

Anglesea Family Bible Week Child Safety & Wellbeing Policy

Revision 2.02

August 2023

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1. Purpose

1.1. This Child Safety and Wellbeing Policy outlines how the Anglesea Family Bible Week prioritises the safety and wellbeing of children and the steps taken to do this. It sets out our expectations about child safe practices for organisers, attendees, visitors and third-party contractors.

1.2 Through the implementation of this policy the Anglesea Family Bible Week Camp Committee (Camp Committee) aims to:

- 1.2.1. protect children and young people against harm;
- 1.2.2. provide guidance for Camp organisers, attendees, visitors and third-party contractors when engaged in any activity either at or away from the Camp Grounds where children and young people are involved;
- 1.2.3. provide training on policy and related procedural matters for those who work with children as committee members, teachers, craft organisers, leaders and participants.
- 1.2.4. provide guidance for victims of abuse and their families;
- 1.2.5. provide guidance for unproven and disproved allegations;
- 1.2.6. outline the responsibilities of the Secretary of the Camp Committee and committee members when dealing with such issues; and,
- 1.2.7. abide by the law.

2. Relevant Legislation and Standards

This policy is designed to assist all Camp organisers and attendees by providing practical procedures that satisfy Scriptural and legal requirements. The legal requirements relate to the Child Safe Standards, Working with Children Act 2005 Vic, Child Wellbeing and Safety Act 2005 Vic and the Children, Youth and Families Act 2005 Vic. This policy has been prepared using input from previous policies and “Creating a Child Safety and Wellbeing Policy”, 2022, prepared by the Commission For Children and Young People.

3. Access to the Child Safety & Wellbeing Policy

The Anglesea Family Bible Week Child Safety & Wellbeing Policy is publicly available on the Registrations page of our website. All attendees are required to read and acknowledge their understanding of the policy and their obligations during the application process. A copy is also provided as part of the training process for all those leading or helping with activities for children and young people.

4. Statement of Commitment to Child Safety

- 4.1 All Children are a heritage from the Lord and should be cherished and nurtured by all organisers and attendees at the Anglesea Family Bible Week. Activities are always arranged with children in mind and to allow children to grow, enjoy themselves and feel wanted, valued and safe while at the camp.
- 4.2. The Anglesea Camp environment should be a place of safety, spiritual development and an environment where friendship and peer support is promoted. In all matters relating to children, including addressing allegations of abuse, it is recognised that their welfare is of paramount importance. Relevant Bible teachings that provide a basis for the Camp’s child safety and wellbeing policy and procedures appear in Appendix A.
- 4.3. Anglesea Family Bible Week is committed to child safety and will not tolerate child abuse or harm. Child abuse can include physical abuse, sexual abuse, neglect, emotional abuse and risk of harm. Relevant definitions appear in Appendix B.
- 4.4. The Camp Committee has adopted the following principles, which will underpin its child safety and wellbeing policy and procedures:

- 4.4.1. Child abuse violates the teachings of Scripture.
 - 4.4.2. The Camp Committee does not support or condone criminal behaviour. We recognize that child abuse is criminal behaviour and is harmful to children's physical, social, emotional and spiritual development and well-being.
 - 4.4.3. All children who visit or attend the Anglesea Family Bible Week activities have a right to feel and to be safe.
 - 4.4.4. The Camp Committee has a duty of care for the safety, welfare and well-being of children and should organise its affairs and activities to protect children against physical, emotional or sexual abuse and improper or inappropriate behaviour.
 - 4.4.5. The Camp Committee is committed to equity and inclusion, recognising that children from culturally and/or linguistically diverse backgrounds or children with a disability are statistically at greater risk of abuse.
 - 4.4.6. The Camp Committee will, as far as it is in its power and expertise, assist and support camp attendees who are victims of abuse.
 - 4.4.7. In dealing with an allegation or suspicion of child abuse, the Camp Committee will respond with sensitivity, objectivity, confidentiality, fairness and truthfulness. The Camp Committee will report according to all legal requirements (as detailed in section 9).
- 4.5. Anglesea Family Bible Week is run for and by families. Information is provided to all families via our website and during the registration process about our Child Safety and Wellbeing Policy. Feedback is sought from families attending on various aspects of the Camp including those that impact the safety and wellbeing of children and young people. General complaints (those not relating to child safety and wellbeing) are managed with sensitivity and with a restorative approach.

5. Responsibilities

5.1 Parents & Guardians

All children attending the Anglesea Family Bible Week must be accompanied by a parent or guardian specified at time of registration. Ultimate responsibility for the safety and wellbeing of the children at the camp rests with their parent or guardian. The camp includes organized activities, some free time, excursions and times where the children are under the sole responsibility of their parent and or guardian, particularly at bedtimes. The camp expects parents and guardians to take full responsibility for their child during all these activities.

5.2. Responsibilities of Camp Committee Members

5.2.1. The Camp Committee members are responsible for ensuring to the best of their ability that persons involved with the care and supervision of children and young people satisfy the following requirements: (including, but not limited to, teachers, craft organisers, youth leaders, Sunday school organisers, leaders, crèche organisers, third-party contractors and other support roles.)

- 5.2.1.1. meet relevant State requirements relating to employment screening, as required by insurance arrangements. All persons listed above must have a valid working with children check;
- 5.2.1.2. are aware of and agree with this policy statement including responsibilities of notification upon disclosure or discovery of harm, and procedures that ensure fair and just handling of complaints and allegations; and,
- 5.2.1.3. assess the potential risk to children engaged in activities for which they are responsible and make suitable arrangements to reduce risks.

5.2.2 The Camp Committee will also:

- 5.2.2.1. ensure a register of attendees holding current declarations of suitability for employment is kept in accordance with Working with Children Act 2005 Vic;
- 5.2.2.2. review suggested teachers, craft organisers and all other support persons who are leaders in roles involving children or young people prior to their appointment,
- 5.2.2.3. undertake risk management assessments and approve guidelines for child safety developed by persons conducting activities. Such assessments will be responsive to

the views of attendees, parents, carers and children. Details of risk management are in the risk management assessments (see Appendix F);

- 5.2.2.4. provide camp attendees involved in the care and supervision of children and young people with opportunities for regular training in child safety and wellbeing including this policy (see Appendix ; and
- 5.2.2.5. conduct timely reviews of this policy to ensure it meets current legislative requirements and the changing activities of the Anglesea Family Bible Week.

5.3. Persons Conducting Activities

- 5.3.1. Persons selected by the Camp Committee to conduct child and youth activities are responsible to the Camp Committee and their appointees for the implementation of these procedures relating to child protection. This will include:
 - 5.3.1.1. submitting necessary declarations of suitability for working with children as required by relevant state legislation (Working with Children Act 2005, Children, Youth and Families Act 2005), as required by insurance arrangements.
 - 5.3.1.2. undergo training on Child Safety and Wellbeing, including this policy
 - 5.3.1.3. undertaking and reviewing risk management assessments. Details of risk management are in the risk management assessments (see Appendix E).
 - 5.3.1.4. the development and implementation of guidelines for child safety during activities for which they are responsible. Guidelines must be approved by the committee prior to the conduct of activities.
 - 5.3.1.5. As of 1st July 2015 it is a criminal offence for a person in authority at the camp, if they know of the risk of sexual abuse and have the power to reduce the risk, but negligently fail to do so. A person in authority can include the committee members, and activity leaders. The offence applies to persons over the age of 18.

5.4. All Attendees

- 5.4.1. All attendees need to be made aware of the Child Safety & Wellbeing Policy during the formal induction process, usually as part of the registration process and at the welcome meeting.
- 5.4.2. The Camp Committee requires all attendees to promote the safety and wellbeing of Children and Young people by adhering to the **Code of Conduct (see Section 6)**

5.5. Child Safety Officer

The Camp Committee Secretary or suitably trained delegate will fulfill the role of Child Safety Officer. The Child Safety Officer will speak to the children and young people at the commencement of each Anglesea Family Bible Week about their rights to feel and be safe, to be heard and access support. The Child Safety Officer will seek the views of children and young people, attending as to how they can be better supported to feel and be safe at Anglesea Family Bible Week. They will also ensure children and young people know how they can raise concerns and how those concerns will be responded to and investigated.

The Child Safety Officer will liaise with families about the individual needs of children and young people attending, particularly those that have been identified during the registration process and those experiencing vulnerability or disadvantage.

The Child Safety Officer will maintain a record of all those attending Anglesea Family Bible Week which includes details of an up-to-date Working with Children Check, where practically possible, for all attendees 18 and over. Under certain circumstances attendees will not be able to obtain a Working with Children Check (e.g., overseas visitors). Any registrations for attendees who cannot obtain a Working with Children Check will be reviewed and considered for approval by the Camp Committee. In such circumstances the reason for not being able to obtain a Working with Children Check will be recorded. The Child Safety Officer will also run a Training Session for all volunteers involved in children's activities at the commencement of the Anglesea Family Bible Week (see Appendix H).

5.6. Third-Party Contractors

All third-party contractors engaged in leading activities for children and young people will be required to hold an up-to-date Working With Children Check.

5.7 Managing Breaches of the above responsibilities and/or Code of Conduct.
Depending on the nature of the breach, outcomes may include:

5.7.1. Reporting (as detailed in section 9 and Appendix G)

5.7.2. Providing closer supervision

5.7.3. Further education and training

5.7.4. Mediating between those involved in the incident

5.7.5. Disciplinary procedures if necessary

Including:

5.7.5.1. Being required to leave/not attend Anglesea Family Bible Week

5.7.5.2. Not being allowed to conduct activities with children and young people.

5.7.6. Reviewing current policies and procedures

6. Code of Conduct

The Camp Committee requires all attendees to promote the safety and wellbeing of Children and Young people by adhering to the following **Code of Conduct**:

6.1 Camp Attendees can help create a child safe Anglesea Family Bible Week by:

6.1.1. Taking all reasonable steps to protect all children from abuse, not only those under your direct care.

6.1.2. Treating everyone with respect including listening to and valuing other attendees' inputs.

6.1.3. Praying for God's guidance for all attendees but especially those with leadership roles and roles that involve interaction with children.

6.1.4. Welcoming all children and their families/guardians

6.1.5 Being role models for appropriate adult behavior

6.1.6 Engaging with children by listening and responding

6.1.7 Reporting any breaches of this Code of Conduct and Child Safety & Wellbeing Policy to the Camp Committee.

6.1.8. Being gentle, loving and considerate of others, including their rights of privacy.

6.1.9. Being aware of what constitutes child abuse and report suspicious behavior to the camp committee (see Appendix C)

6.1.10. All adults to maintain a current Working with Children Check where practically possible (see Section 5.5).

6.2 Camp attendees must not:

6.2.1. Ignore or disregard any evidence or disclosures of child abuse.

6.2.2. Use prejudice, oppressive behavior or language with children.

6.2.3. Discriminate on the basis of age, gender, race, or culture.

6.2.4. Initiate unwanted or unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes.

6.2.5. Roughly handle or physically discipline children.

7. Child Safe standards

7.1. To create and maintain a child safe organization the Camp Committee recognizes and implements the following 11 mandatory Child Safe Standards:

- 7.1.1. **Standard 1:** Organisations establish a culturally safe environment in which diverse and unique identities and experiences of Aboriginal children and young people are respected and valued: (See section 8)
- 7.1.2. **Standard 2:** Child safety and wellbeing is embedded in organizational leadership, governance and culture: (See section 2)
- 7.1.3. **Standard 3:** Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously. (See section 3)
- 7.1.4. **Standard 4:** Families and communities are informed and involved in promoting child safety and wellbeing. (See section 3)
- 7.1.5. **Standard 5:** Equity is upheld and diverse needs respected in policy and practice. (See section 3)
- 7.1.6. **Standard 6:** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 7.1.7. **Standard 7:** Processes for complaints and concerns are child-focused. (See sections 9 – 15)
- 7.1.8. **Standard 8:** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training. (See section 3 and Appendix H)
- 7.1.9. **Standard 9:** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed. (See Appendix F)
- 7.1.10. **Standard 10:** Implementation of the Child Safe Standards is regularly reviewed and improved. (See Appendix D)
- 7.1.11. **Standard 11:** Policies and procedures document how the organisation is safe for children and young people (This Policy)

8 Cultural Safety

Anglesea Family Bible Week is a culturally safe environment and aims to provide an inclusive and welcoming environment for Aboriginal and Torres Strait Islander children and their families. Anglesea Family Bible Week does not support or condone racist behavior and the Camp Committee will address any accusations of racism or discrimination towards any attendees.

All those registering for Anglesea Family Bible Week have opportunity to provide information regarding Aboriginal and/or Torres Strait Islander origin and the Camp Committee engages with all families to support inclusion and participation.

When Aboriginal and Torres Strait Islander children are attending, the Camp Committee will provide all those working with children and young people training materials from the Commission for Children and Young People on [Cultural Safety for Aboriginal Children](#).

9. Reporting

- 9.1. If you have immediate safety concerns about a child or young person, please call 000.
- 9.2. The law relating to “Failure to disclose” came into effect on 27th October 2014. Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.
- 9.3. Recognising indicators of child abuse and neglect is a process of forming a reasonable concern or well-founded suspicion that abuse or neglect has occurred or may occur in the future. For further information about indicators of child abuse and neglect see Appendix C.
- 9.4. Any person who has reasonable grounds to suspect a child is at risk of harm or has been or is being abused must report the matter to the appropriate State authority and request direction from them concerning the child’s immediate welfare. This report must be to the Department of Human Services, the Department of Human Services. (See Appendix F, Form 1). In addition, suspected sexual abuse (including grooming) must also be reported to Victoria Police.
- 9.5. If the alleged abuse is occurring or has occurred during a camp activity, the matter should also be referred to the Secretary of the committee as the head of the organization, or another committee member who has no conflict of interest. (e.g. Family connections). The reporting procedures outlined in the reportable conduct scheme (Appendix F) will then be enacted. However this may not fulfill the reporting requirement detailed in 5.3. above. It remains the responsibility of the person who has reasonable grounds to suspect a child has been abused, to ensure that the matter is reported.
- 9.6. In the case of a child disclosing that he or she claims to be the victim of abuse, the appropriate authorities must be contacted as the allegation may be evidence of a criminal offence, that a child’s welfare is possibly under threat, and that other children may also be at risk. (See form 1 in Appendix F to record appropriate details)
- 9.7. Any forms of abuse are required to be reported to the Commission for Children and Young People. The secretary of the camp committee as head of the organization has particular reporting and investigation requirements as required by the “reportable conduct scheme” administered by the Commission for Children and Young People. The procedures and processes to be followed to comply with the requirements of the “reportable conduct scheme” are included in Appendix G.
- 9.8. The camp committee secretary will offer appropriate support to anyone implementing any aspect of policy or Risk Management Strategy while acting on behalf of the camp. This may include counselling services following an incident involving a disclosure by a child.

10. Managing Allegations of Abuse

- 10.1. Reports of harm brought to the camp committee by a child or young person or another person disclosing an alleged incident of abuse to a child or young person will be treated with respect and will be responded to professionally to ensure that the best interests of the child remains paramount.
- 10.2. The camp committee will not hold a hearing nor conduct their own investigation into any allegations of a criminal nature. These should be undertaken by the Police. The secretary of the camp committee will not investigate other forms of abuse of a non-criminal nature unless instructed to by the commission for children and young people. There is a strong preference for any investigations to be left to those with the statutory responsibility for such matters, such as state authorities who have personnel with specialised expertise in investigating the validity of allegations and the minimising of the possible detrimental effect detailed questioning may have on alleged victims of abuse.
- 10.3. Reports must be documented and filed in a secure place. The Camp Committee recognises that reporting of allegations of child abuse is a lawful requirement.
- 10.4. If a disclosure is made by a child or a young person, the committee must:
 - 10.4.1. Document the nature of the disclosure made by the child or young person using :

- 10.4.1.1. Form 1 in Appendix F and/or;
 - 10.4.1.2. Form 2 in Appendix F and;
 - 10.4.1.3. Details of the actual disclosure made. A child or young person should not be questioned further about the disclosure unless instructed by the authorities. This is a matter for the appropriate authorities;
 - 10.4.1.4. Who the child or young person alleges was the perpetrator regardless of whether the person is an attendee of the camp or a person external to the camp.
- 10.4.2. Inform the appropriate authorities and provide them with the details and or documents relating to the disclosure:

Reports should be made following the procedures highlighted in Appendix F and detailed on the Commission for Children and Young People website
www.cryp.vic.gov.au

- 10.5. If a person making an allegation of abuse declines to report the matter to the appropriate authorities then the secretary of the camp committee should, as a general rule, do so.
- 10.6. If the secretary of the camp committee decides not to report the allegation because the information available does not provide reasonable grounds for suspicion that abuse may have occurred, the decision and the reasons for that decision must be documented.
- 10.7. A decision by the secretary of the camp committee not to report an allegation of abuse does not preclude any other person from reporting the allegation to the appropriate authorities.
- 10.8. It is essential that allegations of abuse reported to the committee be kept strictly confidential except when reporting to the appropriate authorities.
- 10.9. Records should be kept of such reports and include:
 - 10.9.1. the time and date when the report was made;
 - 10.9.2. the name and position of the authority to whom the report was made;
 - 10.9.3. a written statement of what was reported.
- 10.10. The documentation indicated in section 10 above should be stored securely as it may be required in a future investigation conducted by State authorities.
- 10.11. If the secretary of the camp committee become aware of an allegation of abuse or they form a reasonable suspicion of abuse being perpetrated by an adult attendee or young person, that adult attendee or young person shall be sent home from the camp. In considering when to send the adult attendee or young person home, the secretary of the camp committee must consider the welfare of children as paramount.
- 10.12. The camp committee must not be involved in any matter related to an allegation of child abuse where there may be a real or perceived conflict of interest.
- 10.13. Under the Children, Youth and Families Act 2005 members of the camp committee must cooperate with a departmental officer or police officer in the exercise of any power under the Children, Youth and Families Act 2005 Vic.
- 10.14. The secretary of the camp committee must comply with the Children, Youth and Families Act 2005, the Commission for Children and Young People reportable conduct scheme, and other criminal legislation, which allows departmental or police officers to have contact with a child under their care before the child's parents are aware of the investigation. This contact may be for as long as the officer reasonably considers is necessary.
- 10.15. In this event the departmental or police officer should notify either the secretary of the camp committee or other relevant persons in charge of an activity about the intended contact. It is reasonable to expect departmental or police officers to inform those responsible for the activity that they are investigating an allegation of harm, or risk of harm, to a child; and that they reasonably believe that:
 - 10.15.1.1. it is in the child's best interests that the officer has contact with the child before the child's parents are told about the investigation; and,
 - 10.15.1.2. the child's parents, knowing about the proposed contact in advance, are likely to adversely affect or otherwise prevent the proper and effective conduct of the investigation.
- 10.16. In the case of an allegation being made; the insurance company needs to be informed.

11. Informing other Ecclesias of Allegations of Child Abuse

- 11.1. If the secretary of the camp committee is aware that an alleged or convicted child abuser is involved in organising or attending youth activities at another ecclesia or has regular contact with children in other ecclesias, the Recorders of those ecclesias must be notified of the allegations. The secretary of the camp committee will, at their discretion, inform additional ecclesias of an allegation of abuse made against a member.

12. Support for Victims

- 12.1. The secretary of the camp committee will assist children and young people who are victims of abuse to access appropriate pastoral care, prioritising the safety and wellbeing of the child

13. Unproven and Disproved Allegations

- 13.1. If an allegation of abuse is disproved, the secretary of the camp committee will endeavour to ensure that the reputation of the person affected is reinstated. In some cases, and at the discretion of the secretary of the camp committee, a person against whom an unproven allegation has been made may not be given responsibilities for children in activities organised by the camp committee.

14. Confidentiality

- 14.1. Except where expressly allowed under the (Children, Youth and Families Act 2005) or other relevant legislation all matters regarding allegations of harm to a child are confidential. The camp committee expressly recognises that:
- 14.1.1. the identity of the person who notifies the Authorities about suspected harm, or risk of harm to a child must not be disclosed;
 - 14.1.2. the identity of children who are the subject of an investigation into suspected harm or any order under the Children youth and Families Act 2005 (Vic) must not be disclosed unless written approval is granted under the Act;
- 14.2. As a general rule, information or documents given by people involved in performing duties under Child Protection Legislation are confidential and must not be disclosed; and,
- 14.3. disclosure will be permitted if it is for purposes directly related to a child's protection or welfare or if it is otherwise required or permitted by law.

15. Compliance with Court Orders

- 15.1. All members of the Camp Committee must comply with any orders made by a court under the (Children, Youth and Families Act 2005 Vic).

16. Appendix A: Relevant Bible Teachings

- 16.1. The following Bible tenets underpin this ecclesia's child protection policy and procedures.
- 16.2. The Bible teaches that children are God's heritage. "...Jesus said, Suffer little children, and forbid them not to come unto me: for of such is the kingdom of heaven." (Matthew 19:14; Psalm 127:3).
- 16.3. The Bible teaches that in all things we should "do all to the glory of God" (1 Corinthians 10:31). This provides the over-arching goal and guide for planning, managing and deciding all matters within the camp.
- 16.4. The Bible teaches that we should practice the commandments of Christ and the fruit of the spirit (John 14:15, 15:14, Galatians 5:22-24; Ephesians 4:17-20; Philippians 4:8).
- 16.5. The Bible teaches that we are to be holy and to abstain from all appearance of evil (1 Peter 1:15-16; 1 Thessalonians 5:22).
- 16.6. The Bible teaches that all forms of abuse, including child abuse, violate the commandments of Christ and are contrary to the fruit of the spirit (Galatians 5:19-21; Ephesians 5:3-12; 1 Corinthians 6:9-10).
- 16.7. The Bible teaches that we are to love God with all our heart, strength, soul and mind, and to love our neighbour as our selves. (Deuteronomy 6:4-5; Leviticus 19:18; Matthew 19:19; 22:37-39; Mark 12:29-31; Luke 10:27; Romans 13:9; Gal 5:14; James 2:8).
- 16.8. The Bible teaches that we should obey the laws of the land in which we live, except where they directly contravene the teachings of the Bible (Romans 13:1-5; Matthew 22:21; Acts 5:29).
- 16.9. The Bible teaches that we have a particular duty of care for those within the camp who may be vulnerable or have special needs (Psalm 82:3-4; Proverbs 31:9; Acts 20:35; James 1:27).

17. Appendix B: Definition Of Terms

- 17.1. **Adult** – an individual at or over the age of 18 years.
- 17.2 **Allegation** - A reportable allegation is made where a person makes a report, based on a reasonable belief, that a camp attendee has committed reportable conduct or misconduct as defined by this policy. This includes where a reportable allegation is made against the Head of the Organisation. A reasonable belief is more than suspicion. There must be some objective basis for the belief. However, it is not the same as having proof and does not require certainty.
- 17.3 **Anglesea family camp** – also referred to as, Anglesea Bible week, Anglesea Camp, and The Camp is the annual inter - ecclesial camp held at Anglesea on behalf of the combined Melbourne Christadelphian Ecclesias.
- 17.4. **Appropriate Authorities** – State police, or relevant State child agencies authorised under child protection legislation.
- 17.5 **Betrayal of Trust** – is a term used to describe additions to the Working with Children Act and the Children and Families Act in Victoria that introduced 2 new offences: The failure to disclose offence and the failure to act offence
- 17.6. **Breach** - A breach is any action or inaction by any attendee of the camp, including children and young people, that fails to comply with any part of this policy.
- 17.7. **Child and young person** – an individual under the age of 18 years. (Yet to turn 18), (Note that a child under the age of 16 years can not consent to sexual activity.
- 17.8 **Camp Committee** – Group of Brethren and Sisters responsible for the organization of the Anglesea Camp. A secretary is appointed.
- 17.9. **Camp Activity** – an activity that is officially organised and/or advertised by the camp committee for attendees, family, friends and invited guests, held in the camp grounds or at other specified locations. The activity may not necessarily be conducted by camp attendees and could include a person contracted by the camp committee for a specific purpose.
- 17.10 **Cultural Safety** - creating an environment that is safe for all cultures, including Aboriginal and Torres Strait Islander people. This means there is no assault, challenge or denial of their identity and experience.
- 17.11. **Ecclesial Member** – any person appearing on an ecclesial roll.
- 17.12. **Emotional Abuse** – behaviour by a parent, caregiver or other person that can destroy the confidence of a child resulting in significant emotional deprivation and trauma. It encompasses a range of behaviours that harm a child and involves impairment of a child's spiritual, social, emotional, cognitive and intellectual development, and negative disturbance of a child's behaviour.
- 17.13. **Employee (employed)** - Any volunteer or paid person or persons appointed or contracted by the camp committee to perform a function. They may or may not be baptised members of a Christadelphian Ecclesia.
- 17.14 **Failure to act** – It is an offence for a person in authority to fail to protect a person under the age of 16 from the risk of sexual abuse.
- 17.15 **Failure to disclose** – It is an offence if you have a reasonable belief that a sexual offence has been committed by and adult against a child in Victoria, and do not report the offence to Victoria Police.
- 17.16 **Head of Organisation** – The Secretary of the Anglesea Camp committee or a leader who has been appointed as Head of the Organization for the purpose of complying with the “reportable conduct scheme.”

- 17.17. **Harm** – any detrimental effect of a significant nature to a child’s physical, psychological or emotional well-being.
- 17.18. **Investigator** - A person appointed by the secretary of the Anglesea camp to Investigate Allegations of Child Abuse of or by an attendee of the camp. (See Appendix F)
- 17.19. **Mandated Employment** – Employment where people working in nominated areas are required by law to report allegations and suspicions of child abuse to the appropriate State authorities. Mandated employment may vary from State to State.
- 17.20. **Neglect** – where a child is harmed by failure to provide the basic physical and emotional necessities of life such as adequate and proper food, clothing, medical aid, lodging and care.
- 17.21. **Parent and caregiver** - the child’s mother, father or someone else having or exercising parental responsibility for the child. A parent of an Aboriginal or Torres Strait Islander child includes a person who under Aboriginal or Islander custom, respectively, is regarded as a parent of the child.
- 17.22. **Person in authority** – includes arranging brethren, Sunday school teachers, youth workers and committee members.
- 17.23. **Physical Abuse** – non-accidental injury to a child by a parent, caregiver or other person. It includes injuries caused by excessive discipline, severe beatings or shakings, bruising, lacerations, welts, burns, fractures and dislocation. Physical abuse may result in permanent physical and/or psychological damage or death.
- 17.24. **Racism – prejudice, discrimination or antagonism by an individual, community, or institution against a person or people on the basis of their membership of a particular racial or ethnic group.**
- 17.25. **Reasonable suspicion** – there is evidence to indicate there is a risk of harm to a child.
- 17.26. **Reportable Conduct Scheme** – a scheme administered by the Commission for Children and Young People for reporting abuse by or against an attendee of the camp. (See appendix F).
- 17.27. **Risk of harm** – concern about the safety, welfare and well-being of a child for any of the following reasons:
- 17.27.1. The child’s basic physical or psychological needs are not being met or are at risk of not being met;
 - 17.27.2. The parents/caregivers have not arranged necessary medical care;
 - 17.27.3. The child is at risk of being physically or sexually abused or ill-treated; and,
 - 17.27.4. The child is living in a household where there have been incidents of domestic violence and, as a consequence, the child is at risk of serious physical or psychological harm.
- 17.28. **Sexual Abuse** – any sexual act or sexual threat imposed on a child including intercourse, assault, penetration, acts of indecency such as touch (including use of objects), exposure, harassment, and suggestive behaviour, in any form, and exposure of children to pornographic material. Coercion, which may be physical or psychological, is intrinsic to sexual abuse and differentiates such abuse from consensual peer sexual activity.
- 17.29. **Statutory Responsibility** – People or organisations that, under law, have duties and special rights in the area of child protection.
- 17.30. **Sunday School Teachers, craft organisers, teachers, Youth Leaders & Youth Workers** – adults who have volunteered or been appointed to teach, lead or work with young people.
- 17.31. **Training** – provision for those engaged with children in activities organised or conducted under the auspices of the camp to understand their responsibilities under the terms of the Anglesea camp policy on child protection.

18. Appendix C: Identifying Child Abuse

Anglesea Family Bible Week's Code of Conduct outlines that all attendees be aware of what constitutes Child abuse,

The following [website](#) provides information on the different types of abuse and the signs that may indicate that a child is subject to abuse.

19. Appendix D: Document Change Management

The following page describes the changes made between document revisions.

Date	Document Revision Number	Change Description
23 May 2019	Version 1.01	New Policy
29 May 2019	Version 1.02	Formatting, grammar and minor re-wording
17 March 2023	Version 2.01	Policy review in response to new Child Safe Standards
7 August 2023	Version 2.02	Editing sections: Child Safety Officer (Section 5.5) and Code of Conduct (Section 6.1.10) to reflect that not all attendees will be able to obtain a WWCC e.g. overseas visitors.

All policy revisions are to be approved by the Camp Committee

Further Information:

For further information or assistance with this policy please contact the Camp Committee Secretary

Review:

This policy is due to be reviewed every two year (next review in 2025) or following any child safety allegations or reports.

20. Appendix E: Record Keeping

Record Keeping:

The following records of Attendance and roles that involve dealing with children must be kept by the camp committee:

- Attendance records.
- Committee members.
- Teachers and Craft Organisers and student lists for each class/group.
- Working with Children Checks.
- Incident reports
- Disclosure or allegation reports

21. Appendix F: Risk Assessments and Supporting Documents

Anglesea Family Camp Child Protection Policy:

Date: 22nd March 2023

Activity Risk Assessment: Bible School and Craft Classes

Policy Procedures: (Summary of policies relating to Bible School teachers and craft activity leaders)

- All teachers/leaders (including fill-in teachers) to have a valid, up to date working with children's check.
- All teachers/leaders to be given a copy of the Child Protection Policy.
- All teachers/leaders to undergo training in the Child Protection Policy to review the policy and procedures.

Risk Assessment:

The requirements of the child protection policy are to be followed. The particular risk assessed below may require additional specific actions to minimize risk to children.

Activity	Description of Risk	Response to Risk	Responsible officer
Classroom teaching	Teachers with children without additional supervision, behind closed doors, no surveillance, possibly small class numbers or single student.	All teachers to have working with children check. Sunday School Superintendent to visit classes randomly, at least once during each class, particularly where classrooms are not visible through door or window.	Sunday School Organiser.
Toileting	Young children unsupervised in the toilets.	"Toilet monitor" to act in a supervising role.	Sunday School Organiser

Anglesea Family Camp Child Protection Policy:

Date: 22nd March 2023

Activity Risk Assessment: **Camp beach excursions, walks/hikes**

Policy Procedures: (Summary of policies relating to excursions away from the camp grounds)

- All Camp organizers to have a valid, up to date working with children's check.
- All Camp organizers to be given a copy of the Child Protection Policy.
- All Camp organizers to undergo annual training in the Child Protection Policy to review the policy and procedures.

Risk Assessment:

The requirements of the child protection policy are to be followed. The particular risk assessed below may require additional specific actions to minimize risk to children.

Activity	Description of Risk	Response to Risk	Responsible officer
Beach Day	Children can be lost or separated from the group at the Beach. Wide range of ages, unfamiliar surroundings. Access to water and risk of drowning. Use of public toilets	Risks to be discussed with parents/guardians prior to the activity. Responsibility of the parents/guardians to be reinforced. Camp committee to employ heightened awareness around water bodies.	Camp committee
Walks/hikes	Children can be lost or separated from the group. Road crossings	Risks to be discussed with parents/guardians prior to the activity. Responsibility of the parents/guardians to be reinforced. Camp committee to delegate a responsible person at the head and tail of the group to control group movements and avoid separation of smaller groups or individuals	Camp committee

Anglesea Family Camp Child Protection Policy:

Date: 22nd March 2023

Activity Risk Assessment: **Leaving Camp Ground**

Policy Procedures: (Summary of policies relating to persons leaving the camp)

- All Camp organizers to have a valid, up to date working with children's check.
- All Camp organizers to be given a copy of the Child Protection Policy.
- All Camp organizers to undergo annual training in the Child Protection Policy to review the policy and procedures.

Risk Assessment:

The requirements of the child protection policy are to be followed. The particular risk assessed below may require additional specific actions to minimize risk to children.

Activity	Description of Risk	Response to Risk	Responsible officer
Attendees temporarily leaving the camp	Lack of supervision	Camp committee to nominate responsible person and ensure parents and or guardians permission is gained. No attendee is to leave camp without permission	Camp committee

Anglesea Family Camp Child Protection Policy:

Date: 20th May 2019

Activity Risk Assessment: **Free Time**

Policy Procedures: (Summary of policies relating to Free time at the camp)

- All Camp organizers to have a valid, up to date working with children's check.
- All Camp organizers to be given a copy of the Child Protection Policy.
- All Camp organizers to undergo annual training in the Child Protection Policy to review the policy and procedures.

Risk Assessment:

The requirements of the child protection policy are to be followed. The particular risk assessed below may require additional specific actions to minimize risk to children.

Activity	Description of Risk	Response to Risk	Responsible officer
Free time	Children can be unsupervised, spread over a wide area including bush land or within dormitories.	Risks to be discussed with parents/guardians prior to the activity. Responsibility of the parents/guardians to be reinforced.	Camp committee

Anglesea Family Camp Child Protection Policy:

Date: 20th May 2019

Activity Risk Assessment: **Dormitories**

Policy Procedures: (Summary of policies relating to Dormitories at the camp)

- All Camp organizers to have a valid, up to date working with children's check.
- All Camp organizers to be given a copy of the Child Protection Policy.
- All Camp organizers to undergo annual training in the Child Protection Policy to review the policy and procedures.

Risk Assessment:

The requirements of the child protection policy are to be followed. The particular risk assessed below may require additional specific actions to minimize risk to children.

Activity	Description of Risk	Response to Risk	Responsible officer
Dormitories	Children can be unsupervised, Sleeping arrangements compromised. Lack of privacy	Allocation of dormitory rooms remains the responsibility of the person appointed by the camp committee for the task. No room allocations can be changed without the consent of the appointed committee member. Children or young people can only be accommodated away from the parent/guardian with permission from the relevant parent/guardian. The appointed committee member has the right to refuse any request to change allocated dormitory rooms.	Camp committee

Anglesea Family Camp Child Protection Policy:

Date: 20th May 2019

Activity Risk Assessment: **Online Environments**

Policy Procedures: (Summary of policies relating to Bible School teachers and craft activity leaders)

- All teachers/leaders (including fill-in teachers) to have a valid, up to date working with children's check.
- All teachers/leaders to be given a copy of the Child Protection Policy.
- All teachers/leaders to undergo training in the Child Protection Policy to review the policy and procedures.

Risk Assessment:

The requirements of the child protection policy are to be followed. The particular risk assessed below may require additional specific actions to minimize risk to children.

Activity	Description of Risk	Response to Risk	Responsible officer
Classroom teaching	Children access and or share inappropriate materials online environments via personal phones or devices	No personal devices allowed during Sunday School sessions. Parents asked to supervise any device use, should it be required.	Sunday School Organiser.

Record of Child Abuse Disclosure

If a child or young person makes a disclosure or allegation regarding child abuse, this form must be completed by the person to whom the disclosure was made. This form should then be supplied to the appropriate state authorities (see below) and/or to the camp committee. The camp committee should also be notified.

Please ensure that the safety and welfare of the child or young person is given priority. The child or young person should be supported and not questioned or cross examined.

1. Date:.....

Your details:
2. Name of the person who is completing this form:.....
3. Contact phone number:.....

Your report:
4. Name of the child or young person making the disclosure or allegation:.....
5. Date of the incident:.....
6. Details of the disclosure or allegation: (Note that the child or youth person making the disclosure or allegation should not be questioned further, simply detail what you have been told.)

7. Name and contact details (if known) of the alleged perpetrator:.....

8. Is the alleged perpetrator an attendee of the camp?.....

9. Do you intend to report the disclosure or allegation to the State Authorities?.....

Reports should be made to:

Child Protection
Intake office where the child lives:
<https://services.dhhs.vic.gov.au/child-protection-contacts>
After 5pm and on weekends, contact the Child Protection After Hours service on 13 12 78

10. Who else is aware of the disclosure or allegation?.....

11. Your signature:.....

Please pass this completed form to the secretary of the camp committee and/or to any of the following:

A Department of Human Services Officer,
The Police.

Form 2:

Record of Child Abuse Allegation
Initial report to the Commission for Children and Young People

If a person makes a disclosure or allegation regarding child abuse, this form must be completed by the head of Organisation and submitted to the Commission for Children and Young People within 3 business days from the date that the allegation was made.

Please ensure that the safety and welfare of the child or young person is given priority. The child or young person should be supported and not questioned or cross examined. If required, a formal investigation will be requested by the commission. This form should be a brief summary of the allegation, not a summary of any investigation.

1. Date:.....

Your details:
2. Name of the person who is completing this form:.....
3. Contact phone number:.....

Your organization details:
4. Organisation name:.....
5. Head of organization name:.....
6. Head of organization contact details:.....
7. Child safety officer name: (if applicable).....
8. Child safety officer contact details: (if applicable).....

Your report:
9. Name of the person making the disclosure or allegation:.....
10. Has a Police report been made (Y/N)..... if yes attach a copy of the Police report.
11. Date of the incident:.....
12. Details of the disclosure or allegation: (Note that the child or youth person making the disclosure or allegation should not be questioned further, simply detail what you have been told.)

13. Name and age of any victim:.....
14. Name and contact details (if known) of the alleged perpetrator:.....
15. Their date of Birth.....
16. Their camp role (if any).....
17. Relationship with the victim (if any).....

18. Is the alleged perpetrator a camp attendee?.....
19. If yes, what roles to they perform within the camp (if any)? Eg Sunday School Teacher:.....
20. List their working with children registration number if applicable.....

21. Your signature:.....

22. Appendix G: Reportable Conduct Scheme

What is reportable conduct?

If you are aware of sexual abuse against a child, this is a criminal Act and must be reported to the Police by dialing 000.

There are other forms of abuse which may be of interest to the Police and the Commission for Children and Young people which must also be reported, or if you are unsure if a matter constitutes an criminal Act, these allegations of abuse can also be reported.

There are five types of 'reportable conduct' listed in the Child Wellbeing and Safety Act 2005:

- sexual offences (against, with or in the presence of, a child)
- sexual misconduct (against, with or in the presence of, a child)
- physical violence (against, with or in the presence of, a child)
- behaviour that causes significant emotional or psychological harm
- significant neglect.

Note a child is anyone under the age of 18.

Who can make a report?:

The Reportable Conduct Scheme is concerned with significant allegations about behaviour or actions towards a child within the camp environment. Accordingly, allegations can only be made about emotional or psychological harm or neglect that is significant and involves an allegation towards or by an attendee of the camp.

Anyone can make an allegation that abuse has occurred either to the head of the organization (secretary) or The Child Safety Person or any of the committee. Or Allegations can be made direct to the commission for Children and young people:

Telephone: 8601 5281

- Email: childsafestandards@ccyp.vic.gov.au

Further information is also available on the Commission for Children and Young People's website at www.ccyp.vic.gov.au

Allegations may be made about serious forms of harm or behaviors that have a lasting or permanent effect, however, this does not always need to be the case. It is enough that the alleged conduct is more than trivial or insignificant to fall within the definition of significant under the Reportable Conduct Scheme.

What must the Head of the organisation do?:

Section 16M of the Child Wellbeing and Safety Act 2005 requires the head of an organization (secretary of the anglesea camp committee) to initially notify the Commission of a reportable allegation **within three business days** and update the Commission of progress within 30 calendar days. They must also **investigate** the reportable allegation and provide the findings of the investigation where requested by the Commission.

Full details of the reporting procedure as available on line at www.ccyp.vic.gov.au and may be amended or updated from time to time.

Anglesea Camp Reporting procedure:

1. Upon receiving notification of an allegation of abuse the Head of the Organization must appoint a child safety officer to record the details of the allegation. (Form 1 can be used).
2. The head of the organization must ensure that the child safety officer has no conflict of interest in relation to the collation of the allegation details.
3. Within 3 business days, the child safety officer must provide a report to the Commission for Children and Young People with the information as listed in form 3. The report is provided using the Commission's online eform (see www.ccyp.vic.gov.au) by filling in the details recorded on form 3.
4. The commission will advise on any further action to be taken. This could be in the form of:
 - a. Disciplinary action
 - b. Modifications to procedures/policies or roles
 - c. Response from the alleged perpetrator
 - d. Clarification of events, dates.
 - e. Internal investigation
 - f. External investigation
5. After 30 days the child safety officer must provide a further report on outcomes of any actions taken using the online eform found on the web site www.ccyp.vic.gov.au
6. The committee will review the Child Protection Policy and modify as necessary to provide greater levels of protection where necessary.

Investigation Procedures:

An investigation into a reportable allegation is an investigation aimed at gathering and examining information to establish facts and make findings in relation to allegations of child abuse against a camp attendee. The investigation may also make recommendations about what action should be taken (if any). An effective investigation requires a systematic approach to assessing and managing an allegation, followed by a sound decision-making framework that enables procedural fairness for all parties in the investigation process.

If the Commission for Children and Young People requires the allegation be investigated by the committee the following general principals will apply:

1. An investigator will be appointed by the secretary of the anglesea camp committee who could be a member of an ecclesia, a member of the committee or an external investigator who the secretary of the anglesea camp committee considers appropriate.
2. In choosing an investigator, the secretary of the anglesea camp committee must consider, family connections and avoid conflicts of interest that may be present within the camp attendees.
3. The Head of the Organisation (secretary of the anglesea camp committee) must inform the Commission of the name and contact details of the appointed investigator as soon as the appointment is made.
4. The investigation should determine the likelihood of the allegation actually occurring.
5. The investigator will expect the full co-operation of those with any knowledge of the alleged event.
6. The investigator may need to question witnesses or collect evidence however if in the course of an investigation the investigator forms a reasonable belief that a criminal offence has occurred, the matter must be referred to the Police.
7. A full report of an investigation must be provided to the Commission for Children and Young people within 30 days of a request to investigate and must be provided using the eform found on the commissions website www.ccyp.vic.gov.au .
8. The report should include details of any policy improvement or disciplinary action required.

Information sheets on the reportable conduct scheme are available for download from: www.ccyp.vic.gov.au and may be amended or updated from time to time.

23. Appendix H: Volunteer Training

The Child Safety Officer will conduct training at the commencement of each Anglesea Family Bible Week for all those involved in children's activities, on the following issues as explained in this policy:

- children's rights
- child safety and wellbeing procedures
- recognizing signs of child abuse or harm
- responding to disclosures
- understanding and responding to harmful behaviours by a child towards another child
- record keeping
- risk assessment and management
- external reporting obligations
- creating a culturally safe and inclusive environment and responding to racism

A record will be kept of the date of training and those who attended.

Further support is available from the Child Safety Officer.