

## CP32 Child Protection Policy

### Purpose

This purpose of this policy is to outline Christian Youth Camps (CYC) commitment to the protection of children and vulnerable people from all forms of abuse.

### Scope

This policy applies to all CYC Ltd employees, contractors, sub-contractors, guests and visitors on all CYC Ltd sites, using CYC Ltd vehicles or off-site on CYC Ltd business.

### Definitions

**Child-** In Victoria, a child is considered anyone under 18 years of age.

**Staff and/or Employee** means a single person or group of people performing regular directed work/tasks (paid or unpaid) on behalf of CYC Ltd or any of its registered entities.

**Guest** means any paying or non-paying person legally using any CYC property or registered site to participate in any CYC advertised activity.

**Child Protection** means any responsibility, measure or activity undertaken to safeguard children from harm.

**Child Abuse** means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (eg. For financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

**Child sexual assault** is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

**Reasonable grounds for belief** is a belief based on reasonable grounds that child abuse has occurred when all known consideration or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- a) The child is in need of protection.
- b) The child has suffered significant harm as a result of physical injury.
- c) The parents are unable or unwilling to protect the child.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

### **Types and Indicators of Abuse**

**Sexual Abuse** is when a child is used by an adolescent or adult for his or her own sexual stimulation or gratification. The abuse can be contact or non-contact.

#### **Sexual Abuse Indicators**

- a) Sexualised behaviour or promiscuity
- b) Inappropriate or persistent sexual play
- c) Knowledge of sexual behaviour
- d) Disclosures through art
- e) Problems with sexual areas
- f) Sudden unexplained fears
- g) Bed wetting and/or soiling
- h) Disrupted sleep patterns
- i) Unusual aggressive behaviour towards others or pets
- j) Unusual behaviours or changes in behaviours or appetites
- k) Questions about sexual topics
- l) Indicators involving parents, caregivers, siblings, other adults

**Physical Abuse** is the non-accidental use of physical force against a child that causes, or is likely to cause, harm to the child.

#### **Physical Abuse Indicators**

- a) Unexplained injuries – location, size, frequency and shape of bruises, burns, breaks
- b) Inconsistent explanations
- c) Child's Behaviour – submissive, anxious, fears going home, cowers
- d) Family history of violence/abuse
- e) Delay between injury and receiving medical assistance
- f) Parent who shows little concern
- g) Parent isolating a child
- h) Admission by parents

**Child Emotional Abuse** is a parent or caregiver's inappropriate verbal or symbolic acts toward a child and/or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability.

#### **Emotional Abuse Indicators**

- a) Extremes of behaviour
- b) Lacks empathy
- c) Inappropriately destructive or cruel
- d) Poor peer relationships
- e) Delayed development
- f) Behaviours inappropriate for their age
- g) Negative emotions – anxiety, fears, shame, depression
- h) Compulsive behaviours
- i) Low self esteem

- j) Uncharacteristic seeking of attention or affection
- k) Erratic appetites
- l) Reluctance to go home
- m) Rocking, sucking thumbs or self-harming
- n) Concerning behaviour involving parent or caregiver

**Neglect** is the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing.

**Neglect Indicators**

- a) Signs of malnutrition
- b) Poor hygiene
- c) Unattended physical or medical problems
- d) Inadequate supervision
- e) Child appears constantly tired
- f) Frequent lateness or absence
- g) Inappropriate clothing
- h) Alcohol or drug abuse present in the house
- i) Frequent illness
- j) Self-comforting behaviours or craving attention
- k) Home environment inappropriate

**Policy**

Christian Youth Camps Ltd (CYC) is committed to promoting and protecting the best interests of children involved in all CYC activities, at all times, while attending our facilities.

All children regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

CYC has zero tolerance for child abuse. Every person working at CYC is responsible for the care and protection of the children within CYC's care and reporting information about alleged child abuse.

Child protection is a shared responsibility between all employees, workers, contractors, volunteers and members of the CYC community.

CYC will consider the opinions of children and use their opinions to develop child protection policies.

CYC supports and respects all children, employees and volunteers. CYC is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

CYC Ltd will appoint a Child Safety Officer. The Child Safety Officer is available for anyone to gain advice and support from in relation to child protection.

**CYC Ltd Child Safety Officer**

Kerry Scarlett

Email: [kerry@cyc.org.au](mailto:kerry@cyc.org.au)

Ph: 5952 5782

Address: 1775 – 1801 Phillip Island Rd, Cowes 3922

If any person believes a child is in immediate risk of abuse, telephone 000.

### **Accommodation Arrangements**

CYC maintains the stance that male and female sleeping accommodation should be segregated at all times and supervision of the same must be carried out by a person of the same gender as the children occupying the accommodation. This also applies to off-site camp outs.

### **Responsibilities**

#### CYC Board:

The CYC board has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate effective internal control systems are in place to prevent it. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

#### CYC General Manager:

The General Manager of CYC is responsible for:

1. Ensuring that all employees, contractors and volunteers are aware of relevant laws, organisational policies and procedures and the CYC Code of Conduct.
2. Ensuring that all adults within the CYC community are aware of their obligation to report alleged sexual abuse of a child in accordance with these policies and procedures.
3. Ensuring that all employees, contractors and volunteers are aware of their obligation to observe the CYC Code of Conduct.
4. Providing support for employees, contractors and volunteers in undertaking their child protection responsibilities.
5. Reporting allegations of abuse by CYC employees/volunteers to the Commission for Children & Young People via the Reportable Conduct Scheme.

#### Site Managers/CYC Ministries Manager

Site Managers are responsible for:

1. Promoting child safety at all times
2. Ensuring that all employees, contractors and volunteers are adhering to organisational policies and procedures and the CYC Code of Conduct.
3. Assessing the risk of child abuse at their site and minimising any risks where reasonably practicable.
4. Educating staff about the prevention and detection of child abuse
5. Reporting allegations and disclosures of abuse to Child Protection Services
6. Notifying the General Manager of any allegations and disclosures of abuse that are reported to Child Protection Services, as soon as practicable but preferably before Child Protection Services are notified if possible.

**\*\*NOTE:** The CYC Ministries Manager is not required to report allegations and disclosures of abuse to the General Manager before notifying Child Protection Services.

#### Camp Directors

Camp Directors are responsible for:

1. Promoting child safety at all times

2. Ensuring that all employees, contractors and volunteers are adhering to organisational policies and procedures and the CYC Code of Conduct.
3. Assessing the risk of child abuse at their camp and minimising any risks where reasonably practicable.
4. Reporting allegations and disclosures of abuse to Child Protection Services
5. Notifying the CYC Ministries Manager of any allegations and disclosures of abuse that are reported to Child Protection Services.

### Employees/Volunteers

All employees and volunteers share in the responsibility for the prevention and detection of child abuse and must:

1. Familiarise themselves with the relevant laws, the CYC Code of Conduct and CYC's procedures in relation to child protection, and comply with all requirements.
2. Report any allegation or reasonable belief that a child's safety is at risk to the Supervisor/Site Manager immediately.
3. Provide an environment that is supportive of all children's emotional and physical safety.

### **Employment of New Employees/Selection of Volunteers**

CYC undertakes a comprehensive recruitment and screening process for all employees and volunteers which aim to:

- Promote and protect the safety of all children under the care of CYC.
- Identify the safest and most suitable people who share CYC's values and commitment to protect children.
- Prevent a person from working at CYC if they pose a risk to children.

CYC requires all employees and volunteers to pass through the organisation's recruitment and screening processes prior to commencing work with CYC. This includes, but is not limited to:

- Interview with the Site Manager/Head of Department
- Reference checking
- Obtaining a Working With Children Check
- Completing the In Safe Hands Child Protection online course

### **Work Experience and Work Placement Students**

CYC requires all Work Experience and Work Placement students who are over 18 to obtain a Working with Children Check.

### **Reporting Abuse**

Any employee or volunteer who forms a reasonable belief of that abusive activity has or may take place must report this by following the P32 Child Protection Reporting Procedures.

In situations where the supervisor is the alleged perpetrator, or if the person with the allegation does not believe the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of authority.

Site Managers and Camp Directors must report complaints of alleged abusive behavior or misconduct to the appropriate external regulatory body such as Victoria Police or Child Protection Services in conjunction with the General Manager.

The above does not eliminate the employee's ability to contact Child Protection Services at their own discretion.

### **Investigating Reports of Abuse**

If the authorities (Child Protection Services, Police or Commission for Children & Young People) conduct an investigation, all staff and/or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Site Manager will consult with the authorities to determine whether an internal investigation is appropriate.

The Site Manager will make every effort to keep any such investigation confidential; however from time to time other members of staff may need to be consulted in conjunction with the investigation.

### **Responding to alleged abuse by a CYC staff member or volunteer**

If it is alleged that an employee or volunteer may have committed an offence or have breached CYC's Policies, Procedures or Code of Conduct, the person concerned may be stood down while an investigation is conducted.

Allegations of child abuse by a CYC staff member or volunteer require mandatory reporting to the Commission for Children & Young People by the General Manager.

If the investigation concludes that an offence has occurred then disciplinary action may follow, up to and including dismissal. The findings of the investigation will also be reported to any other external body as required.

### **Privacy**

All personal information considered or recorded will respect the privacy of individuals involved unless there is a risk to someone's safety. CYC will have safeguards and practices in place to ensure any personal information is protected.

### **Reviewing this Policy**

Every two years, and following every reportable incident, a review will be conducted to assess whether CYC's child protection policies and procedures require modification to better protect the children under CYC's care.

### **Related Documents**

P32 Child Protection Reporting Procedure  
P32a CYC Child Protection Code Of Conduct  
F32 Child Abuse Disclosure Form  
CP8 Privacy Policy  
P39 Reference Checking Procedure

<b>Authorised by:</b>	Mark Rowe (General Manager, Christian Youth Camps)
<b>Effective Date:</b>	22 <sup>nd</sup> December 2016 (This document replaces OH&S 07 Child Protection Policy & Reporting Procedures.)
<b>Reviewed and Updated:</b>	March 2018
<b>Next Review Date:</b>	March 2020

A copy of this policy is retained at all Christian Youth Camps offices and sites.