

Breakaway Youth

CHILD SAFE POLICY

Safe-guarding Children and Young People

SECTION 1: CHILD SAFE POLICY

SECTION 2: CHILD PROTECTION PROCEDURES MANUAL

Child Safe 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:



Breakaway Youth

SECTION 1:

CHILD SAFE POLICY

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CHILD SAFE POLICY

Objective:

The 'Child Safe Standards (Vic)' require organisations that provide services or facilities for children to have a child safe policy or a statement of commitment to child safety.

This policy provides an overarching document that provides an overview of key elements of Breakaway Youth's approach to child safety.

This policy and related Child Protection Procedures are intended to ensure that all children who Breakaway Youth have contact with or are provided services for, are safe and empowered.

Breakaway seeks to involve our young people when making decisions that directly affect them.

Breakaway will genuinely listen to them and respect their views and opinions.

Definitions:

"Breakaway Youth" is the trading name for Breakaway Camps Inc.

"Child abuse" is any significant conduct towards a child that is or may be detrimental to that child's physical, mental or emotional wellbeing, and includes neglect of the child.

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

"CPL" is the relevant state/territory children's protection legislation

"Employer organisation" is Breakaway Youth which employs the worker.

"Mandatory reporting" is the Victoria reporting/notification legislation.

"Member organisation" is the relevant organisation.

"Reasonable suspicion" (and including related phrases) is a slight opinion based on some credible evidence which is more than speculation, but less than a positive belief.

"Victim" is a child who is reasonably suspected of being subject to child abuse.

"Worker" is the employee or volunteer of Breakaway who is involved in the work of Breakaway to children.

"WWCC" - is the Working with Children Check

Commitment to Child Safety:

Breakaway Youth is committed to child safety. This means that:

- We believe all children and young people have a right to be safe, happy and empowered. We respect, listen to and support all children connected with Breakaway.
- We support zero tolerance of child abuse
- We will treat all allegations and safety concerns with the highest priority, immediacy and seriousness in accordance with our policies and procedures.
- We adhere to our legal, moral and ethical obligations to contact relevant authorities in event of allegations of abuse or if we have concerns about a child's safety
- We will work to prevent child abuse by early risk identification and the removal or reduction of these risks
- We promote cultural safety of Aboriginal children, cultural safety of children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We will provide specialised and regular training for workers on child safety, including child abuse indicators and risks

Scope:

This policy informs all levels of the organisation, including Committee of Management, Management, staff, volunteers and visitors on how to behave with children who have contact with Breakaway. This policy also serves as a guide as to how these children will be safe, protected, heard and respected.

Staff and Volunteer Knowledge and Awareness of Child Safety:

Breakaway believes that child safety is everyone's responsibility and support this by providing child safe information to all workers.

Breakaway takes all reasonable steps to employ highly skilled people to work with children.

Breakaway takes all reasonable steps to employ people who will be safe with children and have a strong commitment to children's wellbeing and happiness.

All people employed or volunteering at Breakaway are required to hold a Working with Children Check. Employees and volunteers are required to update their connection to Breakaway as part of the induction process.

Breakaway will also carry out police record checks to help ensure we are not employing people who could impose a risk to children's safety. These checks to be renewed every two years.

Breakaway will conduct reference checks on all new employees or volunteers to check applicants past employment history is consistent with our commitment to child safety.

All staff and volunteers must sign and agree to uphold Breakaway Youth Code of Conduct and Child Protection Policy & Procedures, which include standards of conduct when working with children as part of Induction.

Information is provided for staff to ensure that they understand and are up to date with legislative responsibilities. Specific training will be undertaken on annual leaders camp on Child Safe to reinforce child safe practices. New legislation will be provided to staff at staff and leaders meetings as required.

Child Safe Contact:

Breakaway will appoint a staff member to be the Child Safe Contact. The Child Safe Contact will be provided the training and resources to enable them to provide advice, support and advocate for young people in relation to issues of child abuse, complaints and allegations.

The Child Safe Contact is also the contact point for any concerns relating to the conduct or actions of anyone associated with Breakaway.

The Child Safe Contact will also act as a resource, guide and trainer for staff to ensure application of correct procedure when dealing with concerns of child abuse, allegations, complaints and identifying any potential risks to child safety.

Child Safe Contact will also maintain records on the 'Safety Management Online (SMO)' online database and review WWCC and Police Check expiry dates.

Allegations, Concerns and Complaints:

Breakaway takes all allegations and complaints seriously and has practices and procedures in place to investigate these thoroughly and quickly. Breakaway will record all allegations of abuse, complaints and safety concerns and also record all investigation updates.

Breakaway will ensure all children, families staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

Breakaway recognises it has a responsibility, moral and legislated to report an allegation of abuse if we have a reasonable belief that an incident has taken place. Our staff and volunteers are trained to understand the different categories of child abuse and how to recognise possible physical and behavioural indicators.

If an allegation of abuse or a safety concern is raised, Breakaway will provide updates to children and families on progress and any actions Breakaway has taken as an organisation.

The safety and wellbeing of children is our primary concern. Breakaway also is fair and just in actions with workers. Breakaway decisions will always be thorough, transparent and evidence based.

Risk Management:

Breakaway will protect children when a risk is identified in addition to general health and safety risks and organisational risks. Breakaway have management strategies in place to identify, assess and take steps to minimize child abuse risks, which include risks posed by physical environments and online environments

Privacy:

All personnel information considered or recorded will respect the privacy of the individual's involved, whether they are staff, volunteers, parents or children, unless there is a risk to someone's safety. Breakaway has policies and practices in place to ensure any personnel information is protected.

Policy Review:

This policy will be regularly reviewed, particularly following any significant event should they occur.

Breakaway Youth

SECTION 2:

CHILD PROTECTION PROCEDURES MANUAL

Part 'A' What is child abuse?

Part 'B' Child safety responsibilities

Part 'C' Miscellaneous

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1. Preamble

This manual sets out recommended procedures to give effect to the Child Protection Policies of Breakaway Youth. 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 'A'**) 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*.

2. Definitions

Unless the context otherwise requires:

"CARA." is the relevant child abuse reporting authority in line with state/territory reporting requirements

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

"Child Abuse" – see paragraph 3.

"CSC" (Child Safe Contact) is the person/s appointed to act as a focal point for children, young people, parents and Breakaway Youth management

"Current National Police Check" is a National Police check that has been undertaken within the previous three (3) years

"Working with Children Check"(WWCC) is a check in accordance with the law of Victoria that is required as an additional part of the National Police Check

"Manager" means a person who has been formally appointed or endorsed by an organisation to exercise management which involves the oversight of the organisation and appointed organisational management team.

"POC Policy" means the relevant 'Person of Concern' policy sometimes known as a 'known sex offender' policy. This policy will set out clear guidelines to organisations in relation to the assessment and management of known sex offenders within organisations. The objective of this policy is to ensure the highest levels of protection and accountability and the minimisation of risk in line with relevant Victoria organisational policies in this regard or those of the relevant insurer conditions and requirements.

"Victim" means a child who is, or is reasonably suspected of being, subject to child abuse or potentially subject to child abuse.

"WHS" is the Victoria Work Health & Safety legislation.

"Worker" is an employee or volunteer, whether paid or unpaid, of an Employer Organisation who is involved in the work of that organisation with children.

PART 'A': WHAT IS CHILD ABUSE?

3. What is child abuse?

3.1 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.

3.2 Abuse can take a variety of forms which include:

3.2.1 Physical abuse where victims suffer, or are likely to suffer, significant harm to their bodies.

3.2.2 Emotional abuse which is a chronic attack on the victim's self-esteem including by exposure to a dysfunctional environment including domestic violence.

- 3.2.3 Sexual abuse where the abuser's conduct towards the victim, viewed objectively, is for the sexual gratification of the abuser. It can include
- Fondling or inappropriate touching
 - Oral sex
 - Vaginal/Anal penetration
 - Digital penetration
 - Exposure/involvement of a child to/in pornographic material
 - Involvement in child prostitution
 - Child pornography
- 3.2.4 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.

4. **Where reporting of child abuse to a CSC or Executive Director is required**

- 4.1 This obligation is placed on all workers by the relevant state/territory child protection act. 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 'B'**).
- 4.2 If, but only if and where the relevant state/territory legislation requires it, each of A, B and C below is satisfied for an incident of suspected child abuse, the worker/suspects must notify the Victoria CARA of that suspicion as soon as practicable after he/she forms a reasonable suspicion (see paragraph 4.3 below) that:
- A. There is conduct in relation to a child which is:
 - (a) Sexual abuse (see paragraph 3.2.3 above); or
 - (b) Other abuse or neglect which causes, or is likely to cause, physical or emotional injury which is detrimental to the child's wellbeing or which puts the child's physical or psychological development in jeopardy. (Hence abuse, other than sexual abuse, which does not result in these consequences is not required to be reported under the CPL);
 - B. Such conduct is reasonably suspected by the worker to have occurred, or to be occurring; and
 - C. That reasonable suspicion is formed in the course of working for the Breakaway Youth. (A suspicion based on what is seen or heard elsewhere may not have to be reported under the relevant state/territory act. Reports can be made regardless).
- 4.3 Reasonable suspicion for the purposes of 4.2B above is a slight opinion based on some credible evidence which is more than speculation, but less than a positive belief. It must be based on some, albeit slight, positive evidence of the conduct and, for other than sexual abuse, of the requisite consequences. However, if a worker positively disbelieves what he/she has been told there can be no reasonable suspicion. It does not require proof that any child abuse has or is to occur.
- 4.4 Reporting to CARA is done by telephoning/notifying the relevant state or territory Child Abuse Report Authority. On-line reporting is available in some jurisdictions.
- 4.5 Where a report is made under 4.1, but only if the child and/or the suspected perpetrator is associated with Breakaway Youth, the worker must immediately inform the Executive Director of the incident. A written report in the form of **Appendix 'C'** is also to be given by the worker to the manager as soon as practicable.

5. **Reporting of other child abuse**

If a worker reasonably suspects that child abuse has occurred involving either a child or a suspected perpetrator who is associated with Breakaway Youth, but it does not satisfy all of 4.2A, B and C above, he or she as soon as practicable must inform the Executive Director of it and consult with the Executive Director on whether a voluntary report of it should be made to the relevant state/territory CARA

6. **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 'D'**) 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 Contact), if the complainant wishes to keep the original. This is an essential record of the event.
- The Program Manager (Child Safety Contact) 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 and emotions are running high, report the incident to the police. This takes the matter immediately out of the jurisdiction of the organisation. 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 or carer 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 'C'**). 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.

7. **General provisions on all child abuse incidents**

- 7.1 The CSC (or delegate) is available to provide crisis response and ongoing consultancy, support and direction to workers and Managers throughout the entire process. After-hours access to the CSC can be arranged through the Executive Director and/or his or her delegate.
- 7.2 A worker is not to inform anyone else of the suspected child abuse without the permission of the Executive Director. The Executive Director in consultation with the CSC will determine who else should be informed of it. (There is a danger of defamation liability against the worker if ultimately the allegation cannot be proved).
- 7.3 Where a worker who reasonably suspects child abuse has occurred is under 18 years of age he or she is to be instructed to report such matters immediately to an adult supervisor in their organisational area who will then assist the worker to comply with the necessary procedures.
- 7.4 Where there has been a complaint of alleged child abuse against a worker and
 - (1) it is a term of the worker's Employment/Volunteer Agreement; or

- (2) the parties otherwise so agree
the continued employment of the worker by Breakaway Youth pending the final determination of the allegation of child abuse against him or her is to be decided by a Child Safe Management Committee. (CSMC)
- 7.4.2 The functions of the CSMC are administrative and not judicial.
- 7.4.3 The CSMC may for the period until the final determination of the allegation of child abuse:
- 7.4.3.1 Suspend the worker with or without pay;
 - 7.4.3.2 Modify the duties of the worker;
 - 7.4.3.3 Impose conditions on any continued employment of the worker or on his or her involvement in the activities of the employer organisation;
 - 7.4.3.4 Require that the worker not communicate with specified persons;
 - 7.4.3.5 Temporarily suspend the employment of the worker while the CSMC reaches other decisions; and/or
 - 7.4.3.6 Revoke or modify any decision it has made.
- 7.5 In performing its functions the CSMC:
- 7.5.1 Is not bound by the rules of evidence and may inform itself of relevant facts by proper means as it sees fit.
 - 7.5.2 Is to permit the worker or his or her agent to address it.
 - 7.5.3 Is to act with all reasonable expedition.
 - 7.5.4 Is not to make conclusions about disputed facts relating to the alleged abuse.
 - 7.5.5 Is as far as practicable to apply the Child Protection Policy of Breakaway and is not to allow the implementation of that Policy to be displaced by any presumption of the innocence of the worker.
- 7.6 Breakaway workers will responsibly and reasonably cooperate with law enforcement and child protection authorities in their investigation and any prosecution of child abuse.
- 7.7 No workers are to make any statement to the media about any child abuse encountered in the course of their employment by Breakaway and all inquiries about child abuse from the media are to be referred to the Executive Director.
- 7.8 Workers are not to make any statements about child abuse encountered in the course of their employment by the Breakaway to any alleged perpetrator or anyone associated with or representing that alleged perpetrator.
- 7.9 Upon receiving any report about child abuse the Executive Director is to consult immediately with the CSC about what steps should be taken in respect of it by Breakaway Youth.
- 7.10 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.
- 7.11 Workers 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.

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

- 7.12 Where a person 18 years or over discloses that he or she was subject to child 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.

8. Managing potential child abusers in organisations

- 8.1 Where a person who
- 8.1.1 is the subject of an unresolved complaint of child abuse; or
 - 8.1.2 is reasonably suspected by Breakaway of having at any time engaged in child abuse
- attends at any function controlled by Breakaway, the organisation must ensure that that person does not have contact with, or communicate with, any child at that function without adequate supervision.
- 8.2 A known child abuser is not to be permitted to be present at any premises controlled by Breakaway or to take part in any activity controlled by it except in accordance with the terms of a formal agreement entered into between Breakaway 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.
- 8.3 If a known child abuser does not comply with the terms of an agreement referred to in 7.2 Breakaway may exclude that person from all premises controlled by Breakaway and/or activities controlled by it.

PART 'B': CHILD SAFETY RESPONSIBILITIES

9. Child Safety Responsibilities

- 9.1 Breakaway and its workers 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.
- 9.2 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 10 to 31 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 Breakaway that what is to be done satisfies its duty of care.

10. Role of Workers

Any member of Breakaway Youth working with children must:

- Be emotionally and spiritually suited to the role to be undertaken;
- Be properly trained;
- 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.

11. Care and supervision ratios of workers to children

11.1 There is no fixed ratio which (unless prescribed by state or territory legislation) 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.

11.2 The following table is based on similar tables used in the child care 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 Breakaway that the supervision provided does satisfy its duty of care for the children.

12. 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 Camps 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.

13. 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.

14. **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 Camps 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:

- 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.
- 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.
- Contact made via Facebook will be moved to another means of communication (as listed in point 2) as soon as possible.
- 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.

15. **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.

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 using a Hazard Report Form without delay. For specific WHS information refer to the Breakaway WHS Policy Manual.

16. **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 Breakaway 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, management, 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 learners 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 organisational 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.

17. Punctuality

Workers and designated helpers should stick 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.

18. 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 Christian 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 be tolerated by anyone working at Breakaway.

19. Inappropriate behaviour of a worker

Any person who is concerned about the behaviour of any worker must refer the matter to a manager or the Executive Director for consideration and intervention which is deemed appropriate.

20. Bullying

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

21. 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.

22. Pastoral Care/Support/Counselling

It is the responsibility of Breakaway 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 Executive Director informed of their organisational 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.

23. 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.

24. 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 school holiday programs.

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. A number of check in and out systems have been developed and successfully implemented. Breakaway medical forms (**Appendix 'E'**) should be completed and filed in relation to all children attending the above programs.

25. 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. All standards previously identified in this document in terms of transportation, child/youth management and

ethical standards apply. 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 names of the Trip Leader. Permission to attend special events will be obtained by the Child Registration form (**Appendix 'F'**) and will be supplied to, completed by parents and maintained by the responsible managers.

Workers who have the ultimate oversight and responsibility must be appointed and have undergone all relevant training and preparation for such events. All workers must have completed a mandatory reporting/child protection awareness training programme, "Child Safe", as well as undergone a National Police clearance check and a Work With Children Check.

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.

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

26. **Staff/Volunteer screening and selection processes**

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

- We interview and conduct reference checks prior to engagement.
- We require and keep accurate, up-to-date records of the National Criminal History Checks and Working With Children Checks status for all those working on the site with access to children.
- We require volunteers to sign a volunteer agreement form (**Appendix 'G'**).
- We require volunteers to undergo the ChildSafe online training.
- 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.

A written recommendation must then be prepared by the person who has management/oversight responsibility and be submitted to the Executive Director for endorsement/approval. 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 programs 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 organisation 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 except where required by relevant state/territory legislation however where possible, a National Police clearance check should be obtained. (This may alter pending future legislative changes) In these instances an authorised leader/worker must be in attendance and accompany an “unauthorised” person at all times. It is a good practice for Breakaway to think ahead and have a pool of “occasional” helpers suitably trained and police checked.

27. **Screening/Police/Working with Children Checks**

Current National Police clearance checks are essential for all staff, board members, governance team members as well as ALL (workers) who serve in the area of children’s programs.

It is the responsibility of each organisation to identify and ensure that the above people undergo a National Police clearance check every three years and maintain appropriate records. It is also required by law in Victoria that all workers undergo a Working With Children Check. The Working with Children (WWC) Check helps protect children from physical and sexual harm. It does this by screening people’s criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them. The WWC Check is just a starting point. It screens a person’s criminal records and any reports about professional conduct by certain bodies as listed in the relevant state/territory legislation. The WWC Check does not assess a person’s suitability to work with or care for children in a particular role. It remains the responsibility of the organisation to assess if a worker is suitable to work with children and continue monitoring their behaviour around children.

Laws and procedures regarding all checks are subject to regular change. For current state/territory information, refer to:

Victoria

The Victorian WWC check also known as a green card is carried out by the Victorian Department of Justice Working with Children Check Unit.

Phone: 1300 652 879

Email: workingwithchildren@justice.vic.gov.au

Website: <http://www.workingwithchildren@justice.vic.gov.au>

Address: GPO Box 1915, Melbourne VIC 3001

If offences are identified and depending on the nature of the offence/s, it will remain the discretion of Breakaway to permit individuals to serve within the life and programs of Breakaway. Depending on the nature of other offences, strict conditions may be applied to an individual attending a Breakaway and/or associated organisation programs.

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 the organisation or any associated program under any circumstances.

If any worker or pending staff member refuses to undergo a National Police clearance check or WWC 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 National Police check/WWC, are required to immediately do so. Any person undertaking a organisational role either full/part time, paid/voluntary, who does not have a written employment contract must complete a volunteer agreement form (**Appendix 'F'**).

28. **Screening processes / Police checks – Tradespeople**

All tradespersons engaged to carry out work on organisation premises while children are present must produce a current National Police check document prior to being engaged/employed.

29. **Character Reference Requests**

Where managers, workers or representatives who are seen to be a Breakaway representative and are asked to provide a character reference for anyone charged with a criminal offence, management of Breakaway should be consulted. There can be severe consequences associated with the provision of references.

30. **Hiring out of Breakaway facilities to outside groups**

Groups privately hiring or using Breakaway facilities where children will be a part of that program must provide proof that persons responsible for any program relating to the care and supervision of children, have a current National Police clearance check or WWC check.

31. **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.

32. **Initiation/secret ceremonies**

Initiations and or secret ceremonies are prohibited.

33. **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 *Code of Conduct* to provide guidance to our staff and volunteers.

- Staff and volunteers are provided with a copy of our *Code of Conduct* booklet that defines unacceptable conduct, boundaries and expectations for behaviour.

- 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.
- Employees and volunteers attend training days and conferences adhoc throughout the year

34. **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 Camps and guide adjustments to practices, programs and training.

35. **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*.

PART 'C': MISCELLANEOUS

36. **Privacy**

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

37. **Workers' awareness**

Workers should be aware:

- 37.1 All state child protection legislation have laws that protects workers against civil and criminal liability for having reported suspected child abuse to CARA. These sections provide that the identity of a notifier to CARA is not to be disclosed, but by the organisational Covenant this does not prevent some officers of Breakaway being told of it.
- 37.2 Apart from a report to CARA a worker who informs another of suspected child abuse, 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 CARA and the Executive Director of Breakaway. A person acting as a worker for the organisation in making such an allegation is probably covered by Breakaway insurance against any damages which may be awarded for defamation.
- 37.3 If workers becomes liable in law to pay damages to any person who has suffered loss from any breach by them of them of their duties they are likely to be covered for such damages by Breakaway insurance.
- 37.4 State legislation relieves a worker acting for Breakaway 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.)

38. **Media Management**

As a part of Breakaways 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 the Executive Director.

39. **Breaches of Ethical/Professional Standards**

A breach of Ethical, Professional Standards occurs when an individual

- Fails to comply with a policy or procedure of the Breakaway, and/or

- Engages in conduct that is likely to bring the Breakaway into disrepute or diminish public confidence therein, and/or
- Behaves or acts in any manner that is deemed to be disgraceful, improper or illegal.

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All information should be carefully checked to ensure that it is correct before taking action which could lead to legal problems.

If in any doubt, seek legal advice on issues which could harm or bring disrepute to individuals, your organisation, its members or the community at large.

It is recommended that the contents of these documents must be reviewed and amended where necessary.

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APPENDIX 'A'

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 'B'

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 'C'

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;">CONFIDENTIAL</p> <p style="margin: 0;">Resource Code CSE2-IR</p>
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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): _____

<p>Initial Severity Assessment</p> <p>First Aid (stayed at program) / First Aid (sent home) / Medical Treatment</p> <p>Hospital / Possible Permanent Disability / Fatal</p> <p><u>Part of body injured * Visit to doctor automatic for body parts marked</u></p> <p>Eye * / Ear / Nose / Mouth / Face / Jaws * / Neck * / Skull * / Head - Other</p> <p>Shoulder / Elbow / Wrist / Hand / Finger / Arm - Other</p> <p>Groin / Hip / Knee / Ankle / Foot / Toe / Leg / Chest / Torso - Other</p> <p>Internal / Back * / Nervous System / Skin / Respiratory System / Systemic</p> <p>Other (please specify): _____</p>	<p>Nature of Injury</p> <p>Superficial / Fracture / Strain-Sprain / Irritation / Hernia / Bruise or Crush</p> <p>Bite or Sting / Hearing Loss / Laceration or Cut / Poisoning / Infection</p> <p>Disease / Amputation / Concussion / Allergy / Burn or Scald</p> <p>Other (please specify): _____</p> <p>Cause of Severe Injury</p> <p>Slip or Fall / Aquatic Activity / Burns / Vehicle Accident / Person related</p> <p>Sporting / Other (please specify): _____</p>
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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 Applicable

If 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 ☐ No

If Yes, please give details- *attach report if insufficient space*

SECTION D

Were any pertinent instructions/warnings given before the event? ☐ Yes ☐ No

If 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 ☐ No

Photographs of Event Site ☐ Yes ☐ No

Police 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.

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.

27

Appendix 'E'

Protecting Your Privacy

Protecting your privacy is important to us. The information we seek allows us to manage risk, provide reasonable care



CONFIDENTIAL MEDICAL REPORT (UNDER 18s)

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 Camps 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 Camps 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 'F'



CHILD REGISTRATION FORM CONFIDENTIAL

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 Camps Inc. 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 Camps Inc. 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 Camps 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 Camps 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 Camps. 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

Appendix 'G'



BREAKAWAY CAMPS VOLUNTEER AGREEMENT FORM CONFIDENTIAL

Breakaway Camps 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 Camps 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 Camps principles and standards, 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 agreed to the Child Protection Policies of Breakaway Camps and the Child Protection Manual of Procedures.
- Agree I will attend and take part in leaders camp and other training provided for me by Breakaway Camps 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 Camps
- That the tasks I undertake for Breakaway Camps are in a voluntary capacity without any financial remuneration from Breakaway Camps.
- 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 Camps volunteer, I am covered by Voluntary Workers Insurance.¹
- My personal vehicle is not covered by Breakaway Camps insurance should damage arise during the course of, or as a result of, voluntary work being provided to Breakaway Camps. I understand that Breakaway Camps recommends I have full comprehensive insurance which is my own financial responsibility.

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

- That, in my capacity as a Breakaway Camps 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 Camps IP is prohibited without written consent from Breakaway Camps.
- I understand that if my voluntary services are no longer required that there is no obligation on Breakaway Camps 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)