

CHILD PROTECTION POLICIES

Cystic Fibrosis South Australia (CFSA)



CHILD PROTECTION POLICIES

SECTION 1: CHILD PROTECTION POLICY

SECTION 2: CHILD PROTECTION PROCEDURES MANUAL

Child Protection Policy
All workers (employees and volunteers) of Cystic Fibrosis SA who are involved in service to children and/or youth are expected to comply with this policy and associated procedures.

These policies primarily relate to “Professional Standards” procedures and processes.

For Work Health & Safety Policies. Code of Conduct and management of Persons of Concern, refer to the relevant CFSA Policy documents.



SECTION 1:

CHILD PROTECTION POLICY

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1. **Definitions:**

“At Risk” is defined by the CYPISA: A child or young person will be taken to be at risk if:

- They have suffered harm (of a kind against which they should have ordinarily been protected)
- There is a likelihood they will suffer harm
- There is a likelihood they will be removed from the state for the purpose:
 - Of a medical procedure that would be unlawful in South Australia (including female genital mutilation)
 - Taking part in a marriage that would be void or invalid under the Marriage Act 1972
 - Taking part in an activity that would be illegal in South Australia
- Their parent or guardians are unable or unwilling to care for them, have abandoned them, cannot be found or are dead
- They are of compulsory school age and are persistently absent from school without explanation
- They are homeless or of no fixed address

“CFSA” is Cystic Fibrosis South Australia

“Child” or “children” are persons under the age of 18 years at the time of the alleged abuse.

“CYPISA” is the Children and Young People (Safety) Act 2017

“Harm” is defined by the CYPISA as physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect

“Mandatory reporting” is reporting as required by s30 & 31 CYPSPA.

“Victim” is a child who is reasonably suspected of being subject to harm.

“Worker” is an EO, Board Member, employee of or volunteer of CFSA, who is involved in the provision of CFSA management oversight and/or support services to people with Cystic Fibrosis (CF) and their carers and families.

2. **Preamble**

The nature of CFSA services is not primarily direct engagement by workers in children and young people activities, but rather is to resource, support and collaborate with parents, carers and other agencies who provide direct care and support to children and young people with Cystic Fibrosis.

In this context, CFSA recognises and promotes the primary role of parents and carers in the practice of ensuring the safety and wellbeing of their children.

Notwithstanding the limited direct provision of children’s services by CFSA, the objects of this policy are to ensure risk protection for any eventuality that CFSA may presently or in the future encounter, and as far as possible to protect children from being at risk of harm and ensure their safety and wellbeing.

3. Protection for children

3.1 The safety and wellbeing of children is to be the paramount consideration insofar as it is within the power of CFSA to promote it.

3.2 Children are to be protected from any form of harm.

3.3 In dealing with harm to children CFSA is to put the interests of victims and children generally above those of the organisation.

4. Mandatory reporting

All workers, including those persons who comprise the Governance oversight of CFSA, are to comply fully with their obligations of mandatory reporting under the CYPSPA.

5. Involvement of perpetrators of harm in CFSA activities

Where CFSA knows, believes or reasonably suspects that any person associated with the organisation is or has been a perpetrator of harm towards children it will act to reasonably protect children from any risk that person might pose.

6. Co-operation with authorities

CFSA and workers will responsibly and reasonably co-operate with government law enforcement and child protection agencies.

7. **Interim measures pending determination of allegations of harm.**

Where a worker is reasonably suspected of perpetrating harm against a child, his or her continued role with CFSA (during the period taken to make a final determination of whether that worker is guilty of any offence) is to be determined by an Independent Committee as prescribed under paragraph 5.4.1 of the Child Protection Procedures manual.

8. **Training**

CFSA will ensure the provision of specialised training for workers in child protection issues.

9. **Service covenants**

All workers who do not have a current written employment contract are to enter into a service covenant dealing with their suitability to be workers and agreeing to these child protection policies and procedures.

10. **Manual of procedures**

CFSA will publish a manual (contained herein) concerning procedures for implementing these child protection policies.

11. Code of Conduct for Children and Young People

CFSA will publish a Code of Conduct for Children and Young People who are participants in a children or youth service of the organisation.

12. Review of policies

These policies will be subject to ongoing review no less than every five years.



SECTION 2:

CHILD PROTECTION PROCEDURES MANUAL

Part A Further definition of “harm”

Part B Child safety responsibilities

Part C Miscellaneous

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1. Preamble

This manual sets out procedures to give effect to the Child Protection Policies of Cystic Fibrosis SA.

In particular paragraph 4 on mandatory reporting cannot be modified.

2. Definitions

Unless the context otherwise requires:

“At Risk” is defined by the CYPISA: A child or young person will be taken to be at risk if:

- They have suffered harm (of a kind against which they should have ordinarily been protected.)
- There is a likelihood they will suffer harm
- There is a likelihood they will be removed from the state for the purpose:
 - Of a medical procedure that would be unlawful in South Australia (including female genital mutilation)
 - Taking part in a marriage that would be void or invalid under the Marriage Act 1972
 - Taking part in an activity that would be illegal in South Australia
- Their parent or guardians are unable or unwilling to care for them, have abandoned them, cannot be found or are dead
- They are of compulsory school age and are persistently absent from school without explanation
- They are homeless or of no fixed address

“C.A.R.L.” is the Child Abuse Report Line.

“CFSA Board Member”: A person elected to the Board by CFSA Members or a person appointed to the Board in accordance with the CFSA Constitution.

“CFSA Executive Officer (EO)”: A person appointed by the CFSA Board to undertake the day-to-day administration of CFSA, including but not limited to, responsibility for running the CFSA Office and supervision of CFSA staff and volunteers. Where a suspected perpetrator of harm is the EO or someone closely associated with him or her, or where the EO is not available, it means the Board Chair, Vice Chair, or Immediate Past Chair.

“Child” - “Children” are persons under the age of 18 years

“CPS” is *Child Protection Solutions* – an agency providing high level Training, consultancy, and offender profiling.

“DPS” is an Independent Director of Professional Standards or his/her delegate, as determined by CFSA for engagement as required.

“Employer” is CFSA which employs or engages the worker.

“Harm” – see paragraph 3.

“IMC” means the Interim Measures Committee set up under paragraph 5.4.1.

“POC Policy” means the ‘Person of Concern’ Policy. This policy sets out clear guidelines to CFSA in relation to the assessment and management of known sex offenders. The objective of this policy is to ensure the highest levels of protection, accountability and risk minimisation in line with CFSA Insurers conditions and requirements.

“WHS” is Work Health & Safety.

“Worker” is an EO, CFSA Board Member, employee of or volunteer of CFSA, who is involved in the provision of CFSA management oversight and/or support services to people with Cystic Fibrosis (CF) and their carers and families.

“WWCC” Current “Working With Children’s Check” that has been undertaken within the previous five (5) years.

PART A: FURTHER DEFINITION OF HARM

3. What is harm?

"Harm" is defined by the CYPSCA as physical or psychological harm (whether caused by an act or omission), including harm caused by the following:

3.1 Emotional abuse, meaning: A chronic attitude or behaviour directed at a child whereby a child’s self-esteem and social competence is undermined or eroded over time or the creation of an emotional environment which is detrimental to or impairs the child’s psychological and/or physical development. Behaviours may include devaluing, ignoring, rejecting, corrupting, isolating, terrorising or family violence.

3.2 Physical abuse, meaning: Any non-accidental act inflicted upon a child which results in physical injury to the child. Physical abuse results from practices such as but not limited to:

3.2.1 Hitting, punching, kicking (indicators: marks from belt buckles, irons, fingers, cigarettes, etc)

3.2.2 Shaking (particularly young babies)

3.2.3 Burning, biting, pulling out hair

3.2.4 Alcohol or other drug administration

- 3.3 Sexual abuse, meaning: any sexual behaviour imposed on a child. The child concerned is considered to be unable to alter and/or understand the perpetrator's behaviour due to his or her early stage of development and/or powerlessness in the situation. Sexual abuse occurs when someone in a position of power to the child uses her/his power to involve the child in sexual activity. Behaviour can include sexual suggestion; exhibitionism, mutual masturbation, oral sex; showing pornographic material e.g., DVDs, internet; using children in the production of pornographic material; penile or other penetration of the genital or anal region and child prostitution.
- 3.4 Grooming, meaning: the deliberate actions of a perpetrator to befriend and influence a child, and possibly also that child's family or community, with the intention of engaging in sexual activity of any kind with that child
- 3.5 Neglect, meaning: the failure of a carer for a child to provide a child with the basic necessities of life, and which can occur by deliberate action or inaction, and can stem from an inability to understand and provide basic necessities such as food, clothing, shelter, hygiene, medical treatment and supervision.

4. **Reporting a suspicion that a child or young person may be at risk**

- 4.1 This obligation is placed on all workers by s30 & 31 CYPISA. It is a criminal offence not to comply with this obligation without a lawful excuse. No organisation can negate or modify this obligation (refer Appendix A).
- 4.2 Any worker who suspects, on reasonable grounds, that a child or young person is, or may be at risk, and this suspicion is formed in the course of their work, they must report this suspicion to the C.A.R.L. as soon as practicable.

4.3 Reporting to C.A.R.L. is done by telephoning the 24-hour Child Abuse Report Line on **131478**.

4.4 Reasonable grounds to form a suspicion that a child or young person may be at risk may include but is not limited to:

4.4.1 When a child tells you, they are at risk or have been harmed

4.4.2 When your own observations of a particular child's behaviour and/or injuries lead you to suspect they are at risk or harm is occurring

4.4.3 When a child tells you that they know of someone who is at risk or has been harmed (they may possibly be referring to themselves)

4.4.4 When you hear about a child at risk from someone who is in a position to provide reliable information, such as a relative, friend, neighbour or sibling of the child.

It does not require proof that any child has or may suffer harm.

4.5 Where a report is made to the C.A.R.L., but only if the child and/or the suspected perpetrator of harm is associated with CFSA, the worker must immediately inform the EO (as defined in paragraph 2) of the incident. A written report in the form of **Appendix B** is also to be given by the worker to the EO as soon as practicable.

4.6 A worker does not require approval to make a report to C.A.R.L. and must adhere to the reasonable instructions of C.A.R.L. in order to ensure that all proper processes are followed.

- 4.7 If a worker reasonably suspects that;
- 4.7.1 a child or young person is, or may be at risk, and
 - 4.7.2 either that child or the suspected perpetrator is associated with CFSA,
and
 - 4.7.3 the circumstances do not satisfy all of 4.2 and 4.4 above
- he or she should routinely consult with the EO to consider a voluntary report being made to C.A.R.L.

5. General provisions in all cases of suspicion of risk of harm

- 5.1 The DPS should be engaged to provide crisis response and ongoing consultancy, support and direction to CFSA workers throughout the entire process. After-hours access to the DPS can be arranged through the EO and/or CFSA Chair and/or their delegate.
- 5.2 A worker is not to inform anyone else of the suspected risk of harm without the permission of the EO and /or Board Chair. The EO and /or Board Chair in consultation with the DPS will determine who else should be informed of it. (There is a danger of defamation liability against the worker if ultimately an allegation cannot be proved).
- 5.3 Where a worker under the age of 18 years reasonably suspects a child is at risk of harm, he or she is to be instructed to report such matters immediately to an adult supervisor in their service area who will then assist the worker to comply with the necessary procedures.

5.4 Where there has been a complaint against a worker of perpetrated harm and the parties so agree, his or her continued employment with CFSA during the period taken to make a final determination of whether that worker is guilty of any offence, is to be decided by an Interim Measures Committee. (IMC)

5.4.1 The IMC is to comprise of three independent persons who are to be appointed by the Board Chair of CFSA, or in the event of his/her unavailability or being conflicted, by the vice-chair or immediate past Chair of CFSA.

5.4.2 The functions of the IMC are administrative and not judicial.

5.4.3 The IMC may for the period until the final determination of the allegation, and having due regard to relevant employee rights under Industrial Law, and applicable conditions and policies:

5.4.3.1 Suspend the worker with or without pay

5.4.3.2 Modify the duties of the worker.

5.4.3.3 Impose conditions on any continued employment of the worker or on his or her involvement in the activities of CFSA.

5.4.3.4 Require that the worker not communicate with specified persons.

5.4.3.5 Temporarily suspend the employment of the worker while the IMC reaches other decisions; and/or

5.4.3.6 Revoke or modify any decision it has made.

5.5 In performing its functions, and having due regard to the bounds of procedural fairness, the IMC:

5.5.1 Is not bound by the rules of evidence and may inform itself of relevant facts by proper means as it sees fit.

- 5.5.2 Is to permit the worker or his or her agent to address it.
- 5.5.3 Is to act with all reasonable expedition.
- 5.5.4 Is not to make conclusions about disputed facts relating to the alleged harm.
- 5.5.5 Is as far as practicable to apply the Child Protection Policy of CFSA and is not to allow the implementation of that Policy to be displaced by any presumption of the innocence of the worker.
- 5.6 CFSA and workers will responsibly and reasonably cooperate with law enforcement and child protection authorities in their investigation and any prosecution of harm.
- 5.7 No workers are to make any statement to the media about any risk of harm (either suspected or formally prosecuted) encountered in the course of their employment by CFSA and all inquiries about these matters from the media are to be referred to the EO or the DPS (see paragraph 36).
- 5.8 Workers are not to make any statements about any risk of harm (either suspected or formally prosecuted) encountered in the course of their employment by CFSA to any alleged perpetrator or anyone associated with or representing that alleged perpetrator.
- 5.9 Upon receiving any report about risk of harm the EO should consult with the DPS about what steps should be taken in respect of it by the CFSA.
- 5.10 The EO is to ensure that all appropriate pastoral care/professional support is made available to all persons associated with CFSA who are impacted by an allegation, but only to the alleged perpetrator where he or she admits the allegation.

5.11 Workers are to be alert to any indicators of abuse-related trauma including

- When a child says that he/she has been abused.
- When a child or adult says that he/she knows of a child subject to abuse; or
- Observations of a child's behaviour, change in behaviour, emotional state and or injuries.

Indicators in many cases overlap and can interrelate to all forms of abuse and neglect.

An indicator in isolation does not automatically mean that a child is being abused.

Workers should:

- Listen to the child/young person.
- Not ask leading questions.
- Reassure the child that you believe him/her. (If that be the case).
- Reassure the child that what has happened is not his/her fault.
- Reassure the child that telling you was the right thing to do.
- Document the child's disclosure as soon as possible.
- When documenting the disclosure use the same terminology as the child.
- Not make promises which cannot be kept, such as confidentiality.
- Reassure the child that there are people who can help to protect them.

A worker is not an investigator and does not have to do any detective work. Even if the abuse which is disclosed has ceased, reporting it is still necessary to protect other children from the perpetrator.

- 5.12 Where a person 18 years or over discloses that he or she was subject to abuse while he or she was a child, these procedures do not apply, but the person should be encouraged to take appropriate steps about the matter.

6. **Managing potential perpetrators in the CFSA service scope**

- 6.1 Where a person who

6.1.1 is the subject of an unresolved complaint of alleged harm to a child; or

6.1.2 is reasonably suspected by CFSA of having at any time engaged in harming a child,

attends at any function controlled by CFSA, it must be ensured that that person does not have contact with, or communicate with, any child at that function without adequate supervision.

- 6.2 A known perpetrator is not to be permitted to be present at any premises controlled by CFSA or to take part in any activity controlled by it except in accordance with the terms of a formal agreement entered into between CFSA and that person which ensures the safety and wellbeing of children as per the Person of Concern (POC) Policy as amended from time to time.

- 6.3 If a known perpetrator does not comply with the terms of an agreement referred to in 6.2 CFSA may exclude that person from all premises and/or activities controlled by it.

PART B: WORKER AND CHILD SAFETY RESPONSIBILITIES

7. Role of Workers

Any member in CFSA working with children must

- Be suited in emotion and character to the role to be undertaken.
- Complete appropriate screening and associated compliances (see para's 8-10).
- Complete approved mandatory reporting/child protection awareness training programmes. (Refer to Appendix C)
- Have been selected for their role in work with children after a proper investigation of their suitability for such work.
- Have their performance in such work periodically reviewed.

8. Staff/Volunteer screening and selection processes

A major form of prevention relates to appropriate and stringent screening processes.

Every worker engaged in child related services and supports must be interviewed, screened and recommended by the leader who has ultimate oversight or management responsibility for that area of service. All workers must then complete an approved mandatory reporting/child protection awareness training programme.

An important part of this process will involve:

- A planned and prepared interview process approved by CFSA leadership.
- Presentation of references.
- The follow up of references.
- Agreement to undergo a WWCC.
- Completion and recording of WWCC clearance.
- The completion of an application form.
- Agreement by the applicant to meet with EO if required.

'A written recommendation must then be prepared by the person who has management/oversight responsibility and be submitted to the EO for endorsement/approval. The process may include a panel such as EO, professional standards committee member, etc, as a part of an accountable recruitment, selection and appointment team.

Other than for Employees appointed in accordance with the screening and selection processes outlined in sections 9 and 10 and in compliance with Appendix G and H, no individual should be permitted to serve in the area of children's services until being active within CFSA for a period of not less than one (1) year. Special circumstances may apply and include intimate knowledge of an applicant by people within the CFSA leadership, or impeccable references from other agencies. Even in these circumstances the applicant should operate under a supervised probationary period of not less than six months, with no key leadership responsibilities.

It is recognised that long term and intimate knowledge of a person engaged in this area of service may reduce components of the above screening and interview process.

It is acknowledged that from time-to-time additional helpers are engaged to provide support in relation to special events/activities. This may include parents or other people within the scope of CFSA who generously volunteer their services in terms of additional transport, or supervision during special events. It is unrealistic to expect those who fall into this category on a random basis to undergo additional training, however where possible a WWCC should be obtained and in some cases must be obtained (Appendix J).

In rare instances where a WWCC isn't obtained for an additional/occasional helper in accordance with The Prohibited Persons Act (Appendix J) an authorised leader/worker

must be in attendance and accompany an “unauthorised” person at all times. It is a good practice for CFSA to think ahead and have a pool of “occasional” helpers suitably trained and screened.

9. **Service Screening/Working With Children’s Checks**

Current Working With Children’s Checks (WWCC) are essential for EO, staff, board members, governance team members as well as **ALL** (workers) in the area of children’s services.

No person should be permitted to work at any level within the guidelines of this document without a current WWCC and acceptable training. (Example in appendix c).

It is the responsibility of CFSA to identify and ensure that the above people obtain a WWCC every 5 years and undertake appropriate training every three years and maintain appropriate records/registers.

In relation to International screening or concerns, contact the DPS.

If offences are identified and depending on the nature of the offence/s, it will remain the discretion of CFSA to permit individuals to serve within the life and services of CFSA. Depending on the nature of other offences, strict conditions may be applied to an individual attending a CFSA or associated programs, having due regard to the POC policy and processes.

Sexual abuse related offences will preclude that person from having any contact with, or responsibilities involving children/youth. In some cases, an offender may not be permitted to attend CFSA or any associated program under any circumstances. The DPS must be contacted and consulted.

If any worker or pending staff member refuses to undergo a WWCC check, they must not be appointed to the position that requires them to undergo such a check.

Staff members and workers, who for whatever reason have not undergone a WWCC, are required to immediately do so.

Any person undertaking a service role either full/part time, paid/voluntary, who does not have a written employment contract must complete a service covenant form (Appendix G). For those with an existing written employment contract the Supplementary Employment Contract (Appendix H) should be adopted.

10. **Screening processes / Working with Children's Checks - Tradespeople**

All tradespersons engaged to carry out work on CFSA premises must produce a current WWCC prior to being engaged/employed.

11. **Character Reference Requests**

In accordance with the CFSA Code of Ethics document, where workers or representatives who are seen to be a CFSA representative are asked to provide a character reference for anyone **charged** with a criminal offence the DPS should be consulted. There can be severe consequences associated with the provision of references.

12. **Worker identification**

All workers whilst actively carrying out their appointed responsibilities should at all times be issued with and wear photo identification tags. This not only identifies

accredited workers but communicates a clear message of professionalism and accountability. Photo identification tags must be worn at all times when rostered.

13. **Punctuality**

Workers and designated helpers should keep to timetables to the best of their ability. If an activity is running significantly overtime, parents should be notified as soon as possible of the new anticipated time that their child/ren may arrive at the pre-determined point. If the activity is off-site and a delay has occurred, it may be appropriate to telephone one person who could inform all parents of the circumstances.

14. **Moral wellbeing**

Workers must ensure that any television programmes, videos, music, magazines and/or displays shown or used as part of the group's activities are suitable in content and appropriate to the age group represented, with due regard to accepted values. Whilst official television and movie ratings should be observed, there will be situations where those in leadership will have the responsibility of approving the viewing of certain material.

Every worker is expected to maintain a high moral code. Foul, demeaning, bullying, racist or sexist language is not acceptable, and will not to be tolerated by anyone working in CFSA's support services.

15. **Inappropriate behaviour of a worker**

Any person who is concerned about the behaviour of any worker must refer the matter to the EO and/or Board Chair for consideration and intervention as deemed appropriate.

16. **Bullying**

Bullying is a form of persistent harassment which demeans, threatens, intimidates or humiliates a person. For any person in staff or any leadership role to act in such a manner is unacceptable and will not be tolerated.

17. **Child Safety Responsibilities**

17.1 CFSA and its workers are to do everything reasonably available to them to promote the physical, emotional, and mental wellbeing and safety of the children who are involved in the services of CFSA (“the duty of care”).

What is reasonable in a particular situation depends on its particular circumstances including the nature of the risk of harm to children and the practicability of the steps needed to eliminate it.

17.2 No set of detailed rules can be devised which when applied to a particular situation will clearly show what is the applicable duty of care. Paragraphs 7 to 36 contain some rules which it is always prudent to observe unless there is good reason not to do so. They should only be departed from where a conscious and responsible decision has been made by CFSA that what is to be done satisfies its duty of care.

17.3 While Part B also applies generally to risk of harm, that issue is dealt with specifically in Section A.

18. **Participation of Children**

18.1 In order to instil a culture of safety and awareness, children who attend regular and ongoing children's care and support programs will be made aware of the following at least annually by the workers who oversee these activities:

18.1.1 expectations concerning appropriate behaviour.

18.1.2 when, how, and who to speak to if they feel uncomfortable.

18.1.3 protective behaviour strategies.

18.1.4 other rights, responsibilities and expectations in line with the Code of Conduct and the Child Protection Policies.

18.1.5 WHS information and procedures applicable to child related programs.

Parents will be notified of when and with whom this will take place ahead of time and will also be made aware that the CFSA Child Protection Policies, Procedures Manual and the Code of Conduct can be obtained on the CFSA website.

18.2 Adults and children can discuss or disclose abuse or seek support and advice by contacting the EO.

18.3 Children and their parents will be given the opportunity to provide feedback on and make suggestions re children's services and programs regularly (e.g., via discussion, survey, suggestion box, etc) as determined by CFSA.

19. **Care and supervision ratios of workers to children**

19.1 There is no fixed ratio which will necessarily satisfy the duty of care in all situations. It will depend on all of the circumstances which will include:

- The age needs and behavioural history of the children present.
- The skills and experience of the workers.
- The environment in which the children are placed.
- The nature of any risks to which the children may be exposed.
- The ready availability of backup if there are difficulties.

19.2 The following table is based on similar tables used in the childcare industry and may be used as a rough rule of thumb, but even compliance with it may not be sufficient to satisfy the duty of care in all situations.

RECOMMENDED MINIMUM SUPERVISION RATIO'S:

Under two years of age: 1 approved worker to every 5 children.

Two years to school age: 1 approved worker to every 5 children.

Primary school age: 1 approved worker to every 5 children

Secondary school age Jnr: 1 approved worker to every 10 children

Secondary school age Snr: 1 approved worker to every 15 children

Notwithstanding these minimum ratios it is recommended that, for children of primary school age or younger, a minimum of two (2) workers be present at all times.

If any lesser ratios are used, it should only be after a conscious and responsible decision by CFSA that the supervision provided does satisfy its duty of care for the children.

20. **Managing inappropriate behaviours in children**

If a young child misbehaves within a CFSA program or activity, firm but gentle verbal correction which is respectful and age-appropriate should be the first response.

For a younger child a short period of “time out” may also be appropriate. A useful guide for determining the amount of time out is one minute for each year of the child’s age.

However, it is not appropriate to use a time out strategy for children under three years of age. Parents should be made aware of these practices and procedures when enrolling children into activities/programs.

When a child is unresponsive or responds unsatisfactorily to reasonable requests to comply with a standard of behaviour which is respectful to him/her, or other children, and/or those supervising, the matter must then be immediately reported to the parent/guardian.

In extreme cases, children may be precluded from activities for a period of time, until an undertaking is given, appropriate to age, to behave within acceptable limits. If this decision is made, the parent is to be informed and where possible included in the negotiations regarding management strategies and restoration to that activity.

At no time is physical punishment or verbal intimidation permissible, even with parental approval.

21. **Toileting small children**

When a small child needs assistance in toileting, the following procedures should be observed:

Where practicable the parent should be responsible for attending to the child.

- If this is not practicable the child should be encouraged to manage him/herself to the fullest possible extent, according to ability.

- When crèche workers or designated helpers must assist a child, another adult worker should be informed upon leaving the activity and upon returning.
- Where possible, it may be useful to accompany more than one child to the toilet at any given time.
- Male leaders are not to assist in the toileting of girls.
- At no time should a child be allowed to enter a public toilet alone whilst placed in a 'kids' / crèche related activity/program.

22. **Crèche/Kids activities/programs**

The issue of crèche/kid's workers with respect to Duty of Care is a vexed one, since so much depends upon volunteers, often on a very casual and perhaps even spontaneous basis. While a basic Duty of Care exists whenever any worker undertakes to supervise children (i.e.: with respect to reasonable foreseeability and proximity), it is highly recommended that there be at least one worker who is cognisant of rudimentary Duty of Care, WHS and Child Protection requirements somewhere on site, and who could be available as a reference person/supervisor whenever such a program is functioning.

Where young children accompany their parents to Groups and other similar functions in private homes, arrangements which are made for the children's care and well-being and the nature of the activities in which they engage, should be formally agreed upon and accepted by all the parents concerned, and CFSA advised in order to ensure that all standards are met.

23. Crèche check in/out procedures

CFSA should develop check in and out processes in relation to programs where children are placed into the supervision and care of those running a program, such as crèches, kids' activities or similar programs.

For example: Children in junior programs (under 12 years of age) once checked into an activity must not be permitted to leave that activity or program unless collected by a parent or authorised person. A number of check in and out systems have been developed and successfully implemented.

General medical/information forms (Appendix D) should be completed and filed in relation to all children attending the above programs.

24. Physical health and safety

The physical environment should always be such that the safety of children is paramount, e.g., any electrical equipment used is in safe working order, floors are kept free of slippery surfaces, food is handled with the utmost care to as far as possible avoid contamination.

It is the role and responsibility of CFSA to appoint a Work Health and Safety Officer (WHSO) to be responsible for and oversee all established WHS standards. Relevant, accredited training must be undertaken in order for the appointed officer to carry out his/her duties.

Any faulty equipment/plant which constitutes a hazard to the safety of a child should be immediately removed, where possible, and its condition should be reported to the WHS Officer/CFSA Office, in writing, without delay. For specific WHS information refer to the CFSA WHS document.

25. **Transportation**

When a young person is travelling in a vehicle driven by a worker, or designated person, the vehicle will be driven carefully, adhering to the legal speed limits and road laws at all times. At no time should there be more passengers in a car than the number of seat belts which are in working order and available for use.

Cars must be registered and driven by licensed drivers, holding current licences relevant to the type and class of vehicle driven.

In addition, motorcycles may be used by the registered owner, but the carrying of children and youth during official CFSA activities as a pillion passenger without parental consent is prohibited. Hitch hiking is prohibited at all times.

In the event of an accident in which any person is injured, the EO, staff and parents must be informed as soon as possible. All state legislations regarding the reporting of an accident must be followed.

Negligent driving can have painful emotional and legal consequences. Anyone who cannot/does not drive responsibly must not transport children. In addition, drivers must take children directly to and from arranged venues and not spontaneously detour or make additional arrangements without parental/leadership consent.

If a child is travelling in a vehicle driven by a worker who possesses a learner permit or probationary licence, prior written consent must be obtained from a parent/guardian except in the case of a genuine emergency.

Alcohol must not be consumed eight hours prior to or during CFSA children's or youth activities. The use of illegal drugs is not permitted at any time.

In addition, no driver may provide transport if there is any possibility that he/she may be driving under the influence of illegal drugs or alcohol, or under any condition that would inhibit their ability to safely control a motor vehicle.

It is the responsibility of the driver to inform senior or key leaders of any situation that may inhibit their ability to safely be in charge of a motor vehicle.

26. **Risk Management**

For all programs, activities, excursions, camps, etc., appropriate risk assessment, management and reporting should be undertaken (refer to Insurer's website for risk management resources).

27. **Excursions/Activities**

The CFSA must approve of and endorse all excursions as an official CFSA activity, and parental consent must be obtained at all times for activities that are conducted off site. All standards identified in this document in terms of transportation, child/youth management and ethical standards apply.

In the case of off-site special events, parents/guardians must be supplied (in writing) specific information about the activity, including venue, contact details, all proposed activities as well as transport and sleeping arrangements, emergency/first aid arrangements and the names of designated leader/s.

Special event medical/information forms (**Appendix E**) and permission to attend special event form (**Appendix F**) must be supplied to, completed by parents and maintained by the responsible program leader and workers.

Leaders who have the ultimate oversight and responsibility must be appointed and have undergone all relevant training and preparation for such events. All leaders and workers must have completed an approved mandatory reporting/child protection awareness training programme as well as undergone a WWCC.

At no time are leaders or workers permitted to provide, allow or consume alcohol or illegal drugs. If leaders are taking prescribed medication that would impair their ability to perform their role effectively, it is their responsibility to advise their designated leader.

Activities where a degree of risk is involved, for example pioneering, boating, air activities, abseiling, bushwalking, rock climbing, water activities, including sailing, scuba diving, canoeing etc, such activities must only be undertaken under the direction and supervision of fully qualified persons. All laws, rules and regulations pertaining to these activities must be followed at all times.

Precautions must be taken by leaders and workers in relation to swimming/water activities. The safety of the swimming area must be thoroughly examined in relation to depth, currents and obstacles. A leader / worker must be appointed to oversee and supervise the activity at all times.

It is desirable to pair swimmers off (“Buddy System”) with each swimmer taking responsibility for keeping the other in view and immediately reporting any mishap or disappearance. At least one person with suitable lifesaving and first aid qualifications should be on standby at all times.

Appropriate swimming attire must be worn by all persons at all times.

It is the responsibility of CFSA Leadership to familiarise themselves with all legislative standards and safety procedures in relation to activities undertaken.

28. **Internet Access**

Internet access, email, social media and ‘smart-phone’ facilities are in most cases available for the purpose of communication, research and business purposes.

Workers hold positions of trust and leadership and are at all times prohibited from: sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, obscene, profane, discriminating, fraudulent, offensive, defamatory or otherwise in any way unlawful.

29. **Initiation/secret ceremonies**

Initiations and or secret ceremonies are prohibited.

30. Meetings/Locations

To ensure that safety and integrity is maintained for all concerned, workers should always conduct one on one meetings in an area that is private but not isolated. It is not considered wise to meet with an individual child in a secluded/blind area. Where possible it is desirable that the room used for such meetings have glass inserts in doors which will maintain confidentiality, whilst eliminating a secluded or blind area. Where there is a perceived risk that a child might falsely allege inappropriate behaviour by a worker, a third person should be present.

31. Pastoral Care/Support/Counselling

It is the responsibility of CFSA to ensure that all workers are made aware of the difference between a qualified “counsellor”, and a person providing “pastoral care” support. The term “counsellor” relates to a suitably qualified person.

Workers should at all times keep their EO /supervisor informed of their service case load, who they are meeting with, and who they are providing direction or support to via an ongoing process of supervision and support.

Any form of touching in a secluded or blind area must be avoided at all times. Workers must not visit children at home without obtaining parental/guardian permission. Workers must not visit young people in the home or at isolated locations if no other person is present.

The counselling guidelines in the A CFSA Code of Ethics Policy are applicable to this section.

PART C: MISCELLANEOUS

32. Privacy

All information concerning children must be kept confidential and only disclosed to authorized persons. Procedures for storage of information concerning children associated with CFSA should be arranged with the Privacy Officer of the organisation. Refer to the CFSA Privacy Policy as amended from time to time.

33. Communication

A CFSA Child Protection Contact Officer (CPCO) will be appointed and will annually:

- Communicate the availability of these policies to attendees of CFSA.
- Encourage and facilitate feedback on all services and activities relating to children (ref paragraph 8.3)

34. Workers' awareness

Workers should be aware:

- 34.1 Section 166 (4) of the CYPSPA protects workers against civil and criminal liability for having reported suspected risk of harm to C.A.R.L. under s30 & 31 of the CYPSPA. S163 (1) of the CYPSPA provides that the identity of a notifier to C.A.R.L. is not to be disclosed, but by the Service Covenant this does not prevent some officers of CFSA being told of it.
- 34.2 By s165 of the CYPSPA it is an offence to cause detriment to a person who makes a report to C.A.R.L.

34.3 Apart from a report to C.A.R.L. a worker who informs another of suspected risk of harm which cannot ultimately be proved can be liable for civil damages in defamation. Extreme care needs to be taken in making such an allegation to anyone other than C.A.R.L. and the EO. A worker acting as a worker for the CFSA in making such an allegation is probably covered by CFSA insurance against any damages which may be awarded for defamation.

34.4 If workers become liable in law to pay damages to any person who has suffered loss from any breach by them of their duties, they are likely to be covered for such damages by the CFSA insurance.

34.5 Other than for damages in defamation the Volunteers Protection Act 2001 relieves a voluntary worker acting for CFSA from civil liability for any breach of duty provided they have acted in good faith and without recklessness.

(The above is only a brief outline. If you wish to know more on these topics, you should seek further advice on them.)

35. **Media Management**

As a part of the CFSA commitment to open, accountable and professional responses, the persons authorised to make media comment concerning matters pertaining to alleged breaches of the Child Protection Policy are limited to:

- EO (who is to seek advice from the DPS)
- CFSA President / Chair (who is to seek advice from the EO and DPS)
- The DPS or delegate

Appendix A

EXCERPTS SOUTH AUSTRALIAN LEGISLATION

The main statutory provisions which create and describe the obligation to report a reasonable suspicion that a Child is, or may be, at risk are set out below and taken from the Children and Young People (Safety) Act 2017.

16—Interpretation

(1) In this Act, unless the contrary intention appears — **child or young person** means a person who is under 18 years of age.

17—Meaning of *harm*

(1) For the purposes of this Act, a reference to **harm** will be taken to be a reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.

(2) In this section— **psychological harm** does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life.

18—Meaning of *at risk*

(1) For the purposes of this Act, a child or young person will be taken to be **at risk** if—

(a) the child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected); or

(b) there is a likelihood that the child or young person will suffer harm (being harm of a kind against which a child or young person is ordinarily protected); or

(c) there is a likelihood that the child or young person will be removed from the State (whether by their parent or guardian or by some other person) for the purpose of—

(i) being subjected to a medical or other procedure that would be unlawful if performed in this State (including, to avoid doubt, female genital mutilation); or

(ii) taking part in a marriage ceremony (however described) that would be a void marriage, or would otherwise be an invalid marriage, under the *Marriage Act 1972* of the Commonwealth; or

(iii) enabling the child or young person to take part in an activity, or an action to be taken in respect of the child or young person, that would, if it occurred in this State, constitute an offence against the *Criminal Law Consolidation Act 1935* or the *Criminal Code* of the Commonwealth; or

(d) the parents or guardians of the child or young person—

(i) are unable or unwilling to care for the child or young person; or

(ii) have abandoned the child or young person, or cannot, after reasonable inquiry, be found; or

(iii) are dead; or

(e) the child or young person is of compulsory school age but has been persistently absent from school without satisfactory explanation of the absence; or

(f) the child or young person is of no fixed address; or

(g) any other circumstances of a kind prescribed by the regulations exist in relation to the child or young person.

(2) It is immaterial for the purposes of this Act that any conduct referred to in subsection (1) took place wholly or partly outside this State.

(3) In assessing whether there is a likelihood that a child or young person will suffer harm, regard must be had to not only the current circumstances of their care but also the history of their care and the likely cumulative effect on the child or young person of that history.

(4) In this section— *female genital mutilation* means—

(a) clitoridectomy; or

(b) excision of any other part of the female genital organs; or

(c) a procedure to narrow or close the vaginal opening; or

(d) any other mutilation of the female genital organs but does not include a sexual reassignment procedure or a medical procedure that has a genuine therapeutic purpose; ***sexual reassignment procedure*** means a surgical procedure to give a female, or a person whose sex is ambivalent, genital characteristics, or ostensible genital characteristics, of a male.

(5) A medical procedure has a genuine therapeutic purpose only if directed at curing or alleviating a physiological disability or physical abnormality.

Part 1—Reporting of suspicion that child or young person may be at risk

30—Application of Part

(3) This Part applies to the following persons:

(a) prescribed health practitioners;

(b) police officers;

(c) community corrections officers under the *Correctional Services Act 1982*;

(d) social leaders;

(e) ministers of religion;

(f) employees of, or volunteers in, an organisation formed for religious or spiritual purposes;

(g) teachers employed as such in a school (within the meaning of the *Education and Early Childhood Services (Registration and Standards) Act 2011*) or a pre-school or kindergarten;

(h) employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children and young people, being a person who—

(i) provides such services directly to children and young people; or

(ii) (ii) holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people;

(i) any other person of a class prescribed by the regulations for the purposes of this subsection.

31—Reporting of suspicion that child or young person may be at risk

(1) A person to whom this Part applies must, if—

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- (a) the person suspects on reasonable grounds that a child or young person is, or may be, at risk; and
- (b) that suspicion was formed in the course of the person's employment, report that suspicion, in accordance with subsection (4), as soon as is reasonably practicable after forming the suspicion.

Maximum penalty: \$10 000.

(2) However, a person need not report a suspicion under subsection (1)—

- (a) if the person believes on reasonable grounds that another person has reported the matter in accordance with that subsection; or
- (b) if the person's suspicion was due solely to having been informed of the circumstances that gave rise to the suspicion by a police officer or child protection officer acting in the course of their official duties; or
- (c) in any other circumstances prescribed by the regulations for the purposes of this subsection.

(3) A person to whom this Part applies may (but need not), if—

- (a) the person suspects on reasonable grounds that the physical or psychological development of an unborn child is at risk (whether due to an act or omission of the mother or otherwise); and
- (b) that suspicion was formed in the course of the person's employment,
- (c) report that suspicion in accordance with subsection (4).

(4) A person reports a suspicion under this section by doing 1 or more of the following:

- (a) making a telephone notification to a telephone number determined by the Minister for the purposes of this subsection;

Note—

This telephone line is currently known as the *Child Abuse Report Line* or *CARL*.

- (b) making an electronic notification on an electronic reporting system determined by the Minister for the purposes of this subsection;
 - (c) by reporting their suspicion to a person of a class, or occupying a position of a class, specified by the Minister by notice in the Gazette;
 - (d) reporting their suspicion in any other manner set out in the regulations for the purposes of this paragraph,
- and, in each case, providing—

- (e) —
 - (i) in the case of an unborn child—the name and address (if known) of the mother of the unborn child; or
 - (ii) in any other case—the name and address (if known) of the child or young person; and
- (f) information setting out the grounds for the person's suspicion; and
- (g) such other information as the person may wish to provide in relation to their suspicion.

163—Protection of identity of persons who report to or notify Department

(1) A person who, in the course of the administration, operation or enforcement of this Act, receives a report or notification that a child or young person may be at risk, or who otherwise becomes aware of the

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identity of a person who has made such a report or notification, must not disclose the identity of the person who made the report or notification to any other person unless the disclosure—

- (a) is made with the consent of the person who gave the notification; or
- (b) is made by way of evidence adduced in accordance with subsections (2) and (3); or
- (c) is otherwise authorised by the regulations.

Maximum penalty: \$10 000

Source:

National Council on Crime and Delinquency (NCCD)

Mandatory Reporting Guide, South Australia

24 HOUR CHILD ABUSE REPORT LINE (CARL) 13 14 78

Appendix B

“CONFIDENTIAL”

Cystic Fibrosis South Australia (CFSA)

RISK OF HARM PRELIMINARY REPORT FORM (EXAMPLE)

Date: Time:

Service

Child’s name: DOB/Age:

Address:

Has the Child Abuse Report Line (CARL) been notified? YES/NO (circle)

CARL officer’s name (if known)

Time/Date:

If not, reason?

Name of person reporting:

Any specific allegations made by the child/young persons? (dot point)

-
-
-
-

Name of person suspected.

Age or DOB if known: CFSA position: (if any)

Address: (if known)
.....
.....

Please provide brief details on the behaviour observed or how the suspicions came to light. Record all details such as when, where, who, how and any other possible witnesses or persons involved or who could be affected. (Attach sheet if necessary)

.....
.....
.....
.....

How did the person making the report become aware of the situation?

.....
.....

Any further details: (attach additional sheets if necessary)

Appendix C

CYSTIC FIBROSIS SOUTH AUSTRALIA (CFSA) CHILD PROTECTION TRAINING STRATEGY

Cystic Fibrosis South Australia requires that all “workers” as defined in this policy, undergo the established training program:

The CFSA Child Protection Training Strategy utilises the Child Protection Solutions (CPS) or equivalent training modules which consists of a 5.5 Hour Customised UNDERSTANDING AND RESPONDING TO CHILD ABUSE AND EXPLOITATION intensive seminars.

CPS seminars also include additional specialist Child Sex Offender Awareness modules with an emphasis on “*MAKING CHILDREN & THE AGENCY SAFE*”

Once those identified within the CFSA Child Protection Policy have undertaken the initial 5.5-hour intensive they are required at a minimum to attend and complete 3-hour update/refresher every three years.

While CPS is an experienced independent agency which delivers this training, other qualified providers may be engaged by SA providers such as Through Their Eyes (TTE) or Responding to Abuse and Neglect (RAN).

However, the CPSA training strategy has the following advantages:

- Training is presented via the highly experienced (former) child protection investigators and prosecutors, coupled with agency service delivery experience.
- The CPS model also offers ongoing “on tap” support and consultancy to individuals and agencies in relation to all matters relating to professional standards and child protection.
- A range of additional customised seminars are offered which are designed to add to and enhance the strategy, as well as provide greater support to those who oversee or have direct involvement in child/youth related programs.

Appendix D

MEDICAL & HEALTH INFORMATION – GENERAL (EXAMPLE)
Cystic Fibrosis South Australia (CFSA)

Name:
.....
.....
(Surname) (Christian names)

Home Address:
.....

Next of kin for notification of any information:
Name
.....

Relationship

Telephone (Home)..... (Work)

Do you give permission for medical intervention (including ambulance services) in the case of an emergency and you are not able to be contacted immediately? YES / NO

Is your child covered by a private medical benefits fund YES / NO

If yes, the name of the fund
.....

Medicare number

Are there any other conditions which CFSA should be aware of regarding the health and well-being for your child? e.g. Asthma, allergies, convulsive seizures, diabetic YES / NO
If so, please indicate (or use a separate sheet, if appropriate)

Regular doctor's name and phone number

Has your child had a tetanus immunisation? YES / NO

If so, when?.....

Is your child allergic to any drug/medicine? YES / NO

If so, please give details
.....

Are there major food allergies which we need to know about? YES/ NO

If so, please give details
.....

Any other comments

Appendix E

MEDICAL & HEALTH INFORMATION – SPECIAL EVENT (EXAMPLE)

Cystic Fibrosis South Australia (CFSA)

Name:

.....
.....
(Surname) (Christian names)

Is your child taking any regular or currently prescribed medication? YES / NO

If so, please name the medication and provide details of dosage and administration.

.....
.....

Your child's leader will administer medication to your child as directed by written instructions from you. Please clearly mark your child's name on all medication along with the dosage and administration procedures.

Is there anything about your child's health which means that s/he should engage in only limited physical activity? YES / NO

If so, please give details

Does your child require a special diet because of health problems? YES / NO

If so, please give details

Is there any other information which may help us care for your child? YES / NO

If so, please give details

For emergency use only

In case of emergency, contact

Phone Number

Name of family doctor

Address of doctor phone

Name and address of any other medical specialist treating your child

Doctor phone

Do you give permission for an ambulance to be called if deemed necessary (any costs being the parent's responsibility)? YES / NO

Signed: date
(parent/caregiver)

Witnessed

Appendix F

PERMISSION TO ATTEND AN EVENT FORM (EXAMPLE)
Cystic Fibrosis South Australia (CFSA)

As a parent/caregiver of:.....
I, give my consent for him/her to take
Part in the (special activity or camp) to be held at the (event site)
from..... to..... (or on.....)
(date) *(date)* *(date)*

I have seen the attached copy of the programme for the(event)
and acknowledge that risk of injuries is inherent in physical activities. While I am aware that
staff and supervisors will take all due care, I recognize that accidents may occur.

The staff and supervisors have my authority to take whatever action they think necessary to
ensure the safety, wellbeing and successful conduct of the participants as a group or
individually in the above-mentioned activity.

If my child becomes ill or is accidentally injured, I agree that Cystic Fibrosis South Australia
may obtain on my behalf whatever medical treatment my child requires. I will agree to pay
all such medical expenses.

I have attached information as asked concerning my child’s health including any relevant
details of his/her limitations for the planned activity. My child’s own local doctor or medical
specialist may be contacted in an emergency.

I also acknowledge that Cystic Fibrosis South Australia and all its representative leaders or
other helpers at(event)
can accept no liability for any personal injury or property loss suffered by my child during the
period of the Event.

Signed:.....date:

Witnessed:.....date:.....

Appendix G

SERVICE COVENANT

Cystic Fibrosis South Australia (CFSA)

I of
(name of worker) (address)

- 1. Declare that except as is stated below I have never
 - (1) been guilty of any sexual misconduct against any person;
 - (2) have never committed any criminal offence involving fraud, violence or drugs;
 - (3) have never committed any offence against road traffic laws (except parking offences).
 - (4) am of good character and suitable for service within CFSA.
 (If exceptions to the above give details and if insufficient room place them in an attachment. In relation to (3), expiation notices over the past 5 years are to be declared/recorded)
- 2. Acknowledge I have read and agreed to the Child Protection Policies of CFSA and the Child Protection Manual of Procedures.
- 3. Agree I will cooperate with the Director of Professional Standards (DPS) in any investigation undertaken by the DPS in relation to CFSA.
- 4. Agree I will attend and take part in education courses to fit me for service with children.
- 5. Acknowledge that by signing this covenant no legal contract is created between myself and my Employer but accept that it acts as a consent for the operation of the Child Protection Policy and the Child Protection Procedure Manual and that legal consequences may follow if I have knowingly given false answers to any of the questions 1 – 4 above.

Signature: Witness:

Full name: Name:

Address: Date:

Appendix H

SUPPLEMENTARY EMPLOYMENT CONTRACT

Cystic Fibrosis South Australia (CFSA)

I of
(name of worker) (address)

- 1. Agree that this document contains additional terms for my employment with CFSA and my continued employment is conditional upon my executing it.

- 2. Declare that except as is stated below I have never:
 - (1) been guilty of any sexual misconduct against any person;
 - (2) have never committed any criminal offence involving violence or drugs;
 - (3) have never committed any offence against road traffic laws (except parking offences);
 - (4) am of good character and suitable for service within CFSA.
 (If exceptions to the above give details and if insufficient room place them in an attachment. In relation to (3), expiation notices over the past 5 years are to be declared/recorded)

- 3. Acknowledge I have read and agreed to the Child Protection Policies of CFSA and the Child Protection Manual of Procedures.

- 7. Agree that if any allegation of harm to a child is made against me the Interim Measures Committee (IMC) is to have jurisdiction to determine whether, and on what conditions, my employment should be continued until the allegation is finally determined.

- 8. Agree I will attend and take part in education courses to fit me for service with children.

Signature: Witness:

Full name: Name:

Address: Date:

APPENDIX I

CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE

The following is the Code of Conduct for all Children and Young People who are participants in a children's or youth service of Cystic Fibrosis South Australia (CFSA).

We all have a right to feel safe and be safe at all times.

This Code of Conduct serves to protect everyone.

Please speak with any worker, or leader if you have any concerns about a children's/youth service.

This Code of Conduct applies to all children who attend.

I WILL:	<ul style="list-style-type: none"> Behave respectfully, courteously and ethically towards everyone who I come into contact with while I attend any service /program Listen to the leaders and workers when I attend a CFSA program Give feedback to my leader about programs that I attend when I am asked to and any other time that I might like to.
I WILL NOT:	<ul style="list-style-type: none"> Break this code of conduct or encourage other participants to. Engage in any form of bullying towards any other participant of any service/program. Behave in a manner that is rude or violent towards any other participant or leader/worker. Use language that is offensive by the standards of the leaders/workers/ at CFSA.
IF I THINK THIS CODE OF CONDUCT HAS BEEN BREACHED BY ANOTHER PERSON I WILL:	<ul style="list-style-type: none"> Speak to a leader/worker/or my parents/caregivers and expect that any concerns I raise will be listened to and responded to appropriately.
IF I UNINTENTIONALLY OR INTENTIONALLY BREACH THIS CODE OF CONDUCT I WILL:	<ul style="list-style-type: none"> Accept responsibility for my own actions, seek to apologise and change my behaviour if I am allowed to continue to attend any CFSA service /program. Agree to follow the direction and abide by any decision of the leadership of CFSA.

The alternative below can be used for very young children and printed on a poster or written somewhere for the children to see/be directed to if needed

I WILL:

- Play SAFELY, be GENTLE and KIND to everyone
- LISTEN to the leaders
- ASK a leader if I need help
- TELL a leader if I am unhappy so they can help me
- Say SORRY if I make a mistake and try again

APPENDIX J

WORKING WITH CHILDREN CHECKS – EXCLUSIONS

If the following conditions are met by a volunteer, they are eligible for an exclusion and in some circumstances, may not be required to obtain a WWCC:

- Children volunteers under the age of 14 years
- A South Australian Police Officer or an Australian Federal Police Officer
- A parent/guardian of a child involved in the activity
 - Any child related work **must not** involve any accommodation/residential services for a child other than that person's own child, or close personal contact* with a child other than that person's own child
- A visiting worker from another state/territory who holds an equivalent clearance from that State/Territory
 - Any child related work **must not** involve any child related work that occurs outside of an organised CGSA event, or any work that exceeds 10 consecutive days

PLEASE NOTE: it is considered best practice for all volunteers who meet exclusion criteria to obtain a WWCC. This will be required by CFSA.

THE ABOVE EXCLUSIONS CANNOT UNDER ANY CIRCUMSTANCES APPLY IF a person has ever been prohibited from working with children in any State or Territory in Australia

** Close personal contact means:*

- *An act involving an intimate bodily function (e.g. toileting)*
- *An activity involving nudity or exposure or partial exposure of the genitals, buttocks, or breasts (e.g. changing/dressing)*

Disclaimer



Child Protection Solutions (CPS) makes no warranty, express or implied as to the fitness for a particular purpose or assumes any legal liability for the accuracy or usefulness of any information carried under this material.

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