities in Section 4.5.

4.5 Youth Workers

4.5.1. A Youth Worker is an adult person, an attendee at SBW, appointed by the Committee to work with children at an activity of SBW. The designation of this role may vary from time to time and include terms such as "helper".

4.5.2. Youth Workers must:

- (a) Comply with the standards of behaviour for interactions with children defined in the SBW's Child Safety Procedures;
- (b) Maintain a current Working with Children Check;
- (c) Attend child safety training organised by the SBW;

- (d) Follow protocols and procedures for child safety which have been established for the activity; and
- (e) Report to the Junior School Coordinator and/or Child Safety Officer if they have a reasonable belief that a child has been, is being, or is at risk of being abused.

4.5.3. Youth Workers who are Activity Coordinators also have the responsibilities in Section b).

4.6 SBW Attendees

4.6.1. All attendees at SBW, including those listed in Sections 4.1 to 4.4 above, must:

- (a) Comply with the standards of behaviour for interactions with children defined in SBW's Child Safety Procedures;
- (b) Comply with the requirements of this policy;
- (c) Provide a safe environment for all children;
- (d) Never be alone with a child (except where they are a parent of the child);
- (e) Report to the Child Safety Officer if they have a reasonable belief that a child has been, is being, or is at risk of being abused.

4.6.2. All adult attendees at SBW, including those listed in 4.1 to 4.4 above, must:

- (a) promote child safety at all times;
- (b) assess the risk of child abuse within their area of responsibility and eradicate/minimize any risk to the extent possible;
- (c) report any concerns regarding child safety to the Child Safety Officer.

5 Requirements

5.1 NP 1: Child safety is embedded in leadership, governance and culture of SBW

- 5.1.1. The SBW will have a procedures which include expected standards of behaviour for interaction with children.
- 5.1.2. The Committee must review and approve nominations for any person whose role or function may involve working with children
- 5.1.3. The Committee must provide sufficient oversight of SBW's activities to ensure that child safety arrangements are effective.

5.2 NP 2: Children participate in decisions affecting them and are taken seriously

- 5.2.1. Children, as age appropriate, should be engaged in processes designed to ensure their safety (particularly in relation to Sections 5.6 and 5.8).
- 5.2.2. The Committee must ensure children at activities at SBW:
 - (a) Are aware that SBW has practices in place to ensure their safety and welfare;
 - (b) Understand what is and isn't appropriate behaviour toward them from both peers and adults;
 - (c) Understand how and to whom they can report concerns about their safety or well-being;
 - (d) Feel confident that any questions or concerns they have about their safety or well-being will be taken seriously and responded to immediately; and
 - (e) Where they can access further information and support services.

5.3 NP 3: Families and communities are informed and involved

- 5.3.1. The Committee must inform anyone with a responsibility under this policy:
 - (a) About the policy;
 - (b) About policy requirements which specifically apply to that person's role or function; and
 - (c) Make the policy available to them.
- 5.3.2. The Committee must inform all attendees of the SBW and their families about the policy and make it available to them.
- 5.3.3. Any person may provide feedback about the policy to the Committee to contribute to review and policy improvement.

5.4 NP 4: Equity is upheld and diverse needs are considered

- 5.4.1. The SBW must offer appropriate support to anyone implementing any aspect of this policy while acting on behalf of the SBW.
- 5.4.2. The SBW will provide support to children who are victims of abuse at SBW and their families, including pastoral care and accessing professional services.
- 5.4.3. SBW will assist in providing appropriate advice to any attendee who may make a disclosure during SBW in regard to abuse which did not occur during SBW.

5.5 NP 5: People working with children are suitable and supported

- 5.5.1 The suitability of all adults assisting in Junior School is considered by the organisers.
- 5.5.2 Adults rostered to assist in Junior School who are residents of NSW must have a current Working with Children Check prior to commencing their role as an assistant.

- 5.5.3 An adult who works with children must advise the Committee:
- (a) If they have had a complaint made against them (whether related to activities of the SBW or not); and/or
 - (b) If their Working with Children Check is withdrawn, suspended, cancelled or lapsed.
- 5.5.4 An adult applying to attend SBW must advise the Committee:
- (a) If they have had a complaint made against them in relation to child safety (whether related to activities of the SBW or not); and/or
 - (b) If they have had a Working with Children Check (or interstate equivalent) withdrawn, suspended, or cancelled.
- 5.5.5 An adult must not work with children:
- (a) If they are the subject of an unresolved complaint;
 - (b) If the Committee have directed their contact with children must be restricted at the SBW's activities; or
 - (c) If they have been convicted of sexual offending.
- 5.5.6 The SBW must maintain a register of the status of Working with Children Checks for NSW residents rostered to assist in Junior School.

5.6 NP 6: Processes to respond to complaints of child abuse are child-focused

- 5.6.1. A complaint or disclosure must be treated seriously, respectfully and sensitively. The Committee must provide support to a person or child who makes a complaint or disclosure.
- 5.6.2. A person who has a reasonable belief that a child has been, is being, or is at risk of being abused, or to whom a child has made a disclosure, must:
- (a) Report the matter to the Child Safety Officer and/or the appropriate authority as required in NSW and request direction from them concerning the child's immediate welfare;
 - (b) If the alleged abuse relates to a SBW activity, also advise an Committee member who has no conflict of interest. A person should only do this if they feel comfortable to do so; and
 - (c) Take immediate action to ensure the safety and well-being of the child.
- 5.6.3. If a child makes a disclosure, the Committee must:
- (a) Document the disclosure, including:
 - The date and time the disclosure was made;
 - To whom it was made;
 - The disclosure (as near as possible the actual words); and
 - Who the child alleges was/is the perpetrator (who may or may not be an attendee of the SBW).

Note: The child should not be questioned further about the disclosure. This is a matter for the appropriate authorities.

- (b) Report the matter to the appropriate NSW authority and provide them with documentation relating to the disclosure.
- 5.6.4. A complaint or disclosure must remain strictly confidential. The circumstances, the identities of the child, the person making the complaint and the subject of the complaint must remain confidential other than as is necessary to ensure the safety and well-being of the child and for:
- (a) Communicating with the appropriate authorities;
 - (b) Communicating with persons approved by the appropriate authorities; and
 - (c) Reporting to the Committee.
- 5.6.5. Attendees of the SBW must fully cooperate with an appropriate authority exercising a lawful power.
- 5.6.6. A Committee member must not be involved in any matter related to a complaint or disclosure where there may be a real or perceived conflict of interest.
- 5.6.7. When the Committee becomes aware of a complaint or disclosure, they must conduct a risk assessment to identify, assess and minimise any risks to the child and secondary victims.
- 5.6.8. If a Committee member is informed of a complaint or disclosure that has not been reported to the appropriate authorities, the Committee (collectively except as in 5.6.6) must determine if the circumstances constitute a reasonable belief (see Appendix B) of child abuse.
- (a) If the Committee determine there is a reasonable belief, the complaint or disclosure must be reported to the appropriate authorities.
 - (b) If the Committee determine that there is not a reasonable belief, they are not required to report the complaint or disclosure but the decision and the reasons for that decision must be documented.
 - (c) A decision by the Committee not to report a complaint or disclosure to the appropriate authorities does not prevent any other person from reporting it to the appropriate authorities.
- 5.6.9. The Committee must not hold a hearing or conduct their own investigation into a complaint
- 5.6.10. The Committee must advise the SBW's insurer of any complaint or disclosure reported to the appropriate authorities.
- 5.6.11. A person who attends the SBW and who is, during that event, the subject of a complaint, whether related to activities of the SBW or not, must:
- (a) Immediately inform the Committee;
 - (b) Cooperate with the appropriate authorities in their investigation of the complaint;
 - (c) Comply with the Committee directions regarding that person's participation in the SBW's activities and interactions with children; and

- (d) Keep the Committee informed of the status of the investigation into the complaint and its resolution.

5.7 NP 7: Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

- 5.7.1. The Committee must arrange for any person whose role or function may involve working with children (refer to Section 5.1.2) to be provided with a copy of this Policy and the Child Safety Procedures and to be familiarized with the Policy and Procedures at the beginning of each SBW
- 5.7.2. Training required by Section 5.7.1 must provide persons with a clear understanding of policy requirements, including:
 - (a) Expected standards of behaviour for interactions with children;
 - (b) Child-friendly ways for children to communicate and raise their concerns;
 - (c) Recognising physical and behavioural indicators of child abuse (refer to Appendix B);
 - (d) Identifying inappropriate behaviour which may be a precursor to child abuse, including grooming;
 - (e) That all complaints relating to child abuse must be taken seriously, regardless of the perceived severity of the behaviour; and
 - (f) How complaints must be reported and to whom.

5.8 NP 8: Physical and online environments minimise the opportunity for abuse to occur

- 5.8.1. Activity Coordinators must develop and implement activity guidelines for the SBW activity for which they are responsible, consistent with maximising child safety and minimising risk of incidents occurring.
- 5.8.2. The Committee must review and approve the activity guidelines before a SBW activity starts.
- 5.8.3. Activity Coordinators must identify and assess risks to children and include in the activity guidelines protocols and procedures for child safety.
 - (a) Risk assessments should focus on preventing, identifying and mitigating risks to children.
 - (b) Hazards in both physical and online (virtual) environments should be addressed (as relevant to the activity).
 - (c) Risk assessments relating to the safety and wellbeing of children should be conducted prior to each SBW.
- 5.8.4. The minimum requirements for child safety at the SBW's activities are:
 - (a) Persons who work with children must comply with Section 5.5;
 - (b) Children must not have uncontrolled access to the online environment through a system provided by SBW;

- (c) At least two adults permitted to work with children must be present at all activities involving children; and

5.8.5. When developing activity guidelines, Activity Coordinators may consider:

- (a) Engaging with children and their families about child safety arrangements to improve their effectiveness.
- (b) The diverse needs of children, including Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds.
- (c) Encouraging friendships and support from peers to help children feel safe and be less isolated.
- (d) If relevant to the activity, including controls relating to access / use of the online environment (internet, social media) by children.

5.8.6. An attendee at SBW must inform the Committee if they become aware that a person attending SBW is the subject of a complaint or has been convicted of sexual offending.

5.9 NP 9: Implementation of the Child Safe Standards is continuously reviewed and improved

5.9.1. The Committee must review this policy to ensure it remains compliant with the law and relevant to the developing needs of SBW:

- (a) Prior to each SBW; and
- (b) After every complaint of child abuse.

5.9.2. After every complaint of child abuse or breach of this policy, the Committee must act to prevent recurrence. Actions may include:

- (a) Seeking advice from the appropriate authorities or individuals with relevant professional expertise on child abuse and child safety;
- (b) Reviewing this policy;
- (c) Reviewing risk assessments and activity guidelines;
- (d) Providing closer supervision of persons or activities;
- (e) Further education and training;
- (f) Placing restrictions on a person's contact with children at activities of the SBW;
- (g) Advising the appropriate authorities regarding a person's suitability to work with children; and/or
- (h) Disciplinary procedures.

5.10 NP 10: Policies and procedures document how the institution is child safe

- 5.10.1. The SBW may implement any additional procedures in furtherance of child wellbeing and safety, provided that they are consistent with this Policy and the law.
- 5.10.2. The Committee must maintain records of activity guidelines and associated risk assessments for a minimum of 10 years or as otherwise required by the SBW's Risk Strategy.

6 Document Change History

Table 1: Document Change History

Version	Change Details	Date of Issue
1.0	Initial publication	(unknown)
2.0	<i>Substantial review and renaming following release of AACE Child Safety Policy</i>	September, 2019

Appendix A: Definitions

- A.1. Terms used in the policy have the meaning given in Table 2.
- A.2. Definitions which include (Source: RCIRCSA) are as given in the glossary in the final report of the Royal Commission into Institutional Responses to Child Sexual Abuse.
- A.3. Definitions which include '(Source: NSW DFCS)' are as given by the NSW Department of Family and Community Services¹.
- A.4. Sources for other definitions are as given.

Table 2: Definitions

Term	Definition (Source)
activity coordinator	A person appointed by the Committee to coordinate an activity of SBW
activity of SBW (SBW activity)	An event that is organised, sponsored and/or advertised by the SBW for its attendees. The event may not necessarily be at SBW's usual venue. An off-campus event that may be organised privately by SBW attendees is not a SBW activity.
adult	A person who is not a child.
appropriate authorities	Agencies authorised by law to respond to complaints of child abuse and/or have a responsibility for child safety.
attendee	Any person registered as an attendee at SBW.
breach	An action – or inaction – by a person which does not comply with this policy.
caregiver	See 'parent / caregiver'
child	A human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier.
child abuse	Is emotional abuse, neglect, physical abuse and/or sexual abuse (all as defined).

Term	Definition (Source)
complaint	<p>Includes any allegation, suspicion, concern or report of a breach of this policy or SBW's code of conduct. It also includes disclosures made to SBW that may be about or relate to child sexual abuse in an SBW context.</p> <p>The SBW may receive a complaint:</p> <ul style="list-style-type: none"> • directly • from anyone – a child, adult survivor, parent, trusted adult, independent support person, venue staff member, volunteer or community member • about an adult allegedly perpetrating child sexual abuse or about a child exhibiting harmful sexual behaviours • in writing, verbally or as a result of other observations, including behavioural indicators. <p>A complaint may become a 'report' to an external authority or agency.</p> <p>(Source: RCIRCSA, with 'institution' replaced by 'SBW')</p>
disclosure	<p>A process by which a child conveys or attempts to convey that they are being or have been sexually abused, or by which an adult conveys or attempts to convey that they were sexually abused as a child.</p> <p>This may take many forms, and might be verbal or non-verbal. Non-verbal disclosures using painting or drawing, gesticulating, or through behavioural changes, are more common among young children and children with cognitive or communication impairments. Children, in particular, may also seek to disclose sexual abuse through emotional or behavioural cues, such as heightened anxiety, withdrawal or aggression.</p> <p>Disclosures can be intentional or accidental, and they might be prompted by questions from another person, or triggered by a memory of the abuse. A disclosure may also become a 'complaint' when made to the SBW or a 'report' when made to an external authority or agency.</p> <p>(Source: RCIRCSA, with 'institution' replaced by 'SBW')</p>

Term	Definition (Source)
emotional abuse	<p>Serious psychological harm can occur where the behaviour of their parent or caregiver damages the confidence and self-esteem of the child or young person, resulting in serious emotional disturbance or psychological trauma.</p> <p>Although it is possible for 'one off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child or young person.</p> <p>This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour.</p> <p>(Source: NSW DFCS)</p>
grooming	<p>Behaviours that manipulate and control a child, their family and other support networks, or institutions with the intent of gaining access to the child, obtaining the child's compliance, maintaining the child's silence, and avoiding discovery of sexual abuse.</p> <p>Grooming can take place in person and online and is often difficult to identify and define. This is because the behaviours involved are not necessarily explicitly sexual, directly abusive or criminal in themselves, and may only be recognised in hindsight.</p> <p>Some grooming behaviours are consistent with behaviours or activities in non-abusive relationships, and can even include desirable social behaviours, with the only difference being motivation. Perpetrators can groom children, other people in children's lives, and institutions.</p> <p>(Source: RCIRCSA)</p>
harm	<p>A detrimental effect to a child's safety or well-being caused by child abuse.</p>
law	<p>The law of the Commonwealth of Australia or of a state or territory.</p> <p>(Source: RCIRCSA)</p>
legislation	<p>Acts and regulations.</p> <p>(Source: RCIRCSA)</p>
committee	<p>The group appointed to organise, oversee and manage SBW.</p>
mandatory reporting	<p>Where a legislative requirement is placed on an individual to report known and suspected cases of child abuse and neglect to a nominated government department or agency (typically the child protection authority).</p> <p>(Source: RCIRCSA)</p>

Term	Definition (Source)
neglect	Is when a parent or caregiver cannot regularly give a child the basic things needed for his or her growth and development, such as food, clothing, shelter, medical and dental care, adequate supervision, and enough parenting and care. (Source: NSW DFCS)
offender	A person who is found by a court to have done something that is prohibited by law. (Source: RCIRCSA)
parent / caregiver	The child's mother, father or someone else having or exercising parental responsibility for the child. A parent of an Aboriginal or Torres Strait Islander child includes a person who under Aboriginal or Islander custom is regarded as a parent of the child.
perpetrator	An adult who has sexually abused a child. (Source: RCIRCSA)
physical abuse	Is a non-accidental injury or pattern of injuries to a child or young person caused by a parent, caregiver or any other person. It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation. Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints. Hitting a child or young person around the head or neck, or using a stick, belt or other object to discipline or punishing a child or young person (in a non-trivial way) is a crime. (Source: NSW DFCS)
psychological harm	See 'emotional abuse'
reasonable belief	Evidence which indicates there is a risk of harm to a child based upon indicators such as those outlined in Appendix B.
record	Information created, received, and maintained as evidence and/or as an asset by an organisation or person, in pursuance of legal obligations or in the transaction of business or for its purposes, regardless of medium, form or format. (Source: RCIRCSA)
report	Where concerns relating to child sexual abuse are notified to an authority or agency external to the SBW – for example, where a person or institution notifies the police, a child protection agency, an oversight agency or a professional or registration authority. (Source: RCIRCSA, with 'institution' replaced by 'SBW')

Term	Definition (Source)
reportable conduct	Conduct that must be reported under legislation that obliges designated institutions to report allegations of institutional child sexual abuse to an independent statutory body. (Source: RCIRCSA)
risk of harm	Circumstance where there is a likelihood of harm to a child.
secondary victim	People who are affected by the sexual abuse perpetrated against the primary victim (the child who is sexually assaulted). Secondary victims can include partners, children (including children born as a result of the abuse), parents, siblings and extended family. Trauma impacts can extend across generations and there may also be collective trauma impacts for whole communities or populations. The impacts of sexual abuse can also be felt by a wider range of people, including whistleblowers and other people (including other children) within the institution where the abuse occurred. (Source: RCIRCSA)
secretary	The member of the SBW Committee appointed by the Committee to coordinate SBW administration.
sexual abuse	Any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions in preparation for sexual activity with the child. (Source: RCIRCSA)
sexual offending	Sexual behaviours that fall within the definition of a sexual offence under Australian law, where the person could be held criminally responsible for their conduct. In Australia, anyone aged 10 and over may be charged with a sexual offence. (Source: RCIRCSA)
training	Provision for those engaged with children in activities organised or conducted under the auspices of the SBW to understand their responsibilities under this policy

Term	Definition (Source)
Working with Children Check	<p>Is a pre-employment screening program which ensures child-safe working environments in NSW.</p> <p>Pre-employment screening of adults and volunteers who come in contact with children is mandatory and legislated for in NSW. However, there is no national framework setting out the requirements for obtaining a Working with Children Check (or Police Checks) - and each state and territory has their own procedures and requirements.</p> <p>(Source: National Crime Check)</p>
work(ing) with children	Is any role or function which involves contact with children, including care, supervision and teaching.
youth (young person)	<p>A teenager who is a child.</p> <p><i>Note: This term is used in recognition that a teenager may not identify as being a 'child' (notwithstanding the definition)</i></p>
youth leader	A Youth Worker leading or coordinating an activity for youth.
youth worker	An adult who has volunteered or been appointed to teach, lead, supervise or work with children or youth.

Appendix B: Recognising Child Abuse

- B.1. Child abuse includes:
- (a) Any act committed against a child involving:
 - A sexual offence; or
 - Grooming.
 - (b) The infliction, on a child, of
 - Physical violence; or
 - Serious emotional or psychological harm.
 - (c) Serious neglect of a child.
- B.2. People in contact with children and their families should be aware of the indicators of child abuse. Recognising indicators of child abuse is part of forming a responsible suspicion that harm to a child has occurred, is occurring or that there is a risk of harm.
- B.3. Sexual offenders exploit the dependency and immaturity of children. They may use a range of tactics including force, threats, and tricks to engage children in sexual contact and to try to silence them. They may also try to gain the trust and friendship of parents or caregivers to obtain access to children. They may be family members or close family friends.
- B.4. Possible indicators of child sexual abuse, which may be present either individually or in combination, include:
- (a) Direct or indirect disclosures;
 - (b) Describing sexual acts;
 - (c) Age-inappropriate behaviour and/or persistent sexual behaviour;
 - (d) Bleeding from the vagina or external genitalia or anus;
 - (e) Injuries such as tears or bruising to the genitalia or anus;
 - (f) Injuries to the breasts, buttocks, lower abdomen and thighs.
 - (g) Self-destructive behaviour, drug dependency, suicide attempts, self-mutilation;
 - (h) Overtly sexual themes in artwork, play or writing;
 - (i) Changes in eating habits such as anorexia or over eating;
 - (j) Going to bed fully clothed;
 - (k) Regression in developmental achievements;
 - (l) Unexplained accumulation of money or gifts;
 - (m) Sexually transmitted diseases;
 - (n) Persistent running away from home; and/or
 - (o) Adolescent pregnancy.
- B.5. Other symptoms of child stress, which may be indicators of child abuse, include:
- (a) Poor concentration at school;
 - (b) Sleeping or bedtime problems such as nightmares or bedwetting;

- (c) Marked changes in behaviour including tantrums, aggressiveness, withdrawal, complaints of stomach aches and headaches with no obvious physical cause;
- (d) Indicators in parents, caregivers, siblings, relatives, acquaintances or strangers;
- (e) Exposing a child to pornography or using a child for pornographic purposes;
- (f) Intentionally exposing a child to the sexual behaviour of others;
- (g) Inappropriate nakedness of either a child or an adult in a child's presence such as inappropriate exposure of genitals;
- (h) Having committed or being suspected of child sexual abuse;
- (i) Forbidding a child to engage in age-appropriate activities;
- (j) Coercing a child to engage in sexual behaviour with other children;
- (k) Verbal threats of sexual abuse;
- (l) Denial of an adolescent's pregnancy by the family; and/or
- (m) Domestic violence or physical child abuse.

Appendix C: Interview Guide

C.1. The following questions may help in assessing the suitability of a candidate to work with children:

- (a) Why have you applied for this position?
- (b) Why do you feel you are suitable for the role?
- (c) Please describe positive experiences you have had with children or young people.
- (d) Have you ever been in a situation where you have disciplined a child or young person and, if so, how did you handle the situation?
- (e) Have you ever been investigated for a complaint involving a child and, if so, what were the circumstances?
- (f) Have you ever been investigated for an alleged violent or sexually-related offence and, if so, what were the circumstances?
- (g) Is there any other information relating to your suitability for this position, which we should be aware of?
- (h) Have you read the Child Safety Policy of our SBW and understood your responsibilities?
- (i) Do you have any further questions regarding the child safety policy or the associated procedures of our SBW?

Appendix D: Child Safety Procedures

D.1. This appendix contains Child Safety Procedures NSW, the state in which SBW is held. These procedures provide supporting information about:

- (a) Screening requirements for adults who will work with children;
- (b) Who is a child;
- (c) Who must report child abuse;
- (d) Who can report child abuse;
- (e) Child protection and related legislation;
- (f) Appropriate authorities; and
- (g) Where to access information and support services for children and their families.

D.2. These Child Safety Procedures do not remove any obligations of SBW to operate in accordance with its Child Safety Policy.

Child Safety Procedures – New South Wales

1. Recruitment obligations

- 1.1 New South Wales has a Working with Children Check (WWCC) system under the *Child Protection (Working with Children) Act 2012* (NSW).
- 1.2 The SBW is required to ensure that:
 - a) people in roles that engage in child-related work hold a valid WWCC;
 - b) they verify and record WWCCs; and
 - c) there are sound practices in place for monitoring expiring WWCCs.

This aligns with the SBW's Child Safety Policy which requires a register of the status of WWCCs associated with the SBW.

- 1.3 The definition for 'child related work' is expansive and involves direct contact by an individual with a child or children and that contact is a usual part of and more than incidental to the work.
- 1.4 Legislative changes were made in 2018 which require:
 - a) individuals to keep their personal details up to date or risk a penalty;
 - b) employers to verify the WWCCs of individuals or risk a fine; and
 - c) parent volunteers attending overnight kids camps to obtain a WWCC.

2. Mandatory reporting

- 2.1 Table 3 (next page) defines mandatory reporting requirements in New South Wales.

3. Concealing child abuse

- 3.1 Under the *Crimes Act 1990* (NSW), any adult who:
 - a) knows, believes or reasonable ought to know that a child abuse offence has been committed;
 - b) knows, believes or reasonably ought to know that he or she has information that might be of material assistance in securing the apprehension of the offender or the prosecution or conviction of the offender for that offence; and
 - c) who fails without reasonable excuse to bring that information to the attention of a member of the NSW Police Force as soon as it is practicable to do so,is guilty of an offence punishable by up to 5 years of imprisonment.

Table 3: Mandatory Reporting Requirements in New South Wales

Key legislation	<i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i>
Who is a child?	A person under the age of 16 years.
Child Protection Authority and contact	Department of Family and Community Services (DFCS) – call Child Protection Helpline on 13 21 11
Mandatory reporters	<ul style="list-style-type: none"> • A person who, in the course of his or her professional work or other paid employment delivers health care, welfare, education, children's services, residential services, or law enforcement, wholly or partly, to children, and • A person who holds a management position in an organisation the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services, or law enforcement, wholly or partly, to children.
When reporting is required	<p>If:</p> <ul style="list-style-type: none"> (a) a person to whom this section applies has reasonable grounds to suspect that a child is at risk of harm, and (b) those grounds arise during the course of or from the person's work, <p>the person must, as soon as practicable, report to the Director-General the name, or a description, of the child and the grounds for suspecting that the child is at risk of harm.</p>
When is a child at risk of harm?	<p>A child or young person is at risk of harm if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence of any one or more of the following circumstances:</p> <ul style="list-style-type: none"> (a) the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met; (b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care, (c) the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated, the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm; or (d) a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm.

4. Voluntary reporting

- 4.1 Under the *Children and Young Persons (Care and Protection) Act 1998* (NSW), a person who has reasonable grounds to suspect that a child or young person is, or that a class of children or young persons are, at risk of harm may make a report to the DFCS.
- 4.2 “Reasonable grounds” is not defined in the Act. If a person is unsure whether they have reasonable grounds to make a report, they should speak to the Committee or the SBW’s Child Safety Officer.
- 4.3 In accordance with good practice, a person should also be encouraged to report outside of the SBW if they so wish. Reports can be made anonymously and reporters are protected in that if a report is made in good faith, this will not constitute unprofessional conduct or a breach of professional ethics, make the person subject to any liability in relation to the report or require the person to be compelled in any proceedings to produce evidence. Reporters will also have their identity protected.
- 4.4 NSW also has a reportable conduct scheme, which requires heads of entities to make reports to an external authority if they become aware of a child abuse allegation being made against an employee, director, volunteer or contractor.

5. Information and support services

- 5.1 Table 4 contains information on support services available to children and families in New South Wales.

Table 4: Information and support services available in New South Wales

For children:	Kids Help Line : call 1800 55 1800 for free counselling and advice for young people between the ages of 5 and 25.
For adults:	<ul style="list-style-type: none"> • Lifeline: call 13 11 14 for this free Australia-wide crisis support and suicide prevention service. • NSW Christadelphian Support Network. • See this page for a contact list of information and support services for parents, families and young people in NSW.
Resources:	The resources listed on this page have a practice focus, and are designed to assist practitioners, managers and service providers in their work.