

## Breakaway Youth

# CHILD PROTECTION POLICY

Safe-guarding Children and Young People

### Child Protection Policy

All workers (employees and volunteers) of an employer organisation who are involved in the work of that organisation to children and/or youth are expected to comply with this policy and associated procedures.



In conjunction with:



## CONTENTS

1. Preamble .....	2
2. A Commitment to Child Safety .....	2
3. What Is Child Abuse? .....	2
4. Children’s Right to Safety and Participation.....	3
5. Reporting a Child Safety Concern .....	3
6. Reporting Process and Debriefing .....	4
7. Employment of Staff and Volunteers.....	4
8. Managing Inappropriate Behaviours in Children .....	5
9. Programs Check in/out Procedures .....	5
10. Camping/Excursions/Activities .....	5
11. Support for Staff and Volunteers.....	6
12. Feedback From Children .....	6
13. Partnering.....	6
14. Personal Information and Photographs.....	6
15. Contact Outside of Program .....	7
16. Social Media.....	7
17. <b>APPENDIX 1</b> – Legislation.....	8
18. <b>APPENDIX 2</b> – Definition of ‘Harm’ in the Child Safety Context .....	9
19. <b>APPENDIX 3</b> – Child Feedback Survey.....	10
20. <b>APPENDIX 4</b> – Complaint Form .....	11
21. <b>APPENDIX 5</b> – Incident Report .....	12
22. <b>APPENDIX 6</b> – Victoria Mandatory Reporting.....	14
23. <b>APPENDIX 7</b> – Volunteer Agreement Form .....	16
24. <b>APPENDIX 8</b> – Medical Form (under 18) .....	18
25. <b>APPENDIX 9</b> – Child Registration Form .....	20

## Preamble

Breakaway Youth is committed to welcoming children and their guardians/carers and providing a 'child-safe' environment, culture and programs for children who come to this venue. We see such a commitment as flowing naturally from our vision and mission and for recognising the unique value and potential of every person, regardless of race, age, gender, ability or disability. This *Child Safe Policy* recognises both Federal and State legislation (See *Appendix 1*) and the spirit that seeks to protect and nurture the holistic development of children and young people. It reflects the operational principles of our *Code of Conduct*.

## A Commitment to Child Safety

All children who come to Breakaway Youth have a right to feel and be safe. The welfare of children in our care will always be our first priority. We aim to create and maintain a safe and friendly environment where children are listened to, feel safe, have fun, accept challenges, learn and grow.

The staff of Breakaway Youth accept the responsibility of providing a safe environment and creating a culture where child safety and well-being is our first priority. This policy was developed in collaboration with our employees and volunteers and is responsive to the feedback of children who use our services, their parents and carers. It applies to all staff, volunteers, visitors, children and individuals involved in any aspect of the running of Breakaway Youth.

Breakaway and its staff and volunteers are to do everything reasonably available to them to promote the physical, emotional, mental and physical wellbeing and safety of the children who are involved in the life of Breakaway ("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.

All programs run by Breakaway Youth have a high adult to child ratio (minimum of 1:4) regardless of the activity to assist with keeping the young people safe.

## What is Child Abuse?

Abuse is a misuse of power by the abuser over the victim. An abuser is usually someone older and more mature than the victim, but an abuser can be another child. While most abusers are in a position of authority over the child, such as a parent, teacher or caregiver or the like, it can be anyone whose actions directly affect the child.

Abuse can take a variety of forms which include:

- Physical abuse where victims suffer, or are likely to suffer, significant harm to their bodies.
- Emotional abuse which is a chronic attack on the victim's self-esteem including by exposure to a dysfunctional environment including domestic violence.
- Sexual abuse where the abuser's conduct towards the victim, viewed objectively, is for the sexual gratification of the abuser.
- Neglect, which is 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.

We are committed to protecting children from harm. 'Harm', as used in this policy, includes any and all of the following types of abuse or neglect of children and young people: physical; sexual; emotional/psychological; racial/cultural or religious (see *Appendix 2* for more detailed descriptions).

## Children's Rights to Safety and Participation

Breakaway Youth staff and volunteers encourage children to express their views and suggestions through the feedback surveys (see *Appendix 3*), and through listening to them when they speak about matters that directly affect their sense of safety or well-being. We value diversity and do not tolerate discrimination in our words or practices or in those of others.

Part of our work with children is to *teach and inform* them of what they can do if they feel unsafe, threatened or upset by the behaviour of adults or other children. *We will listen to and act on* any concerns children or their guardians/carers raise with us.

## Reporting a Child Safety Concern

Each camp that involves children or minors will have an allocation of leaders with specific responsibilities, such as Trip Leader and First Aider in charge. The Program Manager at Breakaway is also the *Child Safety Officer* and is appointed for responding to complaints made by staff, volunteers, children or young people (campers). Staff and volunteers are expected to use either the *Complaints Form (Appendix 4)* or the *Incident Form (Appendix 5)* to note concerns arising from observations or experience. All staff and volunteers are obligated by the Victoria child protection act to report any reasonably suspected abuse to the Program Manager and/or Executive Director so that it can be dealt with accordingly and the necessary procedures followed (see *Appendix 6*).

The Executive Director is to ensure that all appropriate pastoral care/professional support is made available to all persons associated with Breakaway who are impacted by the allegation, but only to the alleged perpetrator where he or she admits the allegation.

Staff and volunteers are to be alert to any indicators of child abuse 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.

## Reporting Process and Debriefing

There is a formal process for making and recording of complaints of child abuse or neglect on site and for seeking resolution to them. The following steps must be followed:

- A *Complaints Form* (see *Appendix 4*) that is kept in the Trip Leaders Kit will be filled out. A copy of this form MUST be kept by the Program Manager (Child Safety Officer), if the complainant wishes to keep the original. This is an essential record of the event.
- The Program Manager (Child Safety Officer) will meet with the child or the complainant, and hear the story, seeking clarification and ensuring that the child feels listened to, understood and protected. (Some complaints may be able to be dealt with at this time.)
- If, in the view of the Program Manager the allegation is serious, report the incident to the police. This takes the matter immediately out of the jurisdiction of the venue. The police will determine if there is a case, and how to proceed. The *Complaints Form* will provide data for the police to assess.
- The accused staff member/volunteer should be stood down from duties. If an allegation of abuse or inappropriate behaviour has been made, the person named must step out of direct contact with the client group until the matter is resolved.
- The accused person should fill out an *Incident Report* (*Appendix 5*). This ensures that their side of the story is heard and recorded. This may be witnessed by another adult if they personally observed the incident or alleged inappropriate behaviour.
- The staff member alleged to have misbehaved must be debriefed and appropriate decisions made regarding his/her immediate future that is, whether or not they remain on the property or can continue to work with the client group.
- Debriefing should also occur for the whole team. Allegations of inappropriate behaviour towards a child are upsetting to all staff members and they need support, encouragement, clarification and the opportunity to express their feelings.

## Employment of Staff and Volunteers

Breakaway Youth seeks to attract and retain the best staff and volunteers. Breakaway Youth applies best practice standards in the recruitment, screening and training of staff and volunteers.

1. We interview and conduct reference checks prior to engagement.
2. We require and keep accurate, up-to-date records of the *National Criminal History Checks* (required to be renewed every two years) and *Working With Children Checks* status for all those working on the site with access to children.
3. We require volunteers to sign a volunteer agreement form (*Appendix 7*).
4. We require volunteers to undergo the *ChildSafe* online training.
5. We require all volunteers to attend an annual training weekend to update all child safety policies and procedures and to make sure they are adequately trained in their role.

## Managing Inappropriate Behaviours in Children

If a young child misbehaves within a Breakaway 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.

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.

## Programs Check in/out Procedures

Breakaway has developed 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 camps and day excursions.

For example: Children once checked into an activity must not be permitted to leave that activity or program unless collected by a parent or authorised person or dropped back at their home. A number of check in and out systems have been developed and successfully implemented. Breakaway medical forms (*Appendix 8*) should be completed and filed in relation to all children attending the above programs.

## Camping/Excursions/Activities

Breakaway leadership must approve of and endorse all camps and excursions as an official organisation activity and parental consent must be obtained at all times for activities. Appropriate risk assessment, management and reporting should be undertaken in accordance with “*ChildSafe*”. For camps and 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 name of the Trip Leader. Permission to attend special events will be obtained by the Child Registration form (*Appendix 9*) and will be supplied to, completed by parents and maintained by the responsible managers.

For camps/overnight activities each person must have separate bedding and provision must be made for private changing and showering facilities. Workers are not permitted to share accommodation with one child/young person, unless they are a parent or guardian. Other than married couples, workers are not permitted to share a bed together at any time. Children should not (where possible) be permitted to sleep in close proximity to leaders or workers. If unavoidable, or for younger children requiring closer supervision, increased levels of supervision and monitoring procedures must be implemented. No less than two approved leaders should be present at all times. This also applies to children (boys and girls) sleeping in close proximity to each other. No persons are permitted to shower together at any time.

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

In the case of camp fires, the workers in charge must follow all local statutory rules and regulations including total fire bans at all times and ensure that appropriate fire safety precautions are in place.

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 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 worker must be appointed to oversee and supervise the activity at all times. At least one person with suitable life-saving 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 Breakaway's policy that all young people and volunteers must wear a shirt with the shoulders covered over bathers when doing swim/water activities.

### **Support for Staff and Volunteers**

We provide a system of support and supervision so people feel valued, respected and fairly treated. To this end we have developed a *Volunteer Manual* which includes a *Code of Conduct* to provide guidance to our staff and volunteers.

1. Staff and volunteers are provided with a copy of our *Volunteer Manual* booklet that defines unacceptable conduct, boundaries and expectations for behaviour.
2. Annual leaders training weekend for all program staff, to ensure staff awareness of the importance of child safety and familiarity with child protective practices and expectations.
3. Employees and volunteers attend training days and conferences adhoc throughout the year

### **Feedback from Children**

Children and young adults will have opportunity to reflect on their experience at the venue and to make comments regarding the accommodation, meals and program elements, including staff conduct. Such feedback will inform Breakaway Youth and guide adjustments to practices, programs and training.

### **Partnering**

To ensure this policy and our practice continues to reflect the key safeguarding standards and government and community expectations, we partner with *Christian Venues Association* and *ChildSafe Limited*.

### **Personal Information and Photographs**

Staff and volunteers at time may require access to private information about a camper (e.g. medical information). All private information is to remain in the context of the program (known allergies, physical ailments, behavioural disorders, etc) and not to be shared with other campers in the group, discussed outside of the Breakaway Program, or with leaders that the information is not relevant to.

No personal phone or camera should be used to obtain photos or videos of campers while on programs. Breakaway Youth has a camp phone and camera that is sent on all programs, and returned to the office at the conclusion of all programs. The Executive Director also uses his phone which is property of Breakaway to record photos and videos. Only these two Breakaway phones are allowed to be used to take photos or videos during programs, after which all photos are stored on Breakaway's secure server or uploaded to Breakaways Facebook Group, and only used within the guidelines for which we have permission to use in accordance with our privacy policies.

## Contact Outside of Program

If a volunteer wishes to engage a camper in any form of communication outside of a program (visits, phone calls, texts, etc), they **must** first speak with a Breakaway staff member to make sure the proper steps are taken to help protect the camper, themselves, and Breakaway.

Keep a record of all ongoing contact with campers, and report this to staff at the Breakaway office. Communicate with the camper in an open manner, keeping in mind what you would be happy for their family to hear or read. Never take a camper to your home, or encourage meetings outside the program activity. Ongoing contact with campers should only occur within the strict guidelines set out by Breakaway.

## Social Media

The use of social media such as Facebook, Twitter, Instagram, Snap Chat, etc, can pose danger to campers, leaders, and Breakaway as an organization. Campers and leaders under the age of 18 should not be “friended” by leaders on personal social media sites. Breakaway Youth has a private group on Facebook in which all campers, their guardians, and leaders are invited to be a member of, which can be used to communicate and keep in contact with other campers and leaders in a “public” and safe setting. This page is closely monitored by the Program Manager, and only posts approved by them are allowed to be posted. Be aware that whatever you post online cannot be taken back. Again, only share what you would be happy for a caregiver to see.

Leaders over the age of 18 are not to engage in any private or instant messaging with a camper or leader under the age of 18 (unless they are your family member). If you wish to talk to a camper on Facebook, use the “Breakaway Group for Campers, Leaders and Caregivers” closed group which all leaders and campers are a member of. If a camper begins a private conversation with you, do not respond, but move the conversation to the “Breakaway Group for Campers and Leaders” group. If you believe the conversation must stay private or are unsure of how to handle the conversation with the camper, please get in touch with Breakaway staff immediately.

Only Breakaway employed staff may “friend” campers and leaders under the age of 18 on Facebook (but above the age of 13, in accordance with Facebook policy). This is only as a means of being able to invite them to the Breakaway Facebook group, as well as to keep an avenue of communication open between the camper/leader and Breakaway staff for in times of crisis or emergency. Staff will adhere to strict guidelines which include:

1. No private conversations will be had one on one with a camper or leader under the age of 18. If a conversation is seen as needed or is initiated by the camper, a second staff member will immediately be included in the conversation to provide accountability and to keep the conversation from being a one on one chat.
2. Contact via Facebook will not be used as the main source of communication. Visits to the camper and families home, phone calls, and mail outs, will be used as the main source of communicating with the camper/leader and their family and will be used first before using Facebook to communicate with a camper/leader.
3. Contact made via Facebook will be moved to another means of communication (as listed in point 2) as soon as possible.
4. All contact made with campers/leaders under the age of 18 by a staff member via Facebook will be recorded in that camper/leaders files for future reference and accountability.



## APPENDIX 1

### LEGISLATION

Both Federal and State legislation is relevant to the concepts discussed in this policy. This legislation includes:

**Federal:**

*Disability Discrimination Act 1992*

*Workplace Gender Equality Act 2012*

*Fair Work Act 2009*

*Racial Discrimination Act 1975*

*Sex Discrimination Act 1984*

*Australian Human Rights Commission Act 1986*

**Victorian:**

*Racial and Religious Tolerance Act 2001*

*Occupational Health and Safety Act 2004*

*Children, Youth and Families Act 2005 (The principle legislative document setting Child Protection reporting and responding standards)*

*Working with Children Act 2005*

*Children Well-being and Safety Act 2005*

*Charter of Human rights and Responsibilities Act 2006 (NB Article 17)*

*Equal Opportunity Act 2010*

*The Commission for Children and Young People Act 2012*

*Crimes Amendment (Grooming) Act 2014 (establishes 'grooming' as a criminal offence)*

*Crimes Amendment (Protection of Children) Act 2014 (establishes an offence of 'child endangerment' by negligently failing to reduce or remove a .... risk that a person will commit a sexual offence against a child.*

*Crimes Amendment (Failure to Protect) Act 2015 (established a new criminal offence on July 1st, 2015. It applies to people in positions of authority within organisations that exercise care, supervision or authority over children, such as churches, schools, child-care centres, residential care homes and **camp sites**.*

**International:**

*The United Nations Convention on the Rights of the Child (1989)*

## APPENDIX 2

### DEFINITIONS OF 'HARM' IN THE CHILD SAFETY CONTEXT

#### 1. Physical Abuse and Neglect

Includes intentionally causing, or threatening to cause, physical injury to a child. It includes inadvertently causing injury as a consequence of physical punishment or physically aggressive treatment of a child. The injury may take the form of bruises, cuts, burns or fractures. It may also include not meeting the necessary developmental needs, such as being provided with adequate food, drinks or rest period, or being exposed to extreme weather without protection.

#### 2. Sexual abuse and grooming

Sexual harm occurs when a person (adult, adolescent or another child) uses power or authority over a child, or inducements, to involve the child in sexual activity. It involves a wide range of sexual activity, contact or non-contact acts, including grooming behaviours, inappropriate touching, holding, or fondling a child, or exposing a child to pornography and, of course, to engaging in a sexual act with a child. (Under 16 years or more than 3 years apart in age.)

#### 3. Emotional and Psychological

Emotional and psychological harm occurs when a person engages in inappropriate behaviours, such as rejecting, ignoring, threatening or verbally abusing a child, or allows others to do so. Because such abuse does not leave physical signs, it is often hidden and underestimated in terms of lifelong impact and damage to physical and emotional growth.

#### 4. Racial, cultural or religious

Racial abuse is any harmful conduct that discriminates against, or demonstrates contempt, ridicule, hatred or negativity towards a child because of their race, ethnic origin skin colour or other evidence of 'difference'. It may be overt, such as racial vilification or discrimination, or covert, such as demonstrating a lack of cultural sensitivity or positive ideas about a different ethnicity.

Religious or cultural abuse is similar to racial abuse, but is directed towards expressions of religious faith or practice or cultural dress, identifying styles of cultural expression or practices.

*The harm that is caused by racial, religious or cultural abuse targets the child's identity.*

*"If a child's identity is denied or denigrated, then they are not being kept safe. Denying (racial, religious or cultural) identity is detrimental to their attachment needs (sense of belonging) emotional development, their education and their health. Every area of human development which defines the child's best interests has a cultural component. Your culture helps define HOW you belong, HOW you express emotion, HOW you learn and HOW you stay healthy." Muriel Bamblett, Robin Clark Memorial Lecture, 2005*

#### 5. Bullying

Bullying of a child or young person occurs when there is an inappropriate use of power by an individual or a group, with intent to harm or injure, either physically, emotionally or psychologically. Bullying is usually a deliberate and repeated focus by an individual or a group on the young person.



## APPENDIX 4

To be used for Formal Complaints regarding discrimination, harassment (including sexual harassment), vilification, victimisation or bullying against yourself or another person, as observed by yourself.

		<h3>COMPLAINT FORM</h3> <p><b>CONFIDENTIAL</b> Resource Code CSE2-IR</p>
Your Name: _____	Role at Breakaway Youth: _____	
Is the complaint about offending behaviour directed towards you? <b>Yes / No</b>		
If 'No', can you name the victim of the behaviour? <b>Name:</b> _____		
<b>Are they:</b> Staff/Leader/Camper (circle one) <b>Other:</b> _____		
<b>Please briefly, but accurately, describe the alleged behaviour about which you are lodging this Complaint Form. (Keep to the facts, without interpretation or opinion.)</b>		
Who was the offending person: _____		
What did he/she say or do? _____		
_____		
What was your response? _____		
_____		
Where did the event/behaviour take place? _____		
_____		
Were there other witnesses? If so, provide name(s) _____		
_____		
Was this a one-off or repeated offense? _____		
_____		
What would you like to see as an outcome of the Complaint process? _____		
_____		
Date/dates and times (even approximate) of the alleged behaviour: _____		
_____		
<p><b>Statement of Intent:</b> I make this complaint in all sincerity, recognising that such a complaint may have a serious or long term impact on all those involved. I will act in good faith in the process and accept the ruling of the 'investigator' where I believe it is fair and transparent.</p>		
<p><b>Signed:</b> _____ <b>Date:</b> _____ / _____ / 20____</p>		

## APPENDIX 5

This form is to record the details of any incident which involved the writer of the report, especially where there was an accident, near miss or emotional reaction involving another person.

	<h3 style="margin: 0;">INCIDENT REPORT</h3> <p style="margin: 0;"><b>CONFIDENTIAL</b></p> <p style="margin: 0;">Resource Code CSE2-IR</p>
---	---

#### When should this report be completed?

1. An outside emergency service is contacted
2. An individual is taken to hospital, doctor's surgery, emergency dental surgery, or other medical professional.
3. There is an injury to camper or leader
4. There is an alleged illegal act, a participant sent home, serious leader dispute, damage or loss of property.
5. The situation relates to disclosure of abuse, allegation of abuse, or report based on reasonable grounds).

#### What do I do with this report after I have completed it?

1. Check that all information is correct to the best of your knowledge.
2. Check that the appropriate signatures are given.
3. The Trip Leader forwards the form to the Program Manager or Executive Director as soon as possible

## SECTION A

### Nature of the Event

Please describe the event in a one sentence summary.

### When and where did this event occur?

Time of Event (specify AM/PM) \_\_\_\_\_ Date \_\_\_\_\_

Location Name \_\_\_\_\_

Name of the Group \_\_\_\_\_

Trip Leader \_\_\_\_\_

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

## SECTION B - details of people involved in the event (including witnesses - attach signed and dated reports of witnesses if applicable)

### Person 1 (Details of injured person if applicable - remember to fill in Section C)

Surname (Capitals) \_\_\_\_\_ Given Names \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_ Sex  M  F Date of Birth \_\_\_\_\_

Phone home \_\_\_\_\_ work \_\_\_\_\_ mobile \_\_\_\_\_

### Person 2

Surname (Capitals) \_\_\_\_\_ Given Names \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_ Sex  M  F Date of Birth \_\_\_\_\_

Phone home \_\_\_\_\_ work \_\_\_\_\_ mobile \_\_\_\_\_

Attach an additional page or pages if details for additional people are relevant.

## SECTION C - to be completed only if the event involved injury. Circle the relevant responses

The injured person was a Camper/ Leader / Other (please specify): \_\_\_\_\_

### Initial Severity Assessment

First Aid (stayed at program) / First Aid (sent home) / Medical Treatment  
Hospital / Possible Permanent Disability / Fatal

Part of body injured \* Visit to doctor automatic for body parts marked  
Eye \* / Ear / Nose / Mouth / Face / Jaws\* / Neck\* / Skull\* / Head - Other\*

Shoulder / Elbow / Wrist / Hand / Finger / Arm - Other

Groin / Hip / Knee / Ankle / Foot / Toe / Leg / Chest / Torso - Other

Internal / Back\* / Nervous System / Skin / Respiratory System / Systemic

Other (please specify): \_\_\_\_\_

### Nature of Injury

Superficial / Fracture / Strain-Sprain / Irritation / Hernia / Bruise or Crush  
Bite or Sting / Hearing Loss / Laceration or Cut / Poisoning / Infection

Disease / Amputation / Concussion / Allergy / Burn or Scald

Other (please specify): \_\_\_\_\_

### Cause of Severe Injury

Slip or Fall / Aquatic Activity / Burns / Vehicle Accident / Person related

Sporting / Other (please specify): \_\_\_\_\_

Immediate Treatment Remember, note the times and be as detailed as possible in the action that was taken to care for the casualty (Give details. Attach additional notes if required.)

Doctor \_\_\_\_\_

Surname (Capitals) \_\_\_\_\_ Given Names \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_ Phone work \_\_\_\_\_

**Hospital**

Name \_\_\_\_\_

Address \_\_\_\_\_

**Protective Equipment/Safety Devices:-**Were protective equipment/safety devices related to this activity being used?  Yes  No  Not ApplicableIf Yes, please give details- *attach report if insufficient space***Pre-Existing Condition**Does the injured person suffer from any pre existing condition which may have caused or aggravated the injury?  Yes  NoIf Yes, please give details- *attach report if insufficient space***SECTION D**Were any pertinent instructions/warnings given before the event?  Yes  NoIf Yes, please give details - *attach report if insufficient space*

**Factual Description of the event (what happened):** *State exactly what appears to have happened, how the incident appears to have occurred, what seemed to be going on, who was claimed to be involved, times. Record facts, not guesses. Attach report if insufficient space*

What action has been taken? *Remember to be specific, noting the timings. Attach report if insufficient space*

What follow-up, in your view, needs to occur and by whom?

**Has other action been taken as appropriate?**Parent/Guardian notified?  Yes  NoPhotographs of Event Site  Yes  NoPolice Notified  Yes  No If Yes, police report number \_\_\_\_\_

If any other organisations have been advised please state details \_\_\_\_\_

**SECTION E** *Use this section for Child Protection Issues*

In relation to disclosure by a child, attach details of what was said by the child to this report. In relation to allegations or belief based on reasonable grounds, ensure that relevant sections of this report are completed, and attach notes to the report that carefully provide factual details and/or describe how you have arrived at the belief that a child is at risk of harm.

What action has been taken? *Remember to be specific, noting the timings. Attach report if insufficient space*

**Incident Report Completion****Signatures**

Trip Leader Name: \_\_\_\_\_ Trip Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leader Name: \_\_\_\_\_ Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this report as soon as possible. Reports dealing with issues of a greater level of severity must be submitted immediately, and all reports within seven days of the event. Thank you for your assistance.

## APPENDIX 6

### Victoria - Mandatory reporting/notification requirements (\*current as at 01.12.2014)

#### Who is mandated to notify?

Registered medical practitioners;

Registered nurses;

A midwife

A person registered under the Education, Training and Reform Act 2006 or teachers granted permission to teach under the act, principals of government or non-government schools;

Members of the police force

The proprietor of or a person with a post-secondary qualification in the care, education or minding of children who is employed by a child minding service to which the Children's Services Act 1996 applies

A person with a post-secondary qualification in youth, social or welfare work who works in the health, education or community or welfare services field

A person employed under Part 3 of the Public Administration Act 2004 to perform duties of a youth and child welfare worker

A registered psychologist

A youth justice officer

A youth parole officer

#### What is to be notified?

Belief on reasonable grounds that a child is in need of protection on a ground referred to in section 16 © or 162 (d) formed in the course of practicing his or her office, position or employment

#### Maltreatment types mandatory to report

- (a) the child has been abandoned by his or her parents and after reasonable inquiries—
  - (i) the parents cannot be found; and
  - (ii) no other suitable person can be found who is willing and able to care for the child;
- (b) the child's parents are dead or incapacitated and there is no other suitable person willing and able to care for the child;
- (c) the child has suffered, or is likely to suffer, significant harm as a result of physical injury and the child's parents have not protected, or are unlikely to protect, the child from harm of that type;
- (d) the child has suffered, or is likely to suffer, significant harm as a result of sexual abuse and the child's parents have not protected, or are unlikely to protect, the child from harm of that type;
- (e) the child has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child's emotional or intellectual development is, or is likely to be, significantly damaged and the child's parents have not protected, or are unlikely to protect, the child from harm of that type;
- (f) the child's physical development or health has been, or is likely to be, significantly harmed and the child's parents have not provided, arranged or allowed the provision of, or are unlikely to provide, arrange or allow the provision of, basic care or effective medical, surgical or other remedial care.

#### Confidentiality of identity/protection from liability

##### Section 189 of the Children, Youth and Families Act 2005:

The giving of information to a protective intervener in good faith during the course of the investigation of the subject matter of a protective intervention report—

- (a) does not for any purpose constitute unprofessional conduct or a breach of professional ethics on the part of the person by whom it is given; and
- (b) does not make the person by whom it is given subject to any liability in respect of it;

**Relevant act/regulations**

Sections 182 (1) a-e, 184, 192 and 162 c-d of the Children, Youth and Families Act 2005

**Amendment proclaimed on 27.04.2014.**

**Crimes Act 1957 section 327. Failure to disclose sexual offence committed against a child under the age of 16 years.**

On 27.04.2014, Victoria introduced a new criminal offence which:

- applies where any person aged 18 years or over has information that leads him or her to form a reasonable belief that a sexual offence has been committed in Victoria under the 16 by another adult.
- The person will be guilty of the offence if they fail to disclose that information to the police as soon as practicable, unless they have a reasonable excuse for not disclosing the information.
- There are specific exemptions to the offence (e.g. a person is not required to disclose information if they came into possession of that information when they were a child)

**Refer to the Crimes Act section 327 for further details and explanation.**



## APPENDIX 7



# BREAKAWAY YOUTH VOLUNTEER AGREEMENT FORM

**CONFIDENTIAL**

Breakaway Youth is a youth support program like no other! We use adventure and under-canvas camping to spend time and connect with disadvantaged young people. Our teams of Christian volunteers take time to listen and care for these young people with genuine love and empathy. Our unique program allows our volunteers to not only offer guidance, but because it's a long term support program they are able to journey with these young people through the most defining years of the life. Thank you for your willingness to bring to life the Breakaway values and to help support and make a difference in the lives of young people through your volunteer effort.

**We can't wait to have you as part of the Breakaway Youth team! First though, it is important that you read through the following conditions and privacy notice and sign your consent on this *Volunteer Agreement Form*.**

### Volunteer Conditions

**By signing this Volunteer Agreement Form I acknowledge and agree:**

- To uphold Breakaway Youth principles and standards, represent the mission and vision to the best of my ability, and abide by the guidelines contained in the Volunteers Manual and adhere to all relevant legislative requirements, for example Occupational Health and Safety laws.
- I have read and agree to uphold Breakaway Youth Child Protection Policy, Volunteer Manual, and Code of Conduct.
- I (if a camp leader) will attend and take part in leaders camp and other training provided for me by Breakaway Youth to keep me up to date with current policies and procedures, as well as to equip me to be the best leader I can be for the young people who are part of Breakaway Youth.
- That the tasks I undertake for Breakaway Youth are in a voluntary capacity without any financial remuneration from Breakaway Youth.
- If I am injured through an accident in the course of my duties as a volunteer I will immediately report the matter to the Trip Leader or Breakaway Staff and fill in an Incident/Accident Report.
- I am not covered by WorkCover insurance but as a registered Breakaway Youth volunteer, I am covered by Voluntary Workers Insurance.<sup>1</sup>
- My personal vehicle is not covered by Breakaway Youth insurance should damage arise during the course of, or as a result of, voluntary work being provided to Breakaway Youth. I understand that Breakaway Youth recommends I have full comprehensive insurance which is my own financial responsibility.

<sup>1</sup> Voluntary Workers Insurance applies for volunteers ages from twelve years (12) to eighty years (80).

- That, in my capacity as a Breakaway Youth Volunteer, I may come into contact with confidential information and I agree to protect this information to the best of my ability and not disclose it during or after my voluntary service has ended.
- That I may create or see documents, plans, ideas, photographs and other data that is confidential and subject to intellectual property (IP) rights. Use of Breakaway Youth IP is prohibited without written consent from Breakaway Youth.
- I understand that if my voluntary services are no longer required that there is no obligation on Breakaway Youth to provide me with further volunteer activities.

### Privacy Notice

We collect your personal and sensitive information to facilitate your volunteer involvement. For example, to record your contribution, ensure we have appropriate insurance, provide evidence that our volunteers have undergone Working With Children Checks and appropriate training and for grant applications or to meet grant requirements.

We may also collect sensitive and personal information about you from law enforcement agencies for criminal checks and Working With Children Checks, educational institutions to verify qualifications and from individuals or businesses we contact for reference check purposes. Without the collection of this information we will not be able to facilitate your volunteer involvement or meet our legislative requirements.

**By signing this Volunteer Agreement Form, I consent to the volunteer conditions outlined and to the collection, use and disclosure of my information as set out above.**

Name: \_\_\_\_\_ Witness: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

#### Office Use Only

Breakaway Staff Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

Entered into Safety Management Online (SMO)

## APPENDIX 8



## CONFIDENTIAL MEDICAL REPORT (UNDER 18s)

### Protecting Your Privacy

Protecting your privacy is important to us. The information we seek allows us to manage risk, provide reasonable care and administer your involvement in our program. We are careful to keep your information confidential, and provide it only to those agents acting on behalf of Breakaway Youth who need it to enable them to perform their agreed activities (e.g. the First-Aider-In-Charge). You are welcome to contact our office in relation to issues regarding your personal information and for a copy of our Privacy Policy.

This form will be valid for 12 months. Should any of your child's details change during these 12 months you will need to notify Breakaway Youth before your child attends his/her next camp or excursion.

### Personal Contact Details

Child's Given Name \_\_\_\_\_ Surname: \_\_\_\_\_  
 Preferred Name \_\_\_\_\_  Male  Female Date of Birth: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_ Phone ( ) \_\_\_\_\_

### Program Preparation Details

#### Dietary Requirements:

Does your child have any special dietary requirements?  Yes  No

*If so, please list them: (We will endeavour to meet these requirements, and will contact you if necessary)*

Can your child swim? (tick one)  No  Fair Swimmer  Good Swimmer  
 Is your child subject to sleep walking?  Yes  No  
 Is your child subject to bed wetting?  Yes  No

### Safety and Care Details

In case of an emergency, please list phone numbers where you and a friend or relative may be contacted during the course of the program.

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____

### Information on Relevant Conditions

Are there any conditions which require special attention that we should know about, e.g. hearing or sight impairment, ADD or ADHD, behaviour issues, formal counselling situations, or any other? *Please list below:*

*(Please fill out reverse side)*

**Medical Information** Please give details of your child's medical insurance if applicable

Insurance Provider \_\_\_\_\_ Membership Number: \_\_\_\_\_  
 Medicare Number: \_\_\_\_\_ Number of person on Medicare Card: \_\_\_ Expiry Date: \_\_\_\_\_  
 Do you have ambulance cover?  Yes  No Health Care Card Number (if applicable): \_\_\_\_\_  
 Will your child need to take any tablets or other medication during the course of the program?  Yes  No  
 If yes, please give details: \_\_\_\_\_  
 Has your child been taken off medication recently? If yes, please give details?  Yes  No  
 Do you consent to the camp first aider administering non prescription medication such as paracetamol or ibuprofen to your child if the situation is deemed necessary?  Yes  No  
 What is the year of your child's last tetanus injection? \_\_\_\_\_  
 Has your child previously broken/fractured any bones? If Yes, please give details:  Yes  No

**Specific Medical Conditions** Please indicate if your child has had any of the **conditions below**. Provide additional details if necessary.

Condition	In the Past	Present	Details: e.g. severity, last injection, treatment	Condition	In the Past	Present	Details: e.g. severity, last injection, treatment
Asthma	<input type="checkbox"/>	<input type="checkbox"/>		Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>	
Appendicitis	<input type="checkbox"/>	<input type="checkbox"/>		Hypo activity	<input type="checkbox"/>	<input type="checkbox"/>	
Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>		Heart Problems	<input type="checkbox"/>	<input type="checkbox"/>	
Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>		Measles	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>		Mumps	<input type="checkbox"/>	<input type="checkbox"/>	
Ear Infections	<input type="checkbox"/>	<input type="checkbox"/>		Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>		Tonsillitis	<input type="checkbox"/>	<input type="checkbox"/>	
Fits/Convulsion	<input type="checkbox"/>	<input type="checkbox"/>		Allergy – foods	<input type="checkbox"/>	<input type="checkbox"/>	
Faint/Dizziness	<input type="checkbox"/>	<input type="checkbox"/>		Allergy – animal	<input type="checkbox"/>	<input type="checkbox"/>	
Glandular Fever	<input type="checkbox"/>	<input type="checkbox"/>		Allergy – other	<input type="checkbox"/>	<input type="checkbox"/>	

**Particular Activities**

In attending the program, you consent to your child's participation in a range of general sporting and recreational activities. If potentially risky activities of a specific nature are included, the Team Leader will inform you of these. Are there any specific activities that you do not wish your child to participate in?  Yes  No  
 If yes, please specify: \_\_\_\_\_

**Your Agreement with the Organisation**

I am aware, in signing this document regarding my child's participation this program, that certain elements of the program could be physically and emotionally demanding. Furthermore, I understand that certain inherent risks and dangers may exist in the activities in which my child will be participating. I acknowledge that while the organisation and its leaders will make every reasonable effort to minimise exposure to known risks, all hazards and dangers associated with these activities cannot be foreseen or may be beyond the control of the organisation, its leaders and staff. In the event of any emergency where my nominated contact people are unavailable:

1. I authorise the leaders to obtain medical advice and/or assistance which they deem necessary.
2. I further authorise qualified practitioners to administer anaesthetic if required.
3. I accept all operation, blood transfusion and/or anaesthetic risks involved in the event that such procedures are deemed necessary.
4. I accept the responsibility for payment and agree to pay medical, transport and any other related expenses.
5. I confirm that the information contained in this application is true and correct.
6. I agree to inform the leader of any change to these details.
7. In the event of any misbehaviour by my child which requires the child to be sent home, I agree to make arrangements for, or to meet expenses incurred in, sending the child home.

Name of Caregiver \_\_\_\_\_ Signature of Caregiver \_\_\_\_\_ Date \_\_\_\_\_  
 If other than a parent or guardian, please indicate relationship to child: \_\_\_\_\_

**APPENDIX 9**

	<p><b>CHILD REGISTRATION FORM</b> <b>CONFIDENTIAL</b></p>
---	---

It will be great to see your child join in the activities we have planned for all camps, school holiday programs and beach days. In order for us to provide the best level of care while your child is under our supervision, we require that you fill out and return the registration form below. This form only needs to be filled out once.

**Personal Contact Details**

Child's Given name	Surname	Male /Female	Date of Birth
Address _____			

**Media Release**

I hereby grant Breakaway Youth permission to videotape, audiotape, and/or photograph my child, and use edit, and reproduce all video, sound, and stills for instructional and promotional purposes, with or without copyright.

I hereby waive any right to present or future compensation and any right to inspect and/or approve the unfinished or finished product that will be used.

I hereby release, discharge, and agree to hold harmless Breakaway Youth its legal representatives, employees, assigns, and all persons acting under its permission or upon its authorities from any liability whatsoever.

I have read the above authorisation and release, prior to its execution, and I am fully familiar with its contents.

**Activity & Travel Notification**

- High Ropes Course*
- Canoeing up to grade 2*
- Abseiling/ rock-climbing*
- Bike riding (Roads, Bike Paths, Rough terrain)*
- Bush walking*
- Sailing*
- Swimming (Ocean, Rivers, Dams, Water holes, Pools)*
- Wide games (involving contact)*
- Outdoors camping*
- Snow sport/play*

I am aware that as a participant of Breakaway Youth my child may be part of the above activities and I give permission for full involvement. I understand that although the leaders will take all reasonable care to ensure both the comfort and safety of my child, there is still a risk that an accident may occur.

I understand and give permission for my child to travel in Breakaway Youth owned vehicles; commercial buses and privately owned vehicles. All vehicles will be driven by a fully licensed driver.

**Acknowledgement**

I represent that I am the parent or legal guardian of the person whose name and/or signature appears above. I give permission for my child to attend Breakaway Youth. I have read the above authorization and release prior to its execution, I am fully familiar with contents thereof, and I hereby agree and consent thereto both for my own behalf and on behalf of the above-stated minor.

Name of Caregiver	Signature of Caregiver	Date