

Child Safety Policy, Child Safety Code of Conduct and Procedure

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Responsible person	Chief Commissioner	Scheduled review date (not including the review after every child safety incident)	30 th December 2026

CHILD SAFETY POLICY

11.1 Introduction

The Australian Air League (**AAL**) is committed to promoting and protecting the safety and wellbeing of all children. The AAL has a zero tolerance for child abuse.

Everyone at the AAL is responsible for the care and protection of children and reporting information about child abuse.

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

11.2 Purpose

AAL has adopted the Ten Principles for Child Safe Organisations (see APPENDIX A – Page 31).

<https://childdsafe.humanrights.gov.au/national-principles>

These principles are imbedded throughout this Policy and its attached Prescribed Procedures.

Wheel of Child Safety



The purpose of this Policy is to:

- a) prevent child abuse occurring within all AAL Environments;
- b) work towards an organisational culture of child safety;
- c) ensure that all Members and Adult Supporters are aware of their responsibilities for identifying possible occasions for child abuse
- d) establish controls and procedures for preventing such abuse and/or detecting such abuse when it occurs;
- e) provide guidance on action that should be taken where Members and Adult Supporters suspect any child abuse within any of the AAL Environments;
- f) provide a clear statement to Members and Adult Supporters forbidding any such abuse; and
- g) provide assurance that all suspected abuse will be reported and fully investigated.

For the purposes of this Policy, "AAL Environment" means any physical or virtual place made available or authorised by the AAL's Council for use by a child, including:

- h) the offices and premises of the AAL whether owned, leased or rented;
- i) online AAL Environments (including email and intranet systems); and
- j) other locations provided by the AAL for a child's use.

11.3 Scope

This Policy applies to all Members and Adult Supporters of the AAL.

"Member" means any person who holds a Certificate of Membership issued by the AAL. This includes;

- Uniformed members under 18 years of age (Cadet Members)
- Members 18 years of age and over (Adult Members)
 - Uniformed Adult Members
 - Non-Uniformed Adult Members (Associate)

"Adult Supporter" means an adult who, from time to time, assists the AAL in some way (but who is not a member).

11.4 Guiding principles

This Policy is based on the following principles:

- a) the AAL has zero tolerance for child abuse;
- b) the best interests of the child are paramount;
- c) child protection is a shared responsibility;
- d) all children have a right to feel safe and be safe, and every child has an equal right to protection from abuse;
- e) the AAL will consider the opinions of children and use their opinions to develop child safety policies and procedures;

- f) The AAL will consider the diversity of all children and make reasonable efforts to accommodate these matters. This includes (but is not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable;
- g) everyone covered by the Policy must also comply with AAL's Child Safety Code of Conduct, which sets stringent standards for personal behaviour.

11.5 Responsibilities

All Members and Adult Supporters share in the responsibility for the prevention and detection of child abuse, and are required to:

- a) familiarise themselves with the relevant laws in relation to child safety and this Child Safety Policy, Child Safety Code of Conduct and Procedure, and comply with all requirements;
- b) report any reasonable belief that a child's safety is at risk to the relevant authorities (in accordance with the Child Safety Procedure);
- c) provide a safe environment for all children; and
- d) never be alone with a child.

Notwithstanding the above, the Council of the AAL (**Council**) has ultimate responsibility for the prevention and detection of child abuse and for ensuring that appropriate and effective internal control systems are in place. The Council is also responsible for ensuring that:

- a) appropriate policies, procedures and codes of conduct that deals with these issues are in place;
- b) championing and modelling a child safe culture at the AAL;
- c) there is a positive culture around reporting so that Members and Adult Supporters feel comfortable to raise concerns;
- d) children are encouraged and actively supported to express their culture and enjoy their cultural rights;
- e) appropriate child safety training for Members and Adult Supporters is identified and completed; and
- f) all Members and Adult Supporters are conducting risk assessments where appropriate and taking action to manage risks in accordance with this Child Safety Policy.

The Chief Commissioner of the AAL is responsible for:

- a) dealing with and investigating, including arranging to investigate, reports of child abuse;
- b) ensuring that all Members and Adult Supporters of the AAL are aware of the requirement to familiarise themselves with relevant laws and the Federal Child Safety Policy, Child Safety Code of Conduct and Procedure;
- c) ensuring that all adults within the AAL community are aware the requirement to make themselves familiar with their obligation to report suspected child abuse in accordance with this Child Safety Policy, Child Safety Code of Conduct and Procedure;
- d) ensuring that all Members and Adult Supporters of the AAL are aware of their obligation to comply with the Child Safety Code of Conduct;
- e) providing ongoing support for Members and Adult Supporters of the AAL in undertaking their child safety obligations.

All Adult Members are required to ensure that they:

- a) promote child safety at all times;
- b) assess the risk of child abuse within their area of responsibility and eradicate / minimize any risk to the extent possible; and

- c) facilitate the reporting of any concerns regarding child safety.

11.6 Recognising child abuse

"Child abuse" includes:

- a) a sexual offence committed against a child;
- b) an offence committed against a child under applicable State or Territory criminal legislation such as grooming
- c) physical violence against a child
- d) causing serious emotional or psychological harm to a child
- e) serious neglect of a child.

"Harm" means damage to the health, safety, or wellbeing of a child, including as a result of child abuse by adults or the conduct of other children. It includes physical, emotional, sexual, and psychological harm. Harm can arise from a single act or event and can also be cumulative, that is, arising because of a series of acts or events over a period of time.

"Child" means a person under the age of 18 years unless otherwise stated under the law applicable to the child. Collective term for "child" is "children".

11.7 Reporting obligations

Members and Adult Supporters of the AAL within the AAL must comply with all applicable mandatory reporting laws. Mandatory reporting is a term used to describe the legislative requirement imposed on selected classes of people to report suspected cases of child abuse and neglect to government authorities and/or the police. All Australian States and Territories have enacted mandatory reporting laws; however, the laws are not the same across all jurisdictions.

Therefore, Members and Adult Supporters of the AAL must comply with the Child Safety Procedure (in particular the procedure tailored to the specific State in which they are located). These State-based procedures set out the applicable reporting obligations each person owes in their role within the AAL.

Notwithstanding the above, if any person believes a child is at immediate risk of abuse, telephone 000.

Encouraged to report.

The AAL supports and encourages Members and Adult Supporters of the AAL to make a report to the Police and/or the relevant government agency if they form a belief on reasonable grounds that a child needs protection, or they are concerned about the safety, health, or wellbeing of a child.

As set out in this Child Safety Procedure, if a person would like internal guidance or support with addressing their concerns, they are encouraged to speak with their Group Executive Commissioner or other senior Officer.

Ultimately, it is a personal decision of the Member or Adult Supporter whether they choose to make a report to an external authority or not.

Notwithstanding the above, as much as is reasonably possible an individual's confidentiality is to be protected (set out in more detail below at 11.11).

Protection of reporters

Any Member or Adult Supporter that makes a report in good faith in accordance with their reporting obligations will be supported by the AAL and will not be penalised by the AAL for making the report.

11.8 Prevention

Recruitment

The AAL undertakes a comprehensive recruitment and screening process for all its new Adult Members, including those members transitioning from Cadet membership, which aims to:

- a) promote and protect the safety of all children within all AAL Environments;
- b) identify and recruit the safest and most suitable candidates who share the AAL's values and commitment to protect children; and
- c) prevent a person from working within the AAL if they pose an unacceptable risk to children.

All Members and Adult Supporters are informed about AAL's child safety practices (including the Child Safety Policy, Child Safety Code of Conduct and Procedure).

All Adult Members within the AAL are required to have a current Working with Children Check (**WWCC**) or similar check prior to commencing in any duties that involve regular contact with children, within the AAL.

An Adult may commence as a Volunteer whilst waiting for the WWCC screening to be finalised, if they can show evidence of the application for the WWCC (receipts of application are provided for each application) and in such situations they are supervised by an Officer holding an AAL Warrant AT ALL TIMES until the screening is confirmed.

Where required by State or Territory legislation, all WWCC applicants must list AAL as an associated organisation for the purposes of their WWCC

At no stage, while a person does not have, or is awaiting the confirmation of their WWCC, may they be alone with a Youth Member.

Where the State WWCC legislation specifically precludes the commencement of working with Children before the Card is issued, then that legislation overrides this provision.

The AAL's State-based Group's representative records all WWCCs or similar checks in the National Administration database (NAS) that is accessed on a regular basis to ensure compliance.

The AAL conducts thorough reference checks to ensure the suitability of all Uniformed Adult candidates prior to commencement of their training program. This includes the AAL making reasonable efforts to gather, verify and record the following information about a person whom it proposes to enable to perform in a child-connected role:

- a) WWCC status, or similar check;
- b) proof of personal identity and any professional or other qualifications;
- c) the person's history of work involving children; and
- d) references that address the person's suitability for the role and working with children.

The AAL will exercise discretion and may in addition to any other requirements require Uniformed Adult candidates to provide a police check in accordance with the law and as appropriate, before they commence their duties within the AAL and during their time within the AAL at regular intervals.

The AAL provides Members and Adult Supporters of the AAL with access to the Child Safety Policy, Child Safety Code of Conduct and Procedure. Members and Adult Supporters, as a condition of continuing membership, are required to review and demonstrate/acknowledge their understanding of the Child Safety Policy, Child Safety Code of Conduct and Procedure on a regular basis.

All Uniformed Adults will be assessed on an ongoing basis:

- a) during any scheduled performance review; and
- b) after any concern is raised regarding their conduct with children,

to ensure that they remain suitable for child-connected roles.

Risk Management

The AAL ensures that child safety is a part of its overall risk management approach.

The Council is committed to ensuring that the risks are reviewed and that new risks are identified and managed within all AAL Environments.

The Council is open to receiving feedback from all members of the community on how to improve its risk management approach and better protect the safety of children. Feedback should be directed to the Council, via the Chief Commissioner, in writing.

If the Council identifies additional/new risks of child abuse occurring in one or more AAL Environments, the Council will make a record of those risks and specify the action(s) the AAL will take to reduce or remove the risks (i.e., risk controls).

As part of its risk management strategy and practices, the Council will monitor and evaluate the effectiveness of the implementation of its risk controls.

The AAL ensures that appropriate training, at least annually, is conducted for:

- a) Members; and
- b) Adult Supporters.

Training participation will be recorded and reviewed by the AAL, and information will be provided on how to recognise indicators of child harm including harm caused by other children and young people.

Issues or concerns about behaviour with children will be raised immediately and addressed in line with our policies.

Communication

The AAL is pro-active in prevention and communicates the Child Safety Policy, Child Safety Code of Conduct and Procedure via its website, Newsletters (including any relevant and appropriate articles and information on child safety and wellbeing), various Training and Certification Programs, and Federal Orders.

The Council is responsible for ensuring the efficient and effective dissemination and communication of the Child Safety Policy, Child Safety Code of Conduct and Procedure.

The AAL will continue to ensure that the AAL's child safety practices and its child safety code of conduct are communicated in an accessible manner, by Adult Members, for:

- a) younger children, by discussing the documents in-person (and/or any other method deemed appropriate and effective for the particular age of the child); and
- b) children living with a disability, by discussing the documents in-person (and/or any other method deemed appropriate and effective for the particular type of disability that the child is living with).

Empowerment and participation

The AAL is a child-centered organisation and actively seeks to include children's views and ideas in its organisational planning, delivery of services, and management of facilities.

The AAL wants children to develop new friends through the AAL and encourage children to be supportive of each other. We do not tolerate bullying or abusive behaviour between children and act if this occurs.

The AAL respects the rights of children and provides them with information about their rights including the right to be safe at the AAL. The AAL actively seeks to understand what makes children feel safe in the organisation, and regularly communicates with children about what they can do if they feel unsafe.

The AAL values the voices of children and will act on safety concerns raised by children or their families. The AAL supports children's participation in the following ways:

- Regular discussions with children, including appropriate child-led conversations on what makes them feel safe and unsafe;
- Where achievable –
 - A suggestion box for children that is regularly emptied with suggestions assessed and acted on where appropriate. Children are provided with feedback on their suggestions.
 - Consultation with children about any proposed significant changes to the physical environment, policies, procedures, programs, or staffing. Children's views are collected by staff, provided to management, and considered in the decision-making process.
 - Information provided to children and families about the AAL's operations, staffing and programs that made suitable for different age groups and diversity of the children.

The AAL recognises the important role of families and involves parents and carers when appropriate when making significant decisions about their child. Parents, families, and communities are welcome to provide feedback at any time through our contact email address and are encouraged to raise any concerns they have with the AAL.

Valuing diversity

The AAL values diversity and equity for all. To achieve this, we:

- where reasonably practicable, welcome and support participation of all children, including children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, LGBTIQ children and Aboriginal and Torres Strait Islander children and their families;
- offer children and families through our membership forms the opportunity to provide information about themselves, including any specific needs to participate fully in our programs;
- have zero tolerance of racism and other forms of discrimination and take action when discrimination or exclusion is identified;
- deliver programming that reflects the diversity of the children who access the AAL's activities, their interests and cultures;
- strive to reflect the diversity of our community through representation in our Council members;
- commit to ensuring our facilities, where possible, and online activities promote inclusion of children of all abilities.

11.9 Responding & Reporting

In the case of an allegation being made against a Member and/or Adult Supporter of the AAL, the Chief Commissioner (or the Chair of the Council if the allegations involve the Chief Commissioner) will follow AAL's Child Safety Procedure. The AAL will take all steps to ensure that the safety of the child is paramount.

The first step is to withdraw the accused person from active duty, which could entail standing down, re-assignment to other duties that do not have direct contact with children, or to work under increased supervision while the matter is being investigated.

Case management

In the event of a child disclosing an incident of abuse to someone they trust it is essential that it is dealt with sensitively and professionally.

AAL will consider available supports such as counselling for the child or young person and where appropriate, their family.

A nominated person, mutually agreed by the child or young person will be appointed as a contact person should the child or young person have any questions or request additional support.

Investigations

The AAL will appropriately investigate all allegations relating to an incident of abuse, or breach of policy, in accordance with its obligations and to the extent reasonably practicable. In some circumstances, it may be necessary for AAL to investigate in addition to any investigation conducted by authorities (e.g., the police) however and internal investigation would be suspended whilst an external investigation was underway.

The Chief Commissioner (or the Chair of the Council if the allegations involve the Chief Commissioner) will arrange to conduct an independent investigation into the allegation to the extent that it will not interfere with investigations by a Government Department or the police and will co-operate with the authorities as required.

All people covered by the Child Safety Policy, Child Safety Code of Conduct and Procedure must co-operate fully with any investigation by a Government Department, the police or the AAL.

The Chief Commissioner (or the Chair of the Council if the allegations involve the Chief Commissioner) will make every effort to keep any such investigation confidential; however, from time-to-time other Members and Adult Supporters of the AAL may need to be consulted in conjunction with the investigation (e.g. to provide witness statements).

An investigation conducted by the AAL will be conducted in accordance with procedural fairness to protect the integrity of the investigation and the interests of all the participants involved in the investigation. The AAL will also handle the allegations in a confidential manner to the greatest extent possible.

In some circumstances, it may be appropriate for the AAL to engage a person (or persons) from outside the AAL to conduct an independent investigation in relation to allegations.

The outcome will depend on the findings of the investigation, but may include withdrawal from active duty, re-assignment to duties with no contact with children, increased supervision, disciplinary action, dismissal, or criminal prosecutions.

Supports

The AAL encourages all support to be utilised where helpful. In relation to external supports, these include:

- a) 1800RESPECT – support for people who have experienced violence and abuse. They also provide information for people supporting someone who is experiencing violence and abuse. Call 1800 737 732 or www.1800respect.org.au/;
- b) Beyond Blue – support for people experiencing anxiety, depression, and mental illness. Call 1300224 636 or www.beyondblue.org.au/; and
- c) Kids helpline – support for children and young people. Call 1800 551 800 or <https://kidshelpline.com.au/>

11.10 Record keeping

All reports of alleged abuse or harm, or risk thereof, must be recorded in the form of the Child Protection Report Form – Form 35. Places, times, dates, names of people, observable behaviours or evidence of harm are what is recordable. Reports must be securely stored by the Chief Commissioner.

Records which may assist with the investigation of a complaint or safety concern will be identified and kept as part of the record of an investigation. Records will be kept even if an investigation does not substantiate a complaint.

We will record and keep the outcome of any investigations, and the resolution of any complaints. This includes findings made, reasons for decisions and actions taken.

Records will be stored securely and kept by the AAL for at least 45 years.

11.11 Privacy and confidentiality

The AAL will collect, use, disclose and hold personal information in accordance with the *Privacy Act 1988 (Cth)* and the AAL Privacy Policy.

Principles

There are two guiding principles in respect to a child's privacy.

- a) First, the AAL will operate on the best interest's principle. All Members and Adult Supporters of the AAL will do what they believe to be in the best interest of the child. This principle supersedes all others.
- b) Second, the AAL will respect a child's confidentiality except in situations where it conflicts with the best interest's principle.

As much as is reasonably possible, an individual's confidentiality is to be protected. Both those who are making reports and those about whom accusations are being made are entitled to confidentiality. Where there is suspected abuse or misconduct, Members and Adult Supporters of the AAL must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act consistent with the Child Safety Policy, Child Safety Code of Conduct and Procedure, and relevant statutory requirements.

11.12 Monitoring and review

In accordance with the AAL's document management framework a review of this Child Safety Policy, Child Safety Code of Conduct and Procedure shall be conducted every two years, and following every child safety incident.

The Council will be responsible for ensuring that this Child Safety Policy, Child Safety Code of Conduct and Procedure is reviewed and updated.

The Chief Commissioner will ensure that the benchmarks set out in this Child Safety Policy, Child Safety Code of Conduct and Procedure are fulfilled by all AAL Members and Adult Supporters.

The input of people involved with the AAL will be sought as part of the above reviews.

Non-compliance

The AAL will enforce this Child Safety Policy, Child Safety Code of Conduct and Procedure, and breaches may result in disciplinary action which, in the case of Members may lead to a recommendation to terminate Membership or, in the case of Adult Supporters, may lead to the cessation of their engagement.

Supporting legislation

- *The United Nations Convention on the Rights of the Child*
- *Privacy Act 1988* (Cth)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Crimes Act 1958* (Vic)
- *Wrongs Act 1958* (Vic)
- *Children and Young People Act 2008* (ACT)
- *Crimes Act 1900* (ACT)
- *Children and Young Persons (Care and Protection) Act 1998* (NSW)
- *Crimes Act 1900* (NSW)
- *Child Protection Act 1999* (Qld)
- *Criminal Code 1899* (Qld)
- *Children and Young People (Safety) Act 2017* (SA)
- *Child Safety (Prohibited Persons) Act 2016* (SA)

CHILD SAFETY CODE OF CONDUCT

11.13 Introduction

Members and Adult Supporters of the AAL are required to abide by this Code.

The purpose of this Code is to promote child safety within all AAL Environments (as defined in 11.2 (h) of the Child Safety Policy).

The following list of behaviours includes examples of what is expected behavior and what is not acceptable behaviour.

11.14 Expected behaviours

All Members and Adult Supporters involved in the care of children on behalf of, or in connection with, the AAL (including within and outside AAL Environments), are required to:

- a) contact the police if a child is at immediate risk of abuse (telephone '000');
- b) adhere to the Child Safety Policy and Procedure and uphold the AAL's statement of commitment to child safety at all times;
- c) take all reasonable steps to protect children from abuse;
- d) conduct themselves in a manner consistent with their position as a Member or Adult Supporter of AAL and as a positive role model to children;
- e) work towards the achievement of the aims and purposes of the organisation;
- f) be responsible for relevant administration of programs and activities in their area;
- g) maintain a duty of care towards others involved in these programs and activities;
- h) establish and maintain a child-safe environment in the course of their duties and activities within the AAL;
- i) be fair, considerate, and honest with others;
- j) at all times, treat cadets with dignity and respect and endeavour to actively promote every child's right to feel safe and cared for as well as the child's right to be listened too and have their contribution (or comments) be seriously considered
- k) promote the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Island children (for example, by never questioning an Aboriginal and Torres Strait Island child's self-identification);
- l) promote the safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- m) promote the safety, participation, and empowerment of children with a disability;
- n) listen and respond to the views and concerns of children, particularly if they are telling you that they are being, or another child has been, abused or that they are worried about their safety/the safety of another child;
- o) ensure (as far as practicable) that adults are not alone with a child;
- p) comply with all applicable reporting obligations (as set out in the Child Safety Procedure);
- q) raise concerns about suspected abuse with a Group Executive Commissioner, a senior Officer, or the Chief Commissioner as soon as possible;
- r) record and act upon all allegations or suspicions of abuse, discrimination or harassment;
- s) if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe;
- t) be professional in their actions;
- u) maintain strict impartiality;
- v) respect confidentiality when sharing information about children in accordance with the Child Safety Policy and Procedure and your reporting obligations; and
- w) operate within the policies, regulations and guidelines contained in the Constitution, AAL Manual and associated Orders and Instructions of the AAL.

11.15 Unacceptable behaviour

All people involved in the care of children on behalf of, or in connection with, the AAL (including within and outside AAL Environments), must not:

- a) ignore or disregard any suspected or disclosed child abuse;
- b) put a child at risk of abuse (for example, by locking doors for an improper reason);
- c) speak to a child in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Some examples are:
 - i. swearing or using inappropriate language in the presence of a child;
 - ii. yelling at a child, except in an emergency where the child's safety may be in danger;
 - iii. dealing with a child while the adult is angry with the child; and
 - iv. using hurtful sarcasm.
- d) express personal views on cultures, race, or sexuality in the presence of a child;
- e) discuss sexual activities with, or in the presence of, a child;
- f) have face to face contact with a child or their family outside of their official duties with the AAL.

Accidental/incidental contact, as listed hereunder, is not unacceptable:

- i. seeing children in the street;
 - ii. attending a friend's BBQ in which children are attending; or
 - iii. any other incidental contact that is outside of their professional relationship with the child and that is not for an improper purpose;
- g) have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing e-newsletters));
- h) use any personal communication channels/devices such as a personal email account to communicate with a child;
- i) exchange personal contact details such as phone number, social networking sites or email addresses with a child;
- j) use, possess, or be under the influence of alcohol while in the presence of or while supervising a child;
- k) use, possess, or be under the influence of illegal drugs while in the presence of or while supervising a child;
- l) provide or allow a child to consume alcohol;
- m) provide or allow a child to use tobacco substances
- n) provide or allow a child to consume illegal drugs or prescription medicine prescribed for someone other than that child;
- o) initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- p) engage in rough physical games, hold, massage, kiss, cuddle or touch a child in an inappropriate and or/culturally insensitive way;
- q) engage in any sexual contact with a child;
- r) take a child to their home or encourage meetings outside AAL Environments;
- s) other than in an emergency or other abnormal situation where no other option could be reasonably foreseen, it is not acceptable to transport a child alone;
- t) be naked in the presence of a child;
- u) possess sexually explicit printed materials (magazines, cards, videos, films, clothing, etc.) in the presence of children;
- v) sleep in the same bed or sleeping bag with a child;
- w) sleep in the same room as a child unless the AAL expressly permits it;
- x) discriminate against any child, including because of age, gender identity, sex, race, culture, sexuality, or disability;
- y) engage in any activity with a child that is likely to physically or emotionally harm them;
- z) be alone with a child;
- aa) develop a 'special' relationship with a specific child for their own needs;
- bb) show favouritism through the provision of gifts or inappropriate attention;

- cc) photograph or video a child without the written consent of the child and his/her parents or guardians; and
- dd) do anything in contravention of the AAL's policies, procedures, or this Code of Conduct.

11.16 Exceptions to Unacceptable Behaviours

Sections 11.15 (f), 11.15 (g), 11.15 (h), 11.15(i), 11.15 (p), 11.15 (r), 11.15 (s) and 11.5(z) do not apply to individuals who:

- a) became friends with the child when they were both children; and/or
- b) are a member of the child's immediate family.

11.17 Confidentiality

Disclosing information to Members and Adult Supporters

When children are having a written or verbal interaction Members and/or Adult Supporters of the AAL, that interaction is confidential to the AAL not to the individual. This means that a Member or Adult Supporter is able to talk with other Members and Adult Supporters in a way that identifies the child. That said, where possible the privacy of the child should be respected at all times. When considering breaching their privacy who and how many people are told should be based on what is believed to be in the best interests of the child.

Disclosing information to people external to the AAL

Members and Adult Supporters should not discuss confidential matters about children with people outside the AAL in a way that identifies that child except when they have the express permission of the child or it complies with the AAL's Child Safety Policy, Child Safety Code of Conduct and Procedure. In circumstances where Members and Adult Supporters believe that there is not enough knowledge within the AAL to provide the best possible assistance to a child, they are able to seek expertise external to AAL through the auspices of the Chief Commissioner. When communicating with people outside AAL the child's identity should be protected.

11.18 Breaches of this Code

The behaviours listed in this Code reinforce our values and provide Members and Adult Supporters with an expected standard of behavior. Behaviours which are contrary to the spirit or the stated requirements of this Code may result in disciplinary action (including up to termination of membership and/or reports being made to external authorities).

11.19 Related AAL policies

Duty of Care Policy	refer AAL Manual, Section 1, Paragraph 10
Code of Conduct Policy	refer AAL Manual, Section 1, Paragraph 9
Alcohol and Drug Policy	refer AAL Manual, Section 1, Paragraph 3
Internet and Social Media Policy	refer AAL Manual, Section 1, Paragraph 2
Privacy Policy	refer AAL Manual, Section 1, Paragraph 1

12 CHILD SAFETY PROCEDURE

This Procedure applies to all Members and Adult Supporters of the AAL, whether they interact face-to-face, online, or remotely with children. It should be read in accordance with the Child Safety Policy and Child Safety Code of Conduct.

The Chief Commissioner will be accountable for monitoring compliance with this Procedure.

Given that all States differ in regards to the reporting obligations, you must use the State-based procedure applicable to where you are located:

- a) Victoria (page 15);
- b) New South Wales (page 18);
- c) Australian Capital Territory (page 21);
- d) South Australia (page 24); and
- e) Queensland (page 27).

Step 1:

Any person that believes a child is in immediate risk of abuse should telephone 000.

Any person (aged 18 or over) that forms a belief, on reasonable grounds, that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (aged 18 or older), **must** make a report to the police as soon as practicable.

Any person that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological or neglect), **may** disclose that information to the police or to Child Protection.

The AAL encourages all persons with concerns to raise this directly with a Group Executive Commissioner, other senior Officer, or the Chief Commissioner.

Any person may disclose a reportable allegation to the Commission for Children and Young People (**Commission**).

The individual Member or Adult Supporter of AAL should discuss these observations and concerns with a Group Executive Commissioner, other senior Officer, or the Chief Commissioner, who can assist the person to make the report to Child Protection, the police and/or the Commission as required.

The individual Member or Adult Supporter of AAL should also record their concern in writing using the Child Protection Report Form – Form 35 and lodge this with the Group Executive Commissioner, other senior Officer, or the Chief Commissioner. The Chief Commissioner should be notified of any child abuse allegation against a Member or Adult Supporter as soon as practicable.

However, the individual is not required to consult with AAL, or gain the support of AAL, prior to making a report.



Step 2:

It may be that, following the previous step, a person decides to make a report to Child Protection, the police and/or the Commission with the support of a Group Executive Commissioner, other senior Officer, or the Chief Commissioner.

Making a report:

During business hours – contact the appropriate local government area:

- Northern Division intake – 1300 664 977
- East Division intake – 1300 360 391
- South Division intake – 1300 655 795
- West Division intake - metropolitan – 1300 664 977
- West Division intake – rural and regional – 1800 075 99

For after hours, call (all Regions) 13 12 78. Ask for Child Protection. AND/OR

Ring the police on 000. AND/OR

Use the secure webform (<https://ccyp.vic.gov.au/report-an-allegation/notify-about-a-reportable-allegation/>) or ring the Commission on 1300 78 29 78.

Information for making a report:

- name, age and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

Ask that the AAL Chief Commissioner (chiefcomr@airleague.com.au) be informed of each step of the procedure.

Request that if an interview is to take place at any AAL premises, the visiting police officer/Child Protection/Commission representative is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organised.

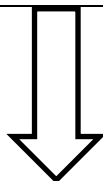
When the person informs a Group Executive Commissioner, other senior Officer, or the Chief Commissioner that he/she is to make/has made a report, a Case Management Group that may consist of the Group Executive Commissioner, Chief Commissioner, or other senior Officer as well as any other required support staff will be set up to discuss the matter and to offer support to the child and reporter. The Case Management Group will ensure that the Council is updated, via the Chief Commissioner, on any developments.

If the complainant alleges that a crime has been committed by a Member or Adult Supporter, that person will be stood aside immediately by the Group Executive Commissioner or the Chief Commissioner.

The Chief Commissioner (or the Chair of the Council if the allegation involves the Chief Commissioner) will arrange to conduct an independent investigation into the allegation to the extent that it is appropriate and will not interfere with investigations by Child Protection, the Commission, or the police, and will co-operate with the authorities as required.

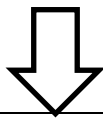
Where an allegation has been made, the AAL will make, secure, and retain records of the allegation of child abuse and the AAL's response to it.

Fulfilling the obligations contained in this Procedure does not remove other obligations you may owe to take steps to protect a child from harm.



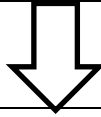
Step 3:

If the child is agreeable to be interviewed by Child Protection, the Commission and/or the police, they should have opportunity to be supported by a support person of their choice.

**Step 4:**

Following a report, Child Protection, the police and/or the Commission may need to contact the Chief Commissioner about the notification.

It would therefore be a matter of courtesy to inform the Chief Commissioner that a report has been made, or is about to be made.

**Step 5:**

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

Special comments:

- Child Protection will only interview the child if he/she is agreeable;
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the Group Executive Commissioner, Chief Commissioner or other senior Officer and any other person who may become aware that a notification is to be, or has been, given;
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e. Child Protection, the police or the Commission) is the responsibility of that authority.

Step 1:

Any person that believes a child is in immediate risk of abuse should telephone 000.

Any person that knows or believes that child abuse has been committed against a child under the age of 18 and their information might be of assistance to police in apprehending, prosecuting, or convicting the offender, **must** make a report to the police as soon as practicable.

Any person that has reasonable grounds to suspect that a child is at risk of harm from abuse or neglect, **may** disclose that information to the Department of Communities and Justice Services (DCJ).

The individual Member or Adult Supporter of AAL, should discuss these observations and concerns with the Group Executive Commissioner, other senior Officer, or the Chief Commissioner, who can assist the person to make the report to DCJ and/or the police as required.

The individual Member or Adult Supporter of AAL should also record their concern in writing using the Child Protection Report Form – Form 35 and lodge this with the Group Executive Commissioner, other senior Officer, or the Chief Commissioner. The Chief Commissioner should be notified of any child abuse allegation against a Member or Adult Supporter as soon as practicable.

However, the individual is not required to consult with AAL, or gain the support of AAL, prior to making a report.



Step 2:

It may be that, following the previous step, a person decides to make a report to DCJ and the police with the support of a Group Executive Commissioner, other senior Officer, or the Chief Commissioner.

Making a report:

Ring DCJ on the Child Protection Helpline at 132 111 (24 hours/7 days) or lodge an eReport through the ChildStory Reporter Website (<https://reporter.childstory.nsw.gov.au/s/article/How-to-create-an-eReport-in-the-Reporter-Community>). AND/OR

Ring the police on 000.

Information for making a report:

- name, age and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

Ask that the AAL Chief Commissioner (chiefcomr@airleague.com.au) be informed of each step of the procedure.

Request that if an interview is to take place at any AAL premises the visiting police officer/DCJ representative is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized.

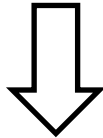
When the person informs a Group Executive Commissioner, other senior Officer, or the Chief Commissioner that he/she is to make/has made a report, a Case Management Group that may consist of the Group Executive Commissioner, Chief Commissioner, or other senior Officer as well as any other required support staff will be set up to discuss the matter and to offer support to the child and reporter. The Case Management Group will ensure that the Council is updated, via the Chief Commissioner, on any developments.

If the complainant alleges that a crime has been committed by a Member or Adult Supporter, that person will be stood aside immediately by the Group Executive Commissioner or the Chief Commissioner.

The Chief Commissioner (or the Chair of the Council if the allegation involves the Chief Commissioner) will arrange to conduct an independent investigation into the allegation to the extent that it will not interfere with investigations by DCJ or the police, and will co-operate with the authorities as required.

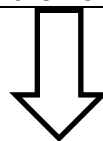
Where an allegation has been made, the AAL will make, secure, and retain records of the allegation of child abuse and the AAL's response to it.

Fulfilling the obligations contained in this Procedure does not remove other obligations you may owe to take steps to protect a child from harm.



Step 3:

If the child is agreeable to be interviewed by DCJ and/or the police, they should have opportunity to be supported by a support person of their choice.



Step 4:

Following a report, DCJ and/or the police may need to contact the Chief Commissioner about the notification.

It would therefore be a matter of courtesy to inform the Chief Commissioner that a report has been made, or is about to be made.



Step 5:

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

Special comments:

- DCJ will only interview the child if he/she is agreeable;
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the Group Executive Commissioner, Chief Commissioner or other senior Officer and any other person who may become aware that a notification is to be, or has been, given;
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e. DCJ or the police) is the responsibility of that authority.

Step 1:

Any person that believes a child is in immediate risk of abuse should telephone 000.

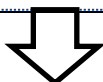
Any person over 18 years who reasonable believes a sexual offence has been committed against a child must report to the police (000).

Any person that believes or suspects that a child is being abused or neglected, or is at risk of abuse or neglect, may make a report to the Child and Youth Protection Services (CYPS) and/or the police.

The individual Member or Adult Supporter of AAL, should discuss these observations and concerns with a Group Executive Commissioner, other senior Officer, or the Chief Commissioner, who can assist the person to make the report to CYPS and/or the police as required.

The individual Member or Adult Supporter of AAL should also record their concern in writing using the Child Protection Report Form – Form 35 and lodge this with the Group Executive Commissioner, other senior Officer, or the Chief Commissioner. The Chief Commissioner should be notified of any child abuse allegation against a Member or Adult Supporter as soon as practicable.

However, the individual is not required to consult with AAL, or gain the support of AAL, prior to making a report.



Step 2:

It may be that, following the previous step, a person decides to make a report to CYPS and/or the police with the support of a Group Executive Commissioner, other senior Officer, or the Chief Commissioner.

Making a Child Concern Report:

Ring the Mandated Persons line on 1300 556 728 (24 hours), the General Public line on 1300 566 729 (24 hours) AND/OR

Ring the police on 000

Information for making a report:

- name and date of birth of the child or young person;
- the home address of the child or young person and any known previous addresses of the family;
- the current whereabouts of the child or young person;
- name of parents, or their aliases, and contact details;
- names of known siblings;
- the nature of the abuse and neglect;

- if you know of any supports being provided to the child, young person and family including extended family; and
- details about when and how you became aware of the information.

Ask that the AAL Chief Commissioner (chiefcomr@airleague.com.au) be informed of each step of the procedure.

Request that if an interview is to take place at any AAL premises, the visiting police officer/CYPS representative is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized.

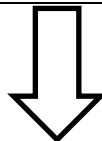
When the person informs a Group Executive Commissioner, other senior Officer, or the Chief Commissioner that he/she is to make/has made a report, a Case Management Group that may consist of the Group Executive Commissioner, Chief Commissioner, or other senior Officer as well as any other required support staff will be set up to discuss the matter and to offer support to the child and reporter. The Case Management Group will ensure that the Council is updated, via the Chief Commissioner, on any developments.

If the complainant alleges that a crime has been committed by a Member or Adult Supporter, that person will be stood aside immediately by the Group Executive Commissioner or the Chief Commissioner.

The Chief Commissioner (or the Chair of the Council if the allegation involves the Chief Commissioner) will arrange to conduct an independent investigation into the allegation to the extent that it is appropriate and will not interfere with investigations by CYPS or the police, and will co-operate with the authorities as required.

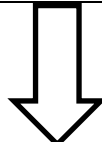
Where an allegation has been made, the AAL will make, secure, and retain records of the allegation of child abuse and the AAL's response to it.

Fulfilling the obligations contained in this Procedure does not remove other obligations you may owe to take steps to protect a child from harm.



Step 3:

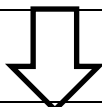
If the child is agreeable to be interviewed by CYPS and/or the police, they should have opportunity to be supported by a support person of their choice.



Step 4:

Following a report, CYPS and/or the police may need to contact the Chief Commissioner about the notification.

It would therefore be a matter of courtesy to inform the Chief Commissioner that a report has been made, or is about to be made.



Step 5:

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

Special comments:

- CYPs will only interview the child if he/she is agreeable;
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the Group Executive Commissioner, Chief Commissioner or other senior Officer and any other person who may become aware that a notification is to be, or has been, given;
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e. CYPs or the police) is the responsibility of that authority.

South Australia

We refer to the Australian Air League South Australia Group Child Safe Environments Compliance document, attached at Annexure B, which should be read alongside this procedure.

Step 1:

Any person that believes a child is in immediate risk of abuse should telephone 000.

Any person engaged by AAL that suspects on reasonable grounds that a child has been or is being abused or neglected, and the suspicion is formed during the person's work at AAL or carrying out their official duties at AAL, **must** make a report to the Department for Child Protection (**DCP**) as soon as practicable.

Any person that suspects on reasonable grounds that a child has been or is being abused or neglected, **may** make a report to the DCP.

Any person that forms a belief on reasonable grounds that a child needs protection from child abuse (physical, sexual, emotional, psychological or neglect), **may** disclose that information to the police.

The individual Member or Adult Supporter of AAL should discuss these observations and concerns with a Group Executive Commissioner, other senior Officer, or the Chief Commissioner, who can assist the person to make the report to DCP and/or the police as required.

The individual Member or Adult Supporter of AAL should also record their concern in writing using the Child Protection Report Form – Form 35 and lodge this with the Group Executive Commissioner, other senior Officer, or the Chief Commissioner. The Chief Commissioner should be notified of any child abuse allegation against a Member or Adult Supporter as soon as practicable.

However, the individual is not required to consult with AAL, or gain the support of AAL, prior to making a report.



Step 2:

It may be that, following the previous step, a person decides to make a report to DCP and/or the police with the support of a Group Executive Commissioner, other senior Officer, or the Chief Commissioner.

Making a report:

Ring DCP on the Child Abuse Report Line on 13 14 78 (24 hours 7 days) AND/OR

Ring the police on 000.

Information for making a report:

- name, age and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;

- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

Ask that the AAL Chief Commissioner (chiefcomr@airleague.com.au) be informed of each step of the procedure.

Request that if an interview is to take place at any AAL premises, the visiting police officer/DECD representative is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized.

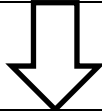
When the person informs a Group Executive Commissioner, other senior Officer, or the Chief Commissioner that he/she is to make/has made a report, a Case Management Group that may consist of the Group Executive Commissioner, Chief Commissioner, or other senior Officer as well as any other required support staff will be set up to discuss the matter and to offer support to the child and reporter. The Case Management Group will ensure that the Council is updated, via the Chief Commissioner, on any developments.

If the complainant alleges that a crime has been committed by a Member or Adult Supporter, that person will be stood aside immediately by the Group Executive Commissioner or the Chief Commissioner.

The Chief Commissioner (or the Chair of the Council if the allegation involves the Chief Commissioner) will arrange to conduct an independent investigation into the allegation to the extent that it is appropriate and will not interfere with investigations by DECD or the police, and will co-operate with the authorities as required.

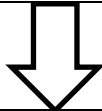
Where an allegation has been made, the AAL will make, secure, and retain records of the allegation of child abuse and the AAL's response to it.

Fulfilling the obligations contained in this Procedure does not remove other obligations you may owe to take steps to protect a child from harm.



Step 3:

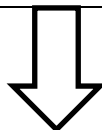
If the child is agreeable to be interviewed by DECD and/or the police, they should have opportunity to be supported by a support person of their choice.



Step 4:

Following a report, DCP and/or the police may need to contact the Chief Commissioner about the notification.

It therefore would be a matter of courtesy to inform the Chief Commissioner that a report has been made, or is about to be made.



Step 5:

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

Special comments:

- DCP will only interview the child if he/she is agreeable;
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the Group Executive Commissioner, Chief Commissioner or other senior Officer and any other person who may become aware that a notification is to be, or has been, given;
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e. DCP or the police) is the responsibility of that authority.

Step 1:

Any person that believes a child is in immediate risk of abuse should telephone 000.

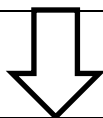
Any person that reasonably suspects a child may need protection or an unborn child may need protection after he or she is born, **may** make a report to the Department of Child Safety, Seniors, and Disability Services (**DCSSDS**).

Any person that forms a belief on reasonable grounds that a child needs protection from child abuse (physical, sexual, emotional, psychological or neglect), **may** disclose that information to the police.

The individual Member or Adult Supporter of AAL should discuss these observations and concerns with a Group Executive Commissioner, other senior Officer, or the Chief Commissioner, who can assist the person to make the report to DCSSDS and/or the police as required.

The individual Member or Adult Supporter of AAL should also record their concern in writing using the Child Protection Report Form – Form 35 and lodge this with the Group Executive Commissioner, other senior Officer, or the Chief Commissioner. The Chief Commissioner should be notified of any child abuse allegation against a Member or Adult Supporter as soon as practicable.

However, the individual is not required to consult with AAL, or gain the support of AAL, prior to making a report.



Step 2:

It may be that, following the previous step, a person decides to make a report to DCSSDS and/or the police with the support of a Group Executive Commissioner, other senior Officer, or the Chief Commissioner.

Making a report:

Ring DCSSDS on the Child Safety After Hours Service Centre on 13 14 78 (24 hours 7 days)

AND/OR

Ring the police on 000.

Information for making a report:

- name, age, and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g., English speaking, disability, etc.

Ask that the AAL Chief Commissioner (chiefcomr@aireague.com.au) be informed of each step of the procedure.

Request that if an interview is to take place at any AAL premises, the visiting police officer/DCSSDS representative is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized.

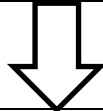
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If the complainant alleges that a crime has been committed by a Member or Adult Supporter, that person will be stood aside immediately by the Group Executive Commissioner or the Chief Commissioner.

The Chief Commissioner (or the Chair of the Council if the allegation involves the Chief Commissioner) will arrange to conduct an independent investigation into the allegation to the extent that it is appropriate and will not interfere with investigations by DCSSDS or the police and will co-operate with the authorities as required.

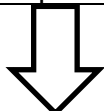
Where an allegation has been made, the AAL will make, secure, and retain records of the allegation of child abuse and the AAL's response to it.

Fulfilling the obligations contained in this Procedure does not remove other obligations you may owe to take steps to protect a child from harm.



Step 3:

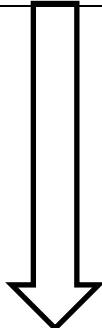
If the child is agreeable to be interviewed by DCSSDS and/or the police, they should have opportunity to be supported by a support person of their choice.



Step 4:

Following a report, DCSSDS and/or the police may need to contact the Chief Commissioner about the notification.

It would therefore be a matter of courtesy to inform the Chief Commissioner that a report has been made or is about to be made.



Step 5:

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

Special comments:

- DCSSDS will only interview the child if he/she is agreeable;
- the family will not be contacted until it is believed there is a case, and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the Group Executive Commissioner, Chief Commissioner or other senior Officer and any other person who may become aware that a notification is to be, or has been, given;
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report, any investigation that takes place by that external authority (i.e., DCSSDS or the police) is the responsibility of that authority.



National Principles for Child Safe Organisations

1

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

6

Processes to respond to complaints and concerns are child focused.

2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

3

Families and communities are informed, and involved in promoting child safety and wellbeing.

8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

4

Equity is upheld and diverse needs respected in policy and practice.

9

Implementation of the national child safe principles is regularly reviewed and improved.

5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

10

Policies and procedures document how the organisation is safe for children and young people.



For information and resources, go to
<https://childsafe.humanrights.gov.au>



Australian Government

APPENDIX B

Australian Air League South Australia Group Child Safe Environments Policy

Legislation

The Australian Air League Inc. (AAL) complies with the Child Safety (Prohibited Persons) Act 2016, Children & Young People (Safety) Act 2017 and aligns with the National Principles for Child Safe Organisations. A chart depicting the National Principles for Child Safe Organisations wheel of Child Safety is detailed at Annex A.

Purpose

The purpose of this policy is to guide us in ensuring we provide a child safe environment. We value and respect children and young people and are committed to providing a safe environment for them.

Scope

This policy applies to all members and volunteers of our organisation as well as the Cadets (children) and young people affiliated with our organisation. There are no paid employees in the organisation.

Communication

This policy is available to anyone including children, young people, their families and members online via the AAL website. A copy of this policy is provided to all volunteers on recruitment.

We encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any worker or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

Code of Conduct Obligations

All members and volunteers of our organisation are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- all organisational staff must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)
- adherence to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone (this includes organisational members, volunteers, children, young people and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in our organisation – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction

Reviewed: Oct 2023

Next Review: Oct 2028

or other activity

- being alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the Child Abuse Report Line (CARL) on:13 14 78
- responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them.

Members and volunteers must not:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Breaches or suspected breaches of the Code of Conduct must be reported as soon as practicable to the South Australian Group Executive Commissioner either in person, by telephone on 0418 370 180, or via email at gexc.sa@airleague.com.au Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.

Any member or volunteer who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, they may have their membership/volunteer status terminated.

Recruitment

All adult volunteers, League and Associate members must undergo a character reference check prior to joining the organisation.

In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the DHS Screening Unit and we will link all Working with Children Checks (WWCC). All volunteers over the age of 14 years regardless of their involvement with children and young people must hold a current, not prohibited Working with Children Check (WWCC) issued by the Screening Unit of the Department of Human Services and provide evidence of this prior to becoming a member of the AAL and renew this every 5 years.

All adult members must have a current, not prohibited Working with Children Check under the AAL Duty of Care. At no stage while a member does not have, or is awaiting the confirmation of their WWCC, may they be alone with a child or young person.

We will verify the accuracy of all WWCCs in the DHS Screening unit portal as required by law.

We will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

Training

All adult volunteers are trained using the module "Australian Air League: Introduction to Child Protection" on commencement and this is valid for two years. Refresher training occurs every year thereafter.

Reviewed: Oct 2023
Next Review: Oct 2028

All adult volunteers who are in charge of younger members are additionally required to undertake training using this additional module,

Both modules have been designed utilising the assistance of the Bravehearts training arm.

Reporting and Responding to Harm

We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

Mandated notifiers in our organisation are volunteers who:

- provide services to children and young people
- hold a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

Mandated notifiers have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a reasonable belief that a child or young person is or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.

Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department of Child Protection website: <https://www.childprotection.sa.gov.au/reporting-child-abuse>.

All adults (even if not a mandated notifier) have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.

Following a report being made to CARL or SAPOL workers must make an internal report to the Group Executive Commissioner.

We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.

In the event of a child disclosing an incident of harm to someone they trust it is essential that it is dealt with sensitively and professionally. AAL will consider available supports such as counselling for the child or young person and where appropriate, their family. A nominated person, mutually agreed by the child or young person will be appointed as a contact person should the child or young person have any questions or request additional support.

If a person in the organisation is reported for causing harm or risk of harm to a child or young person they must be immediately stood down while authorities conduct their investigation. That person must not have any contact with children or young people under AAL Duty of Care until Department for Child Protection or SA Police clears them of any wrong doing.

Behaviours which are contrary to the spirit or the stated requirements of this Policy may result in disciplinary action (including up to termination of membership and/or reports being made to external authorities).

Reporting and Responding to General Complaints and Feedback

Reviewed: Oct 2023
Next Review: Oct 2028

By providing opportunities for complaints and feedback this ensures that children, young people and their families feel valued and respected and enables the League to improve the quality of our service. Children, young people and their families are informed that they can provide feedback or make a complaint at their first meeting, as part of their welcome pack, when they join the organisation.

Compliments, complaints or feedback can be provided verbally or in writing to any Officer or direct to the Group Executive Commissioner either by telephone on 0418 370 180 or via email at gexc.sa@airleague.com.au or by post addressed to P. O. Box 167 COCKATOO VALLEY SA 5351

We will deal with all complaints and feedback received from children, young people or their families promptly, sensitively and fairly. We will:

- listen to the complaint/feedback
- the person receiving the complaint will make a record of it if received verbally
- advise of the time expected for an outcome
- if a Officer receives a complaint, they must forward it to the Group Executive Commissioner as soon as possible
- The Group Executive Commissioner will respond to the complainant with an outcome within a reasonable timeframe
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

If the child, young person or their family is not happy with the outcome from the complaints process they can contact:

- The Australian Air League Inc. Chief Commissioner via email at chiefcomr@airleague.com.au
- Health and Community Services Complaints Commissioner 8226 8666
- Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419
- South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: www.eoc.sa.gov.au Tel: 08 8207 1977.

Reasonably Anticipated Risks

A risk assessment for Australian Air League Child Safe Environments is detailed at: Annex B

Policy Review

We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:

- new or added risks are identified for children or young people, which may require a change in the policy or procedures
- a critical incident where a child or young person has experienced harm through involvement in the organisation
- concerns are raised by anyone involved in our organisation about child safety or welfare in the organisation
- awareness or compliance to the child safe policy and/or procedures is low
- legislative changes/requirements.

We will lodge a new child safe environments compliance statement with the Department of Human Services each time I/we review and update this policy.

Policy Date: October 2023

Review Date: October 2028

Annex(s)

- A. National Principles for Child Safe Organisations Wheel of Child Safety
- B. Risk Assessment for Australian Air League Child Safe Environments

**Annex A to:
Australian Air League
South Australia Group
Child Safe Environments Compliance Statement**



National Principles for Child Safe Organisations.
Wheel of Child Safety

Annex B to:
Australian Air League
South Australia Group
Child Safe Environments Compliance Statement

Identified risk	Actions to minimise risk
Culture of AAL is not child-safe focussed	<ul style="list-style-type: none"> child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs culture of management reflects our strong commitment to the safety of children and young people the National Principles for Child Safe Organisations are embedded in policies and procedures we meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks)
Adults from within AAL (including volunteers, , etc) harm children/young people	<ul style="list-style-type: none"> recruitment processes including undertaking referee checks to ensure the suitability of persons before they volunteer with our organisation interview questions (no prior preparation) should gauge an applicant's understanding of child safe principles and actions that would be taken to prevent harm to children and young people all organisational volunteers have WWCC with 'not prohibited' result prior to working with children and young people WWCCs updated every 5 years and status remains as not prohibited WWCCs are tracked on the AAL administration database (NAS)
Adults from within AAL (including volunteers, c) do not understand their obligations to report harm and risk of harm to SA Police if child/young person is at immediate risk	<ul style="list-style-type: none"> all organisational volunteers trained in Safe Environments – Through their Eyes on commencement and refresher training every 3 years after all organisational staff trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 years after volunteers complete Australian Air League: Introduction to Child Protection training on commencement and this is valid for two years. Refresher training occurs every year thereafter all organisational volunteers must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)
Physical contact	<ul style="list-style-type: none"> any physical contact must be appropriate to the delivery of services being provided

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	<ul style="list-style-type: none"> • where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding • unnecessary physical contact is not allowed
Online communications	<ul style="list-style-type: none"> • cyber safety and social media guidelines are in place and provided to all organisational staff • appropriate supervision is provided for all online activities • organisational volunteers must not communicate with children or young people via social media
Transport of children and young people	<ul style="list-style-type: none"> • organisational volunteers must not transport a child or young person unless specifically approved • parents/guardians must provide consent before transporting a child or young person • the organisational volunteer must have a valid, unrestricted driver's licence • the vehicle must be registered, insured and in roadworthy condition • an organisational volunteer must not be alone in a vehicle with a child or young person
Supervision	<ul style="list-style-type: none"> • children and young people are to be supervised by an adult with a current WWCC with 'not prohibited' result at all times • if child/young person not collected by parent/guardian at end of class/training, two adults are to stay with child/young person until they are collected • when providing one to one consultation with a child or young person, it will be in line of sight of another adult
Taking images of children and young people	<ul style="list-style-type: none"> • consent of child young person and their parent/guardian required • disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian • If a child or young person is known to be subject to any legal proceeding that prohibits them from being identified by someone – no image is to be taken or displayed of that child.
Privacy and confidentiality	<ul style="list-style-type: none"> • all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) • digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties

	<ul style="list-style-type: none"> organisational volunteers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
Overnight and/or off-site activities	<ul style="list-style-type: none"> consent of parent or guardian must be given children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending privacy when children or young people are bathing, toileting and dressing must be provided children and young people will not be left under the supervision of unauthorised persons sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household, and have a not prohibited WWCC children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay
Change room requirements	<ul style="list-style-type: none"> a minimum of two adults of the same gender as the children or young people must be present supervision will be provided ensuring the child or young person's right to privacy adults must not shower or change whilst supervising children or young people phones, cameras and recording devices must not be used in change room