



"Service Above Self"

## **The Rotary Club of West Pennant Hills & Cherrybrook Inc.**

# **Child Protection Policy & Procedure Manual**

### **Purpose**

This policy and procedure manual outlines the following:

- What the Rotary Child Protection Policy is
- How the Child Protection Policy is managed and maintained (and by whom)
- Who is responsible for ensuring compliance with the Child Protection Policy

The Child Protection Policy has been developed to comply with:

- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young People (Care and Protection) Act 1998
- The Rotary International Sexual Abuse and Harassment Prevention Policy.

Version History – see Table at end of document

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# Child Protection Policy & Procedure Manual

RC of WPH&C Inc. (Version 1.1)

## 2.1 Child Protection Policy

### Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the RI Board of Directors, November 2002

### Policy Statement

The Rotary Club of West Pennant Hills and Cherrybrook is an incorporated entity which operates under the name of Rotary International.

The Rotary Club of West Pennant Hills and Cherrybrook will prioritise its efforts to prevent the abuse of children occurring whilst children are involved in Rotary programs.

The Rotary Club of West Pennant Hills and Cherrybrook will take steps to prevent the abuse of children within the activities of the organisation through educating members and the implementation of work systems (i.e. probity screening and routine training).

Rotary International is a child safe organisation and it is the responsibility of all Club members to comply with the Child Protection Policy.

The Rotary Club of West Pennant Hills and Cherrybrook will respond to instances or complaints of child abuse occurring within a program with procedures consistent with the expectations of the NSW Department of Family and Community Services, NSW Police and Rotary International Sexual Abuse and Harassment Prevention Policy.

Compliance training for the Child Protection Policy and Procedure Manual is required annually and prior to participating in a Child Related Work Event or Activity.

### Purpose

The Rotary Club of West Pennant Hills and Cherrybrook Child Protection Policy prescribes the procedures for:

- Reporting of Risk of Significant Harm (ROSH) under Children and Young People (Care and Protection) Act 1998
- Appropriate background screening for volunteers working with children
- Dealing with Volunteers who become 'barred' under the Child Protection (Working with Children) Act 2012

### Confidentiality

Under the Child Protection (Working with Children) Act 2012 all information relating to an individual is to be kept strictly confidential. Information is to be accessed by authorised individuals only as outlined in this policy and procedure manual and is not to be shared.

All members of the Rotary Club of West Pennant Hills and Cherrybrook are to ensure confidentiality in all situations. In the event of a breach of the Child Protection Policy relevant information is to be provided as per policy 2.2 Reporting a Breach of the Child Protection Policy.

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## 2.2 Reporting a Breach of the Child Protection Policy

Any member of The Rotary Club of West Pennant Hills and Cherrybrook who becomes aware of the inappropriate conduct of a club member including but not limited to any allegations or incidents of abuse, neglect or ill-treatment of children or young people during a Club activity is immediately required to report the incident to the Club's Child Protection Officer who will then inform a District Child Protection Officer.

As part of being a good community citizen, all Rotary Club of West Pennant Hills and Cherrybrook members are expected to report to the Department of Family and Community Services Child Protection Helpline 132 111 any concerns that a child or young person is at "*risk of significant harm*" (*ROSH*) even though no Rotary activity is involved.

A child or young person is at *risk of significant harm* if the circumstances that are causing the concern for the safety, welfare or wellbeing are:

- Present to a significant extent.
- Sufficiently serious enough to warrant a response by a statutory authority irrespective of a family's consent.
- Not minor or trivial.
- May reasonably be expected to produce a substantial and demonstrable adverse impact on the child's safety, welfare or wellbeing.
- May be a single act or omission or an accumulation of these.

*Risks of significant harm* may relate to:

- Physical abuse.
- Sexual abuse (including grooming).
- Psychological harm.
- Relinquishing care (e.g. child/young person under 16 years not being allowed back home), and
- Carer concerns (e.g. parent/caregiver substance abuse; parent/carer mental health; parent/carer domestic abuse)

### **What is the difference between inappropriate conduct and abuse?**

There are behaviours which demonstrate inappropriate conduct or misconduct but in all likelihood would not be regarded as abuse. For example:

- Telling inappropriate jokes to children
- Making inappropriate comments on a one off basis, such as calling a child or young person 'silly' or 'smelly'

The Rotary Club of West Pennant Hills and Cherrybrook deems this type of conduct by its members in the course of club business as inappropriate and not acceptable. If it does not relate to:

- allegations of sexual misconduct,
- physical assault,
- ill-treatment or neglect of a child, or is
- psychologically harmful to a child,

the club will address the issue through the Grievance Procedures.

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## Reporting a Breach of the Child Protection Policy Procedure

### Who

Rotary Club of West Pennant Hills and Cherrybrook Members

### When

Immediately upon receiving a report of allegations or incidents of abuse, neglect or ill-treatment of children or young people by a Club member or volunteer.

For the purpose of this policy Rotary Members or associated volunteers are:

- A member of any Rotary club
- A member of any Rotaract club
- A paid employee of Rotary
- A volunteer providing services to a rotary club program (such as exchange program host parents)
- Honorary Rotarian
- Friend of Rotary
- A spouse or partner of a member of any Rotary Club
- Corporate Member

### Start of Procedure

#### Step 1

Upon receiving information relating to allegations or incidents of abuse, neglect or ill-treatment of children or young people by Rotary members or associated volunteers as listed above, collect the following information about the incident and risks involved, including:

- The children involved
- The adult/parent/care giver involved

Gather the information presented to you, do not conduct further enquiries or an investigation.

Is a risk of significant harm to the child or children involved present?

Yes - go to Step 2

No - go to Step 3

#### Step 2

Contact the Department of Family and Community Services Child Protection Helpline on 132 111 and provide the information received in Step 1. Follow any recommendations or directions of the Helpline staff.

#### Step 3

Contact the District Child Protection Officer; provide the information received in Step 1. Additionally advise if the Child Protection Helpline was contacted.

If the Child Protection Helpline was not contacted the District Child Protection Officer will advise if this is required.

If the District Child Protection Officer is unavailable or in the event of an allegation made against the Child Protection Officer contact the Club President or District Governor.

### End of Procedure

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## 2.3 Identify Child Related Work Events and Activities

When organising a Rotary Event the event organiser must refer to the below table to determine if the event is considered a Child Related Work Event or contains a Child Related Work Activity.

Does the event or activity provide programs or services for children (person under 18 years of age)?	No - Not a Child Related Work Event or Activity
Could the event or activity require direct contact (physical contact, face to face; without parent/care giver presence) with children?	Yes – This is a Child Related Work Event or Activity
Does the role involve work in a child related role, or child related setting?	Yes – This is a Child Related Work Event or Activity

The following are examples of Child Related Work Events or Activities organised by the Rotary Club of West Pennant Hills and Cherrybrook;

- Garage Sale
- Book Fair
- Red Shield Appeal

## 2.4 Holding a Child Related Work Event or Activity

In compliance with the Child Protection (Working with Children) Act 2012 the Rotary Club of West Pennant Hills and Cherrybrook will not allow a person who is subject to a bar or interim bar to be involved in child related work. Furthermore, the Rotary Club of West Pennant Hills and Cherrybrook will not allow any individual who otherwise presents an unacceptable risk to children to be involved in a Child Related Work Event or Activity.

The organiser (be it an individual or committee/team) of a Child Related Work Event or Activity is responsible for ensuring all club members have a Working with Children Check Clearance. This must be completed prior to the event or activity and the organiser must ensure compliance throughout the event.

### 2.4.1 Notification of Child Related Work Events and Activities

The organiser of a Rotary Club of West Pennant Hills and Cherrybrook Child Related Work Event or Activity is required to advise all potential volunteers that a Working with Children Check Clearance is required to volunteer for the event or activity.

All sign-up sheets must clearly state the Child Related Work status.

For Example:

*This is a Child Related Work Event and all volunteers need to have a current Working with Children Check Clearance.*

Or

*This event includes Child Related Work Activities. Only volunteers with a current Working with Children Check Clearance may assist with these specific activities. Volunteers without clearance will be unable to assist with the Child Related Work Activities.*

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## 2.4.2 Ensuring Volunteer Clearance for Your Child Related Work Event and/or Activity

### i. Prior to Event of Activity

**Who** - Event organiser

**When** - At the completion of sign up.

#### **Start of Procedure**

##### Step 1

Provide the volunteer list to a Working with Children Check Verification Officer (WWC Verification Officer). Include the date and location of the Child Related Work Event or Activity and the required date of return.

##### Step 2

The volunteer list will be returned and a Notification of Volunteers without Clearance will be attached advising of any volunteers without a current Working with Children Check Clearance.

Schedule volunteers as follows:

Child Related Work Event: all volunteers must have a current Working with Children Check Clearance.

Child Related Work Activity: all volunteers specific to this activity must have a current Working with Children Check Clearance.

##### Step 3

Notify all volunteers of their positions as required.

#### **End of Procedure.**

### ii. At the Event or Activity

The organiser of a Child Related Work Event (CRWE) must ensure all volunteers have a current Working with Children Check Clearance as per the advice of the club WWC Verification Officer.

Non-club member volunteers who show up on the day (did not complete the sign-up sheet) are unable to participate in a CRWE. Club members who did not complete the sign-up sheet may participate provided the club WWC Verification Officer is contacted and confirms their WWC clearance.

The organiser of an event including a Child Related Work Activity (CRWA) must ensure all volunteers specific to the CRWA have a current Working with Children Check Clearance as per the advice of the club WWC Verification Officer.

Non-club member volunteers who show up on the day (did not complete the sign-up sheet) for an event including a CRWA are not to be scheduled to work on the CRWA. Club members who did not complete the sign-up sheet may participate provided the club WWC Verification Officer is contacted and confirms their WWC clearance.

### iii. Post the Event or Activity

At the conclusion of the Child Related Work Event or Activity all documentation relating to the rostering of volunteers must be included as part of the review process.

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## 2.5 Volunteer Working with Children Check

Members of the Rotary Club of West Pennant Hills and Cherrybrook at times engage in 'child-related work', as defined in the *Child Protection (Working with Children) Act 2012*. Accordingly, Rotary Club of West Pennant Hills and Cherrybrook must ensure that persons seeking to volunteer in 'child-related work' have their Working with Children Check Clearance.

It is the policy of Rotary Club of West Pennant Hills and Cherrybrook that all members complete a Working with Children Check – Volunteer.

For the purpose of this policy Rotary Members or associated volunteers are;

- A member of any Rotary club
- A member of any Rotaract club
- A paid employee of Rotary
- A volunteer providing services to a rotary club program (such as exchange program host parents)
- Honorary Rotarian
- Friend of Rotary
- A spouse or partner of a member of any Rotary Club
- Corporate Member

### Who

All members of the Rotary Club of West Pennant Hills and Cherrybrook.

### When

As part of a Membership application, or

Three months prior to expiration of current Working with Children Check.

**Important: PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.**

### Start of procedure

#### Step 1

Go to website <https://wwccheck.cryp.nsw.gov.au/Applicants/Application#> to complete a Working with Children Check NSW

#### Step 2

Complete all Personal details as they appear on your identification documents.

If you have changed your name you will be required to enter in your full name prior to your name change in the Additional names section. A change of name includes a name change due to marriage.

#### Step 3

Complete your Birth details.

#### Step 4

Complete Purpose for check by selecting Volunteer.

Complete Child-related sector by selecting Clubs or other bodies providing services to children.

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## Step 5

Complete the Confirm identity section by providing the details of your identification document for example: Drivers Licence.

Click the Next button.

## Step 6

Read and complete the Consent forms.

Complete the security measure. Click submit.

## Step 7

A New application receipt screen will appear including your application number.

## Step 8

Your application number along with your chosen identification used in Step 5 must be taken to a NSW Service Centre to complete the application.

## Step 9

You will receive notification of your Working with Children Check status and number (if applicable). The Working with Children Check number and your date of birth must be provided to a Rotary Club of West Pennant Hills and Cherrybrook WWC Verification Officer.

## End of Procedure.

## 2.6 Complaint Procedure for Working with Children Check

All complaints relating to Working with Children Checks are to be conducted as per the Grievance Procedures.

In the first instance contact a WWC Verification Officer, if they are unable to resolve your complaint the WWC Verification Officer will refer you to the appropriate contact or escalate as per the Rotary Grievance Procedures.

### 2.6.1 Non Clearance

All Working with Children Checks are conducted by the Officer of the Children's Guardian. Any queries regarding the receipt of a status other than a Clearance are to be directed to the Office of the Children's Guardian <http://www.kidsguardian.nsw.gov.au/about-us/who-we-are/complaints>

### 2.6.2 Procedural Complaint

For all procedural complaints refer to the table below:

Area	Suggested Action
Received WWC Number however not being scheduled for Child Related Work Activities or Events.	Provide WWC Check number to the WWC Verification Officer as per 2.5 Volunteer Working with Children Check Step 9.
Event roster	Contact the Event or Activity Organiser.
Duties undertaken by WWC Verification Officers including Verification and record keeping	Contact a WWC Verification Officer.  Complaints of this nature will escalate to the District Child Protection Officer.
Breach of Privacy	Grievance Procedure escalated immediately to the District Child Protection Officer.



## 2.7 WWC Verification Officers

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### 2.7.1 Working with Children Check Records

It is a requirement under Child Protection (Working with Children) Act 2012 that the club confidentially stores all information and record keeping pertaining to Working with Children Checks.

It is prohibited to pass on any information relating to the Working with Children Check of any individual to any other person or Club Board/Committee/Team/Member. This includes any data provided as part of the Working with Children Check such as date of birth and names.

WWC (Working with Children Check) Verification Officers may share this information with another WWC Verification Officer if it is relevant to their duties.

All duties related to Working with Children Check Verification and record keeping are to be performed by a WWC Verification Officer.

Rotary Club of West Pennant Hills and Cherrybrook has mandated there will be three (3) WWC Verification Officers. Only current WWC Verification Officers are permitted to access and update Working with Children Check records and emails as required.

### 2.7.2 WWC Verification Officer Selection criteria, process and term

#### Selection Criteria

The Rotary Club of West Pennant Hills and Cherrybrook has determined the following selection criteria for the position of WWC Verification Officer:

- Must be a member of the Rotary Club of West Pennant Hills and Cherrybrook
- Need to have a current WWC Clearance
- Must abide by the Policies and Procedures of the Rotary Club of West Pennant Hills and Cherrybrook
- Demonstrate a practical understanding of confidentiality
- Commit to maintaining confidentiality within the role
- Comfortable and confident using written and verbal communication (will be required to liaise with Event Organisers)
- Comfortable with the use of technology including but not limited to using a computer/laptop, operating an email account and accessing/navigating the internet.

#### Selection Process

Suitable applicants will be interviewed by a panel of three (3) interviewers known as the Selection Panel. The Selection Panel will consist of three (3) of the following individuals:

- President
- President Elect
- Immediate Past President
- President Nominee

A total of three (3) WWC Verification Officers are required by the Rotary Club of West Pennant Hills and Cherrybrook and each gender must be represented.

All selections made by the Selection Panel are to be ratified by the Board.

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## Term

The position of WWC Verification Officer is normally a three (3) year term, reviewed annually by the Board. The Public Officer is normally a one (1) year term.

An optional extension of two (2) years is available at the request of the individual, on recommendation of the Selection panel and at the discretion of the Board.

## 2.7.3 Verify Working with Children Check

### **Who**

WWC (Working with Children Check) Verification Officer

### **When**

Upon receiving a WWC number and date of birth from a club member.

### **Start of procedure**

#### Step 1

Log onto website <https://wwccheck.ccyp.nsw.gov.au/Employers/Login>

Enter in Rotary Club of West Pennant Hills and Cherrybrook Username and Password and select Login.

#### Step 2

Enter the club members surname, date of birth and working with Children Check number and Click Verify.

#### Step 3

Check the status of the club member.

Is the club member Cleared? Yes Continue to step 5 No Continue to Step 4

#### Step 4

Open the WWC Check Register

Status	Action Required
Application in Progress	Under the legislation the club member may work with Children. The Rotary Club of West Pennant Hills and Cherrybrook has determined a club member with this status may not work with children. If the applicant becomes barred notification will be received. Record status and date of verification on the WWC Check Register.
Barred	Under the legislation the club member may not work with Children. Record status and date of verification on the WWC Check Register.
Interim Bar	Under the legislation the club member may not work with Children. Record status and date of verification on the WWC Check Register.
Expired	Under the legislation the club member may not work with Children Record status and date of verification on the WWC Check Register.

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Not Found	Under the legislation the club member may not work with Children. The member needs to contact The Office of the Children’s Guardian for advice.  Record status and date of verification on the WWC Check Register.
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Continue to Step 6

## Step 5

Open the WWC Check Register.

When a club member is cleared the following information is to be recorded on the WWC Check Register:

- Clearance number
- Expiry Date
- Date of Verification

## Step 6

Ensure the WWC Check Register is saved before closing.

**End of Procedure.**

## 2.7.4 Verify Working with Children Check Clearance for Child Related Work Event or Activity

### Who

WWC (Working with Children Check) Verification Officer

### When

This procedure should be completed when advised by an organiser of a Child Related Work Event or Activity that a volunteer list has been finalised.

### Start of procedure

#### Step One

Access the WWC Check Register file.

#### Step 2

Ensure volunteer listed on Volunteer sheet has a WWC Clearance status.

If Yes note on Volunteer list and repeat Step 2 for next volunteer. If all volunteers have been checked continue to Step 3

If No list the volunteers name on a Notification of Volunteers without Clearance template. Repeat Step 2 for the next volunteer. If all volunteers have been checked continue to Step 3

#### Step 3

Return Volunteer Sheet to the organiser of a Child Related Work Event or Activity with all volunteers with clearance noted. Include the completed Notification of Volunteers without Clearance template as per Notification of Volunteers without Clearance.

**End of Procedure.**

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## 2.7.5 Notification of Volunteers without Clearance

### Who

WWC (Working with Children Check) Verification Officer

### When

To notify an event organiser of a Child Related Work Event or Activity that a volunteer does not have a current Working with Children Check Clearance.

### Start of procedure

#### Step 1

The Notification of Volunteers without Clearance template should be addressed to the Child Related Work Event or Activity organiser and include the name and date of the Child Related Work Event or Activity. The name of the WWC Verification Officer and date of the Clearance check must also be noted.

#### Step 2

Any volunteer without a current WWC Clearance should be noted on the Notification of Volunteers without Clearance template.

**Remember: You are not to state the reason for ineligibility only that the individual does not have current clearance.**

#### Step 3

Save a copy of the completed Notification of Volunteers without Clearance template in the nominated secure location.

#### Step 4

Print a copy and attach to the Volunteer list for return the completed Notification of Volunteers without Clearance template to the organiser of the Child Related Work Event or Activity.

### End of procedure.

## 2.7.6 Updating a Change of WWC Status

### Who

WWC Verification Officer

### When

Upon receiving a notification advising a change of WWC Status from the Office of the Children's Guardian

### Start of Procedure

#### Step 1

Open the notification email and the club WWC Register.

#### Step 2

Locate the Club member in the email on the WWC Register and update their status.

#### Step 3

Save the file.

### End of Procedure

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## Version History

Version History	Comments	Date
Version 1.0	Original document. Performed by Jim Simpson. Ratified by Club Board.	3 Aug 2016
Version 1.1	Changed Headers and Footers. Re-worked content to improve presentation. (singular font et al) Changes do not affect content verbiage or intent. Performed by Keith Ball. Checked by Jim Simpson.	22 Nov 2016

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