



P.001 Child Protection Procedure

Date Approved:

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Author:

Peter Walton

1. PURPOSE AND SCOPE

1.1 The purpose of this procedure is to:

- (a) Counter the risk of Youth involved in Scouting being abused.
- (b) Ensure that allegations of abuse or suspected abuse are dealt with in a timely, consistent and correct manner and through the right channels.
- (c) Provide a clear framework for the recruitment, training and management of Adults concerning child protection.
- (d) Prevent Adults placing themselves at risk.

1.2 This procedure applies to all Adults in control of or in contact with Youth participating in Scouting and must be read in conjunction with the Scouts WA Child Protection Policy document.

1.3 For the purposes of this procedure:

"Act" means the Western Australian Children and Community Services Act (2004).

"Adult" means any person 18 years of age or older, which includes Rover Scouts, who is involved in the delivery of Scouting in any form no matter the frequency, duration, formal level of authority or whether the person is or is not a registered member of the Association.

"Adult Helper" means an adult holding a Certificate of Membership of the Association who provides assistance to a Leader and is bound by the policies and rules of the Association.

"Adult Supporter" means an adult who, from time to time, assists Scouting in some way, but does not hold a Certificate of Membership of the Association.

"Association" means Scouts Australia and in particular, Scouts WA.

"Grooming" means the process by which an individual manipulates those around them to provide opportunities to abuse and reduce the likelihood of being reported or discovered.

"Leader" means an adult holding a Certificate of Membership of the Association and a Certificate of Adult Leadership who wears the Scout uniform and is bound by the policies and rules of the Association.

"Movement" means the worldwide Scouting organisation, of which Scouts Australia is a member.

¹ While nominally the author, Peter Walton's view is that he has been more an editor than the author. Much of this document is drawn from the Scout SA policy and procedures document on the matter, for which we are most appreciative. In addition, volunteers such as Neil Macpherson have made an enormous contribution to this matter over many years. The organisation is indebted to him in particular for his diligence and persistence. The valuable contributions by two other volunteers, Steve Hunt and Jules Ridders, are also acknowledged in particular. Input and content have also been received from government agencies and other organisations.

"Office Bearer" means an adult holding a Certificate of Membership who fulfils a non-uniformed, designated role in the organisation and is bound by the policies and rules of the Association.

"Police" generally means the Western Australian Police, although it may also mean Police from other states of Australia and other countries in cases involving other jurisdictions.

"Policy" means the Scouts WA overarching "Child Protection Policy" document .

"Rover Scout" is a Young Adult member of the Association who is required to be at least 18 years of age and therefore an adult by law, is registered as an adult member of the Association and is required to complete all of the required clearances for adult membership before being accepted as a Rover Scout. For the purpose of this procedure, a Rover Scouts is an "Adult".

"Youth" means a person less than 18 years of age.

- 1.4 This document contains a number of mandatory procedures. The particular situation will determine which procedures are applicable. Therefore, the numbering of the procedures is purely for ease of reference. Attachment A provides a consolidated list of the procedures.
- 1.5 Because there are many dimensions to this complex subject and the written material available is enormous, a question and answer approach has been taken in parts of this document to relate procedures to situations relevant to Scouting. The remaining sections in this document are as follows:

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2. WHAT IS ABUSE?

2.1 In general, child abuse is categorised in the following five ways:

- (a) Physical
- (b) Sexual
- (c) Emotional
- (d) Psychological
- (e) Neglect

2.2 Understanding the nature of abuse and being able to recognise it is a crucial first step to countering the risk of abuse. Definitions of the foregoing and possible indicators relating to each are provided in Attachment B.

3. WHAT IS GROOMING?

3.1 While the Association has zero tolerance for any form of abuse, it is especially concerned to protect Youth against sexual abuse. Awareness of how perpetrators of sexual abuse behave should enable Adults to identify situations where Youth could be at risk.

3.2 Typically, victims are 'groomed'. Grooming may also involve a victim's family and, in the case of Scouting, other Adults involved in the delivery of Scouting. Attachment C provides further information on sexual grooming. Attachment D provides a list of certain characteristics that often apply to a person engaged in or intending to engage in child abuse.

4. HOW CAN GROOMING BE PREVENTED?

4.1 While sexual abuse is a taboo in our society, until quite recently, talking about it has been an even greater taboo. Raising awareness of the issue within the Association and ensuring that Scouting operates with defined boundaries provides a strong counter to child abuse.

Procedure 1: Scouts WA shall conduct an on-going awareness program by:

- Sending the Child Protection Policy and the Child Protection Procedure documents to the parents/guardians of every new Youth member and to every Adult at the outset of becoming involved in Scouting or when a person is about to become a Rover Scout. In the latter case, there is an 'application pack' that includes an application form to be an adult member of Scouts WA. In taking this action, there is a delicate balance to be struck to make the Association's position and approach clear and yet not cause alarm. Attachment E provides the covering written advice to be sent to

parents/guardians, Adults and those who are about to become a Rover Scout.

- Group Leaders ensuring that during each term Section Leaders remind Youth of their right not to be abused and that they should report any unacceptable behaviour to an Adult, which will be received without recrimination.

5. HOW DO I DEAL WITH ALLEGATIONS OR CONCERNS?

- 5.1 The Association's overriding priority is to ensure the ongoing safety of all Youth and therefore Youth must not be left in a situation of abuse or a situation that potentially risks abuse. Such a situation could be identified by an Adult or be brought to the attention of an Adult by another Adult or a Youth. The Youth might be the person who has been abused or reporting the abuse of another Youth or reporting the abuse of a 'friend' who is in fact themselves. An approach by a Youth must be taken seriously. It is important to create a supportive environment for the Youth and to listen carefully. Attachment F provides guidelines for responding to a Youth who discloses abuse.
- 5.2 Dealing with abuse is a complex matter that requires special expertise and it is not expected that Adults will have those skills. Therefore, Adults should not attempt to intervene, other than to take necessary, common sense action if the Youth is in immediate danger. The Adult's role is to listen and report the matter in accordance with Procedures 3 or 4 hereunder, as applicable.
- 5.3 While the guilt or innocence of a person accused of wrongdoing is a secondary consideration, it does not mean that the person so accused is guilty until proven otherwise. When the person accused is another Youth, the accused Youth's welfare will need to be handled carefully. Again, these matters are complex and require special expertise. On becoming aware of a situation, an Adult should not confront a person named by the Youth, but should report the matter in accordance with Procedures 3 or 4 hereunder, as applicable.
- 5.4 With the foregoing in mind, the following must be followed:
- Procedure 2:** When a Youth expresses a concern, the Adult should be supportive, listen carefully and report the matter in accordance with Procedures 3 or 4, as applicable. The Adult must not confront a person named by the Youth, but should take necessary, common sense action if the Youth is in immediate danger.
- 5.5 Scouts WA is not a mandatory reporting organisation, which means that generally Adults are not required by law to report abuse to the relevant state authorities, although they may do so if they wish. However, the situation is different for Adults who by their employment are required to report child abuse under the Act (namely, doctors, nurses, midwives, police officers and teachers). They must follow the reporting requirements prescribed under the Act for abuse that occurs in Scouting.

Procedure 3: Adults who by virtue of their employment are required to report child abuse under the Act must follow the mandatory reporting requirements prescribed under state law for reportable situations that occur in Scouting whether within Western Australia or elsewhere. Scouts WA also requires them to provide a report concurrently to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au by using the Incident Report I2 form at Attachment G.

Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210.

- 5.6 Scouts WA will report alleged sexual abuse and other serious incidents of abuse to the relevant authorities. Therefore, every Adult not covered by Procedure 3 must report incidents of abuse or suspected abuse to the Branch Chief Commissioner's Executive Assistant.

Procedure 4: Whether within Western Australia or elsewhere, Adults must report incidents of abuse or suspected abuse to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210.

6. WHAT HAPPENS WHEN A REPORT IS MADE?

- 6.1 If the alleged perpetrator is an Adult, the Branch Chief Commissioner or delegate will advise the alleged perpetrator that a report has been made that involves him/her. The advice will include suspending the person from all Scouting activity (including the wearing of the Scout uniform and accoutrements and attending any Scout premises) until the matter is investigated by the relevant authorities. This action is procedural and not an indication or implication of guilt or otherwise of the person.
- 6.2 If an allegation of sexual abuse is made against a staff member, that person will be suspended immediately at the Executive Manager's sole and absolute discretion until the matter is finalised to the satisfaction of the Branch Chief Commissioner.
- 6.3 In the event of a conflict of interest, the Board will manage the process, which might necessitate amending reporting and decision-making procedures.
- 6.4 In the case of a report involving abuse of a non-sexual nature, the Branch Chief Commissioner or Executive Manager, as applicable, may elect not to suspend the person immediately. The severity of the particular circumstances will determine Scouts WA's level of response in such situations. In a case of sexual abuse, it is essential that no details in a report be communicated to the alleged perpetrator; this must be left to the authorities.

Procedure 5: In dealing with a report:

- When an alleged perpetrator is an Adult and the matter involves sexual abuse, in collaboration with the relevant authority, the Branch Chief Commissioner or delegate will advise the person by telephone immediately that a serious accusation has been made about the person and within seven days send formal, written advice suspending the person from all Scouting activities.
- If the person is an employee and the matter involves sexual abuse, the employee will be suspended immediately at the Executive Manager's sole and absolute discretion until the matter is finalised to the satisfaction of the Branch Chief Commissioner.
- Where sexual abuse is alleged, details of the accusation will be managed and, if necessary, advised to the alleged perpetrator by the relevant authority.

ty and not by the Association. For other forms of abuse, the Branch Chief Commissioner will determine how the matter is raised with the accused, after consulting with the relevant authorities.

- In the case of a report involving abuse of a non-sexual nature, the Chief Commissioner or Executive Manager, as applicable, may elect not to suspend the person immediately. The severity of the particular circumstances will determine Scouts WA's level of response in such situations.

7. WHAT HAPPENS WHEN A CASE IS FINALISED?

- 7.1 If an allegation is substantiated the offender's membership and role with Scouts WA will be revoked immediately. Sometimes, circumstances can cause the Police not to proceed with a prosecution, even though there has been unacceptable behaviour in terms of the Association's Code of Conduct and Duty of Care. Therefore, Scouts WA reserves the right to refuse the reinstatement of an alleged offender who has been cleared or not charged by the Police or other relevant authority.

Procedure 6: If an allegation is substantiated to the satisfaction of the Branch Chief Commissioner, the offender's membership and role with Scouts WA will be revoked immediately and the person's membership record endorsed such that the person will never be readmitted. Scouts Australia national office will be notified of the revocation of membership. Regardless of the legal outcome, Scouts WA reserves the right to refuse the reinstatement of an alleged offender who has been cleared or not charged by the Police at its sole discretion, under delegation to the Branch Chief Commissioner.

8. WHAT DO I DO IF APPROACHED BY THE POLICE OR OTHER AUTHORITIES?

- 8.1 A situation concerning an Adult could be brought to the attention of the relevant authorities without anyone in Scouts WA being aware. It is very important that the Association be alerted of matters concerning Adults because, depending on the situation, it may wish to apply one or more procedures set out in this document.

Procedure 7: An Adult who is approached by the Police or the Department for Child Protection and Family Support or any other relevant authority in relation to any matter concerning Youth involved in Scouting or another organisation about a matter that in some way has a connection with Scouting, must advise the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately.

9. WHAT DO I DO IF I HAVE CONCERNS, BUT NO EVIDENCE?

- 9.1 A combination of certain behaviours (see Attachment D) can be cause for concern and should not be ignored.

Procedure 8: Adults must report reasonable grounds for concern about the behaviour of another person to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at

Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210.

10. WHAT SHOULD BE DONE ABOUT SEXUAL RELATIONS BETWEEN CONSENTING YOUTH?

- 10.1 The Association does not condone sexual relations between consenting Youth when participating in Scouting events or activities. While in certain situations sexual relations involving young people are not unlawful, there is a duty of care to and a requirement of respect for others involved in Scouting and especially those under the age of consent.
- 10.2 Under Western Australian law, from 16 years of age it is not an offence for males and females to engage in sexual relations. The same age threshold applies in other Australian states and territories, except for South Australia and Tasmania where 17 is the minimum age. In situations involving a person of 18 years or older and another who has reached the age of consent, sexual relations are not necessarily unlawful in Western Australia and all other Australian states and territories. However, in Western Australia, when one person has a duty of care over another the minimum age is 18; the Northern Territory, New South Wales, South Australia and Victoria also set the threshold at 18.
- 10.3 As can be seen from the foregoing, consenting sexual relations are not always unlawful. Therefore, caution and careful judgement should be exercised when they come to the attention of an Adult.

Procedure 9: Since there are numerous situations that might occur, each must be dealt with differently:

- Sexual relations involving consenting Youth who have reached the legal age of consent are not unlawful and therefore are not reportable, but they are not condoned during Scouting activities or events. The Youth concerned should be counselled and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity.
- The previous point also applies to sexual relations between a consenting Youth who has reached the age of consent and a person 18 years of age or older, provided that the older person does not have a duty of care for the Youth.
- Sexual relations between a consenting Youth and a person who has a duty of care over that Youth are unlawful and must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210 immediately. The individuals concerned should be advised of the breach of law and the Adult in charge of the activity or event must remove the person with the duty of care over the Youth from the Scouting event or activity.
- Sexual relations between consenting Youth in which one or both have not reached the legal age of consent are unlawful and must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au by using the Incident Report I2 form at

Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210 immediately. The Youth concerned should be counselled and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity.

Because the third and fourth situations above must be reported, contact with the parents/guardians of the Youth will be undertaken by the Branch Chief Commissioner or delegate and no one else. In the event that the Branch Chief Commissioner's Executive Assistant is not contactable and the Branch Chief Commissioner is not contactable directly by the Adult in charge, the Adult in charge should contact either the Deputy Chief Commissioner, Youth Program or the relevant Regional Chief Commissioner. In the event that neither are contactable, the relevant District Commissioner should be contacted. In the latter circumstances, "relevant" refers to the formation within which the Youth belongs. All of the foregoing positions are deemed to be the Branch Chief Commissioner's delegate in such situations.

11. WHAT PRECAUTIONS ARE TAKEN WHEN RECRUITING ADULTS?

11.1 The recruitment process is the first opportunity to screen and head-off individuals with questionable intentions.

Procedure 10: When an adult wishes to support the Association as a volunteer or employee, meaningful discussion about the Code of Conduct (Attachment H) and the Child Protection Policy and Procedure is mandatory. Similarly, diligent follow-up with referees must be undertaken as an essential complementary process to that outlined in Procedure 11. The person who recommends the acceptance of the adult is responsible for ensuring these matters are addressed thoroughly and as expected.

11.2 A second screening occurs through checks with government authorities.

Procedure 11: With very few exceptions, Adults are required to hold a current Working With Children Check (WWCC) card, issued by the Western Australian Department for Child Protection and Family Support and have a clear Volunteer National Police Check. In addition to the check at the time of joining, if deemed necessary by the Branch Chief Commissioner, the latter will be undertaken when there is a change of appointment or Group.

A separate policy and procedure deal with this requirement. Section 18 hereunder provides further details.

12. WHAT PRECAUTIONS ARE TAKEN WHEN TRAINING ADULTS?

12.1 Training of Leaders, Adult Helpers and Office Bearers is mandatory and provides a third screening opportunity.

Procedure 12: The training and development of Adults must ensure that:

- The Association's expectations of Adults concerning child protection are absolutely clear.
- Participants are provided with the knowledge and experience contained within this procedure.
- Participants practice, for example through role play, responding to Youth who report abuse.

- Participants are given examples of how to prepare an incident report concerning suspected child abuse.

All Adults must complete the Scouts Australia 'Child Safe' eLearning module within one month of joining the Association. The module is expected to be available in early 2014 and all existing Adult members must complete it within one month of it becoming available.

13. WHAT PRECAUTIONS ARE TAKEN TO PROTECT YOUTH?

- 13.1 The fourth and on-going screening of Adults occurs on-the-job. Scouts WA sets clear requirements for Adults when relating to Youth. Under the Code of Conduct, Adults must report any conduct seen or heard that does not comply with the Code of Conduct. History shows that very, very few abusers reach this fourth level of on-going screening. Vigilant Adults working collaboratively and to the requirements of this procedure will quickly and easily identify unacceptable behaviour. Their job is to report it.
- 13.2 With more than 100 years of experience, the Association knows the situations that can place Youth at risk of abuse, especially sexual abuse. Therefore, there are very clear requirements that must be followed by Adults and adhering to the following will greatly reduce the risk of abuse.

Procedure 13: The following must be standard practice in the delivery of Scouting:

- **Two Adults present** - Scouts WA requires that when Adults are supervising and conducting Scouting activities involving Youth, at least two Adults are present, except in unexpected, unusual and unforeseen circumstances. While the minimum ratio of Adults to Youth will vary from activity to activity, a minimum of two Adults is always required. This requirement is to protect Youth and Adults and is referred to as "Two-deep" leadership.
- **Overnight activities** - Where no Adults are present for overnight activities (for example, a Patrol camp or some Venturer Scout events), sleeping and ablution arrangements for Youth must be separated by gender, except where impractical. In other situations, wherever possible, Youth should be separated by gender when accommodated overnight. Where this is not possible, Adult supervision by at least two Adults must be provided on-site.
Mixed-gender Groups that do not have both a male and female Leader/Adult Helper must have a male/female parent accompanying them throughout the duration of the activity. If unavoidable, two Adults of the same gender may supervise a camp, provided that the parents of the Youth participating have been advised and have given prior approval. Such an arrangement is not encouraged and Groups should ensure that it is a rare exception, rather than the norm.
- **Ablutions** - Separate ablution arrangements for each gender must be available for all Youth involved in overnight activities. Only Adults of the same gender are to directly supervise the Youths' ablutions. In these circumstances, the guiding principle is that Adults must avoid placing

themselves in a situation where they feel uncomfortable or compromised or where their actions could be misinterpreted.

- **Travel** - On certain occasions (for example transporting youth members from venue to venue), it is likely that only one Adult will be supervising. In these circumstances, prior permission is to be obtained from the parents of the Youth concerned. Under no circumstance should any Adult accept a third party into travel arrangements without the prior permission of parents (unless the third party is another, known Scout member). Adults should not place themselves in positions where they feel uncomfortable or compromised or where their actions could be misinterpreted.

Other than for the child of a parent/guardian or in a clear emergency, Adults must not travel alone with one child in a motor vehicle, watercraft or an aircraft (other than a two-seater glider, the use of which has the prior approval of the parent/guardian). Other than for the child of a parent/guardian, where an Adult is accompanying a Youth home on a plane from an event such as an early return from a Jamboree, the Adult and Youth when together must remain in clear view of the public/other passengers at all times. Adults must not remain alone with a Youth following a meeting or other activity. Another Adult must be present or if another Adult is not available, several other Youth members must be present.

- **Youth to Youth behaviour** - Child abuse can occur through Youth interaction ranging from harassment and bullying to sexual contact. Social media can be a vehicle for such abuse. All forms of child abuse must be stopped immediately by an Adult present, who must take all necessary steps to protect the abused Youth; and a formal incident report must be submitted to the Office of the Branch Chief Commissioner as soon as practicable. Contact with the parents/guardians of the Youth will be managed by Branch, in accordance with Procedure 9.
- **Contact by external parties** - It is the responsibility of all Adults to ensure, as best as practicable, that while engaged in Scout activities, Youth are protected from unauthorised contact by external parties. Care is to be taken to include this consideration in the planning of activities, which includes 'remote access' by camera or recording.
- **Photographs** - Permission must be obtained from the parent/guardian of Youth before photographs are taken by Adults and Youth for use by the Association. This is best done by the parent/guardian ticking the appropriate box on the Youth Membership Application Y1 form at the time of joining. Where permission is not granted, Adults present at an event must take reasonable steps, in a discreet and sensitive manner, to prevent the Youth concerned being photographed.
- **Digital recording** - Scouts WA acknowledges the difficulty in controlling the use of digital cameras, phone cameras and similar devices. Adults should exercise judgement in this area on a case by case basis.

- **Media access** - Media access to Youth must be authorised in advance by the relevant Regional Chief Commissioner or the Branch Chief Commissioner and the Youth's parent/guardian.

Non-compliance with the requirements of this procedure must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210.

14. WHAT PRECAUTIONS SHOULD ADULTS TAKE TO PROTECT THEMSELVES?

- 14.1 While the foregoing is primarily with the protection of Youth in mind, Adults need protection as well. At all times, Adults must avoid placing themselves in situations where they feel uncomfortable or compromised or where their actions could be misinterpreted. Item 8 in the Scouts Australia Code of Conduct (see Attachment H) states:

Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying youth members. It is recognised that, in certain circumstances, it may be necessary for a Leader or Adult, while acting responsibly and exercising their duty of care, to be alone with a youth member.

A review of accusations, charges and complaints against Adults reveals that Adults involved all too often have not complied with the foregoing section of the Code of Conduct, often expressing surprise about what it means. As a result, their defence is weakened significantly. Item 8 is about protection of Youth and Adults. Attachment I provides guidance for Adults, but the following requirements are mandatory:

Procedure 14: In order to minimise the risk of misunderstanding an Adult's actions when there is an urgent and unavoidable requirement to travel alone with a Youth other than a Youth's parent/guardian:

- The Group Leader (or the Adult's direct supervisor) must be informed and the Group Leader must monitor for any pattern of occurrence.
- The Youth's parents/guardians must be informed and consent obtained.
- The Adult must make a diary note of the date, time and circumstances for future reference, if required.

The Adult must complete and submit the Incident Report I2 form at Attachment G to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au

- 14.2 In order to ensure that child protection remains at the forefront of Adults' thinking:

Procedure 15: When there is a change of service or a move to another Group, the Adult must undergo refresher training in the Association's child protection policy and procedure by re-doing the Scouts Australia Child Safe eLearning module. The Code of Conduct must also be reviewed with the Group Leader and a copy of it signed by the Adult and the Group Leader and placed on the Adult's MyScout record by the Group Leader.

15. WHAT IS DONE WHEN AN ADULT REPORTS HAVING BEEN ABUSED WHEN A YOUTH MEMBER?

- 15.1 A victim who was abused as a Youth but discloses the abuse after reaching the age of 18 years should be reported to Scouts WA. Scouts WA will raise such a disclosure with the Police on the understanding that the decision to make a formal report to the Police rests entirely with the Adult disclosing the abuse.
- 15.2 Given that an alleged perpetrator might have ongoing involvement in Scouting, the notification may assist the authorities in gathering a complete picture of the alleged perpetrator and, importantly, alert Scouts WA to the potential for ongoing risk to young people. If the alleged perpetrator is still involved in Scouting, Procedures 5 and 6 apply. Accordingly:

Procedure 16: If an Adult discloses having been abused when a Youth, the matter must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210. Procedures 5 and 6 apply.

16. COOPERATION WITH THE AUTHORITIES

- 16.1 The Scouts WA Privacy Policy allows the Branch to provide information in its possession to investigating authorities.

Procedure 17: Scouts WA maintains an open and cooperative relationship with the Police and the Department for Child Protection and Family Support and will provide information in its possession to authorities to assist in their investigations.

- 16.2 It should be understood that, while Scouts WA will provide information to the authorities, the Police are unable to institute proceedings against an alleged perpetrator if evidence is not provided by a victim or a witness.

17. RECORD KEEPING, PRIVACY AND CONFIDENTIALITY

- 17.1 Maintaining complete and accurate records is essential.

Procedure 18: Confidential records concerning abuse cases will be maintained in a secure environment and retained indefinitely by the Scouts WA Branch. Access will be strictly controlled, with approval to access the files resting with the Executive Manager, the Branch Chief Commissioner and the Board Chairman, any one of whom may approve access.

- 17.2 Scouts WA maintains a Privacy Policy that clearly defines the circumstance in which any information it maintains on members and staff may be used. Scouts WA recognises the sensitive nature of reporting and responding to child abuse and therefore will protect, as far as is practicable, information pertaining to victims, the people who report and alleged offenders. Importantly, it should be remembered that legislation protects a person who reports child abuse or suspected child abuse. A person can make a report anonymously.

17.3 Generally, a person accused of child abuse who becomes aware of the identity of the person who made the report must not disclose the identity of that person to anyone else. The exception being when the disclosure is made to a person acting in the course of official duties, or is made with the consent of the person who made the complaint. In this context, Scouts WA will share information with the Police, the Department for Child Protection and Family Support and Scouts Australia at its discretion in the interests of protecting Youth.

Procedure 19: The Privacy and Confidentiality provisions of the Child Protection Procedure must be observed. Only the Board Chairman, Branch Chief Commissioner and Executive Manager of Scouts WA are authorised to comment on child protection issues to the public or to the media. A breach must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210.

18. RELATED POLICY AND PROCEDURE DOCUMENTS

18.1 The following Scouts WA Policy and Procedure documents should be read in conjunction with this document:

- Working With Children Check Policy
- Equity and Diversity Policy
- Privacy Policy

19. REVIEW

19.1 This procedure shall be reviewed every three years by the Policy and Procedures Committee (PPC) or earlier if directed by the Board. The PPC shall provide a report to the Board, together with any recommendations arising from the review.

20. APPROVAL

20.1 This procedure was approved by the Board of Scouts WA on 4 February 2014.

Attachment A**Scouts WA Child Protection Procedures**

While this document contains a number of mandatory procedures, the actual procedures applicable will vary according to the particular situation. Therefore, the numbering of the procedures is purely for ease of reference.

Procedure 1: Scouts WA shall conduct an on-going awareness program by:

- Sending the Child Protection Policy and the Child Protection Procedure documents to the parents/guardians of every new Youth member and to every Adult at the outset of becoming involved in Scouting or when a person is about to become a Rover Scout. In the latter case, there is an 'application pack' that includes an application form to be an adult member of Scouts WA. In taking this action, there is a delicate balance to be struck to make the Association's position and approach clear and yet not cause alarm. Attachment E provides the covering written advice to be sent to parents/guardians, Adults and those who are about to become a Rover Scout.
- Group Leaders ensuring that during each term Section Leaders remind Youth of their right not to be abused and that they should report any inappropriate behaviour to an Adult, which will be received without recrimination.

Procedure 2: When a Youth expresses a concern, the Adult should be supportive, listen carefully and report the matter in accordance with Procedures 3 or 4 hereunder, as applicable. The Adult must not confront a person named by the Youth, but should take necessary, common sense action if the Youth is in immediate danger.

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Procedure 5: In dealing with a report:

- When an alleged perpetrator is an Adult and the matter involves sexual abuse, in collaboration with the relevant authority, the Branch Chief Commissioner or delegate will advise the person by telephone immediately that a serious accusation has been made about the person and within seven days send formal, written advice suspending the person from all Scouting activities.
- If the person is an employee and the matter involves sexual abuse, the employee will be suspended immediately at the Executive Manager's sole and absolute discretion until the matter is finalised to the satisfaction of the Branch Chief Commissioner.
- Where sexual abuse is alleged, details of the accusation will be managed and, if necessary, advised to the alleged perpetrator by the relevant authority and not by the Association. For other forms of abuse, the Branch Chief Commissioner will determine how the matter is raised with the accused, after consulting with the relevant authorities.

- In the case of a report involving abuse of a non-sexual nature, the Branch Chief Commissioner or Executive Manager, as applicable, may elect not to suspend the person immediately. The severity of the particular circumstances will determine Scouts WA's level of response in such situations.

Procedure 6: If an allegation is substantiated to the satisfaction of the Branch Chief Commissioner, the offender's membership and role with Scouts WA will be revoked immediately and the person's membership record endorsed such that the person will never be readmitted. Scouts Australia national office will be notified of such a dismissal. Regardless of the legal outcome, Scouts WA reserves the right to refuse the reinstatement of an alleged offender who has been cleared or not charged by the Police at its sole discretion, under delegation to the Branch Chief Commissioner.

Procedure 7: An Adult who is approached by the Police or the Department for Child Protection and Family Support or any other relevant authority in relation to any matter concerning Youth involved in Scouting or another organisation about a matter that in some way has a connection with Scouting, must advise the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately.

Procedure 8: Adults must report reasonable grounds for concern about the behaviour of another person to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210.

Procedure 9: Since there are numerous situations that might occur, each must be dealt with differently:

- Sexual relations involving consenting Youth who have reached the legal age of consent are not unlawful and therefore are not reportable, but they are not condoned during Scouting activities or events. The Youth concerned should be counselled and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity.
- The previous point also applies to sexual relations between a consenting Youth who has reached the age of consent and a person 18 years of age or older, provided that the older person does not have a duty of care for the Youth.
- Sexual relations between a consenting Youth and a person who has a duty of care over that Youth are unlawful and must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210 immediately. The individuals concerned should be advised of the breach of law and the Adult in charge of the activity or event must remove the person with the duty of care over the Youth from the Scouting event or activity.
- Sexual relations between consenting Youth in which one or both have not reached the legal age of consent are unlawful and must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210 immediately. The Youth concerned should be counselled and, at the discretion of the Adult in charge of the activity or event, may be removed from the Scouting event or activity.

Because the third and fourth situations above must be reported, contact with the parents/guardians of the Youth will be undertaken by the Branch Chief Commissioner or delegate and no one else. In the event that the Branch Chief Commissioner's Executive Assistant is not contactable and the Branch Chief Commissioner is not contactable directly by the Adult in charge, the Adult in charge should contact either the Deputy Chief Commissioner, Youth Program or the relevant Regional Chief Commissioner. In the event that neither are contactable, the relevant District Commissioner should be contacted. In the latter circumstances, "relevant" refers to the formation within which the Youth belongs. All of the foregoing positions are deemed to be the Branch Chief Commissioner's delegate in such situations.

Procedure 10: When an adult wishes to support the Association as a volunteer or employee, meaningful discussion about the Code of Conduct (Attachment H) and the Child Protection Policy and Procedure is mandatory. Similarly, diligent follow-up with referees must be undertaken as an essential complementary process to that outlined in Procedure 11. The person who recommends the acceptance of the Adult is responsible for ensuring these matters are addressed thoroughly and as expected.

Procedure 11: With very few exceptions, Adults are required to hold a current Working With Children Check (WWCC) card, issued by the Western Australian Department for Child Protection and Family Support and have a clear Volunteer National Police Check. In addition to the check at the time of joining, if deemed necessary by the Branch Chief Commissioner, the latter will be undertaken when there is a change of appointment or Group.

Procedure 12: The training and development of Adults must ensure that:

- The Association's expectations of Adults concerning child protection are absolutely clear.
- Participants are provided with the knowledge and experience contained within this procedure.
- Participants practice, for example through role play, responding to Youth who report abuse.
- Participants are given examples of how to prepare an incident report concerning suspected child abuse.

All Adults must complete the Scouts Australia 'Child Safe' eLearning module within one month of joining the Association. The module is expected to be available in early 2014 and all existing Adult members must complete it within one month of it becoming available.

Procedure 13: The following must be standard practice in the delivery of Scouting:

- **Two Adults present** - Scouts WA requires that when Adults are supervising and conducting Scouting activities involving Youth, at least two Adults are present, except in unexpected, unusual and unforeseen circumstances. While the minimum ratio of Adults to Youth will vary from activity to activity, a minimum of two Adults is always required. This requirement is to protect Youth and Adults and is referred to as "Two-deep" leadership.
- **Overnight activities** - Where no Adults are present for overnight activities (for example, a Patrol camp or some Venturer Scout events), sleeping and ablution arrangements for Youth must be separated by gender, except where impractical. In other situations, wherever possible, Youth should be separated by gender when accommodated overnight. Where this is not possible, Adult supervision by at least two Adults must be provided on-site.

Mixed-gender Groups that do not have both a male and female Leader/Adult Helper must have a male/female parent accompanying them throughout the duration of the activity. If unavoidable, two Adults of the same gender may supervise a camp, provided that the parents of the Youth participating have been advised and have given prior approval. Such an arrangement is not encouraged and Groups should ensure that it is a rare exception, rather than the norm.

- **Ablutions** - Separate ablution arrangements for each gender must be available for all Youth involved in overnight activities. Only Adults of the same gender are to directly supervise the Youths' ablutions. In these circumstances, the guiding principle is that Adults must avoid placing themselves in a situation where they feel uncomfortable or compromised or where their actions could be misinterpreted.
- **Travel** - On certain occasions (for example transporting youth members from venue to venue), it is likely that only one Adult will be supervising. In these circumstances, prior permission is to be obtained from the parents of the Youth concerned. Under no circumstance should any Adult accept a third party into travel arrangements without the

prior permission of parents (unless the third party is another, known Scout member). Adults should not place themselves in positions where they feel uncomfortable or compromised or where their actions could be misinterpreted.

Other than for the child of a parent/guardian or in a clear emergency, Adults must not travel alone with one child in a motor vehicle, watercraft or an aircraft (other than a two-seater glider, the use of which has the prior approval of the parent/guardian). Other than for the child of a parent/guardian, where an Adult is accompanying a Youth home on a plane from an event such as an early return from a Jamboree, the Adult and Youth when together must remain in clear view of the public/other passengers at all times. Adults must not remain alone with a Youth following a meeting or other activity. Another Adult must be present or if another Adult is not available, several other Youth members must be present.

- **Youth to Youth behaviour** - Child abuse can occur through Youth interaction ranging from harassment and bullying to sexual contact. Social media can be a vehicle for such abuse. All forms of child abuse must be stopped immediately by an Adult present, who must take all necessary steps to protect the abused Youth; and a formal incident report must be submitted to the Office of the Branch Chief Commissioner as soon as practicable. Contact with the parents/guardians of the Youth will be managed by Branch, in accordance with Procedure 9.
- **Contact by external parties** - It is the responsibility of all Adults to ensure, as best as practicable, that while engaged in Scout activities, Youth are protected from unauthorised contact by external parties. Care is to be taken to include this consideration in the planning of activities, which includes 'remote access' by camera or recording.
- **Photographs** - Permission must be obtained from the parent/guardian of Youth before photographs are taken by Adults and Youth for use by the Association. This is best done by the parent/guardian ticking the appropriate box on the Youth Membership Application Y1 form at the time of joining. Where permission is not granted, Adults present at an event must take reasonable steps, in a discreet and sensitive manner, to prevent the Youth concerned being photographed.
- **Digital recording** - Scouts WA acknowledges the difficulty in controlling the use of digital cameras, phone cameras and similar devices. Adults should exercise judgement in this area on a case by case basis.
- **Media access** - Media access to Youth must be authorised in advance by the relevant Regional Chief Commissioner or the Branch Chief Commissioner and the Youth's parent/guardian.

Non-compliance with the requirements of this procedure must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210.

Procedure 14: In order to minimise the risk of misunderstanding an Adult's actions when there is an urgent and unavoidable requirement to travel alone with a Youth other than a Youth's parent/guardian:

- The Group Leader (or the Adult's direct supervisor) must be informed (the Group Leader must monitor for any pattern of occurrence).
- The Youth's parents/guardians must be informed and consent obtained.
- The Adult must make a diary note of the date, time and circumstances for future reference, if required.
- The Adult must complete and submit the Incident Report I2 form at Attachment G to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au

Procedure 15: When there is a change of service or a move to another Group, the Adult must undergo refresher training in the Association's child protection policy and procedure by re-doing the Scouts Australia Child Safe eLearning module. The Code of Conduct must also be reviewed with the Group Leader and a copy of it signed by the Adult and the Group Leader and placed on the Adult's MyScout record by the Group Leader.

Procedure 16: If an Adult discloses having been abused when a Youth, the matter must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at Attachment G. Procedures 5 and 6 apply. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210. Procedures 5 and 6 apply.

Procedure 17: Scouts WA maintains an open and cooperative relationship with the Police and the Department for Child Protection and Family Support and will provide information in its possession to authorities to assist in their investigations.

Procedure 18: Confidential records concerning abuse cases will be maintained in a secure environment and retained indefinitely by the Scouts WA Branch. Access will be strictly controlled, with approval to access the files resting with the Executive Manager, the Branch Chief Commissioner and the Board Chairman, any one of whom may approve access.

Procedure 19: The Privacy and Confidentiality provisions of the Child Protection Procedure must be observed. Only the Board Chairman, Branch Chief Commissioner and Executive Manager of Scouts WA are authorised to comment on child protection issues to the public or to the media. A breach must be reported to the Branch Chief Commissioner's Executive Assistant at chiefea@scoutswa.com.au immediately by using the Incident Report I2 form at Attachment G. Advance notice of the report should be advised by telephoning the Executive Assistant on 9480 4210.

Attachment B**Definitions of Abuse and Possible Indicators**

The *Children and Community Services Act 2004* defines the extent of abuse and neglect in which the state has authority to intervene. While not necessarily an exhaustive list, child abuse is categorised in five ways. Adults in Scouting will not necessarily be in a position to be aware of all forms of abuse, especially those of a more intimate nature, and they are not expected to be so.

Physical Abuse

Physical abuse is when someone is deliberately hurt, or is at serious risk of being physically hurt, by their parents or carers. This can include punching, kicking, shaking or throwing, scalding/burning, strangling, or leaving a child alone in a car. It can also be from excessive physical discipline, or by being given drugs including alcohol. These injuries are not treated as accidental. Possible signs of physical abuse:

- Broken bones or unexplained bruises, burns or welts in various stages of healing.
- The child or young person can't explain an injury, or the explanation is inconsistent, vague or unlikely.
- The parents saying that they're worried that they might harm their child.
- Family history of violence.
- Female genital mutilation.
- Delay between being injured and getting medical help.
- Parents who show little concern about their child, the injury or the treatment.
- Frequent visits to health services with repeated injuries, illnesses or complaints.
- The child or young person seems frightened of a parent or carer, or seems afraid to go home.
- The child or young person reports intentional injury by their parent or carer.
- Arms and legs are kept covered by clothing in hot weather.
- Ingestion of poisonous substances including alcohol or drugs.
- The child or young person avoids physical contact (particularly with a parent or carer).

Sexual Abuse

Sexual abuse is children and young people being exposed to inappropriate sexual activity. This includes being involved in sexual acts (masturbation, fondling, oral sex or penetrative sex); or witnessing sexual activity either directly or through pornography. Possible signs of sexual abuse:

- Inappropriate sexual behaviour for their age and developmental level (such as sexually touching other children and themselves).
- Inappropriate knowledge about sex for their age.
- Disclosure of abuse either directly, or indirectly through drawings, play or writing.
- Pain or bleeding in the anal or genital area, with redness or swelling.
- Fear or being alone with a particular person.
- Child or young person implies that they have to keep secrets.
- Presence of sexually transmitted infection.
- Sudden, unexplained fears.
- Bed wetting and soiling.

Emotional Abuse

Emotional abuse is being treated in ways that damages a child's ability to feel and express a range of emotions. This can be caused by behaviours that occur over time, such as verbal abuse and teasing, rejection, physical or social isolation, threats and bullying. Possible signs of emotional abuse:

- Parent or carer constantly criticises, insults and puts down, threatens, or rejects the child or young person.
- Parent or carer shows little or no love, support, or guidance.
- Child or young person shows extremes in behaviour from aggressive to passive.
- Physically, emotionally and/or intellectually behind others of the same age.
- Compulsive lying and stealing.
- Highly anxious.
- Lack of trust.
- Feeling worthless.
- Eating hungrily or hardly at all.
- Uncharacteristic seeking of attention or affection.
- Reluctant to go home.
- Rocking, sucking thumb or self-harming behaviour.
- Fearful when approached by someone they know.

Psychological Abuse

Psychological abuse is being treated in ways that damages a child's self-esteem, personal and moral development and intelligence. This can be caused by behaviours that occur over time, for example, belittling, threatening, isolating and causing the child to feel worthless. Possible signs of psychological abuse are similar to the ones for emotional abuse.

Neglect

Neglect is not providing enough care or supervision so that the child is injured or their development is damaged. It includes lack of food, shelter, affection, supervision, untreated medical problems and abandonment. Possible signs of neglect:

- Signs of malnutrition, begging, stealing or hoarding food.
- Poor hygiene: matted hair, dirty skin, or body odour.
- Untreated medical problems.
- Child or young person says that no one is home to look after them.
- Child or young person always seems tired.
- Frequently late or absent from school.
- Clothing not appropriate to the weather.
- Alcohol and/or drug abuse in the home.
- Frequent illness, minor infections or sores.
- Hunger,

Source: Department for Child Protection and Family Support

Attachment C**Sexual Grooming**

[This guide is an extract from a Network of Community Activities (Surry Hills, NSW) publication.]

A lot of information exists about how to respond to sexual abuse once it has been discovered. But the best way of protecting children from harm is to be aware of the behaviours that can lead to sexual abuse before it occurs. These behaviours are called 'grooming'. Organisations with unclear boundaries around contact with children can be magnets to people who wish to 'groom' children for sexual abuse¹. By learning about the strategies used to 'groom' children and their families and recognising them as inappropriate behaviours in your service you create an environment that will deter infiltration by sexual abusers².

Sexual abuse thrives in secrecy and ignorance. By being alert to potential danger signs, we are better able to understand the steps we can take to keep children as safe as possible.

What is "Grooming"?

Sexual abusers are often people we know; more than 8 out of 10 children³ who are sexually abused know their abuser. They may hold responsible positions in their local community, and can be personable or charismatic. Abusers come from all classes, ethnic and religious backgrounds and may be heterosexual or homosexual. Whilst a high percentage of abusers are men, some are also women⁴. You cannot pick an abuser out in a crowd, however you can identify behaviour that precipitates abuse. This behaviour is known as 'grooming' and research shows us that it can occur for up to 12 months before the actual sexual abuse takes place⁵.

Grooming is defined as communication with a child where this is an intention to meet and commit a sex offence⁶. More generally it can be seen as the process by which an individual manipulates those around them – particularly, but not exclusively, the child – to provide opportunities to abuse and reduce the likelihood of being reported or discovered.

Research suggests that this process can be very deliberate, and while it can occur over a long period of time, sometimes this period of time is much shorter; there may not be any conscious motivation to sexually abuse a child until just before the abuse occurs. In both cases, there are often opportunities to observe and intervene, even before the would-be abuser is fully aware of what may become sexual intentions.

Unfortunately, identifying sexual grooming of children isn't always straightforward. Sometimes sexual abuse occurs as part of a pre-existing relationship in which there is genuine affection, which makes it a complex issue. But there are often clear signs that can be detected before the abuse occurs.

How do people "groom" children for sexual abuse?

- By getting close to children – child sex offenders will often seek out adults and groom them in order to get access to their children. The sex offender can create a relationship built on trust or dependency and gain access to the children through it. Some befriend parents or carers who are facing difficulties or who are vulnerable themselves.

¹ *Understanding the Grooming or Entrapment Process, CPSU briefings*

² *Wortley and Smallbone 2006*

³ *(ABS, 1996, 2004a)*

⁴ *Pritchard, 2004*

⁵ *Wortley and Smallbone 2000*

⁶ *Understanding the Grooming or Entrapment Process, CPSU briefings*

- By silencing children – people who want to sexually abuse children may:
 - offer them gifts or treats, and sometimes combine these with threats about what will happen if the child says 'no' or tells someone
 - threaten them with exclusion from their peer group or loss of favour if they do not comply
 - make the child afraid of being hurt physically, or threaten what may happen to other people if the child tells
 - play on the child's embarrassment or guilt about what is happening, perhaps convincing them that no one will believe them
 - make the child believe he or she wanted it to happen.

Signs an adult may be grooming a child for sexual abuse

There may be cause for concern about the behaviour of an adult or young person if they:

- Exhibit frequent physical affection such as kissing, hugging, stroking hair or wrestling even when the child clearly does not want it or it is not required.
- Encourage child or particular children to sit on their lap and offer regular physical comfort or reassurance to a particular child without a recognised cause.
- Seek out opportunities to be alone with a child with no interruptions.
- Spend most of their spare time with children and have little interest in spending time with people their own age.
- Solicit invitations to sports, events or parties where a child will be.
- Frequently arrive uninvited to places where the child or their family will be in a series of 'coincidences'.
- Spend a lot of time around places like arcades, playgrounds, parks and sports venues to get to know children so they are not seen as strangers.
- Regularly offer support to the family members of the child such as offering to babysit children for free, transport children to events, help out at social occasions involving the child or take children on outings alone.
- Offer to drive children home or collect children from events on a regular basis.
- Frequently walk in on children in the bathroom or their bedrooms.
- Treat a particular child or group of children as favoured, making them feel special compared with others in a group.
- Find out as much as possible about the child and use that information to engage the child and drive a wedge between the child and any protective adults, eg parents, teachers or coaches.
- Purchase gifts or collect items of interest regularly for a specific child or group of children.
- Tell secrets to a child and encourage the keeping of secrets.
- Display ambiguous sexual behaviour, eg showing the child pictures of other children wearing swimsuits or less.
- Display clearly inappropriate sexual behaviour, eg showing the child pornographic pictures, using explicit sexual language around children.

Key Points

- Child sexual abuse thrives in secrecy.
- People who abuse children may spend up to 12 months 'grooming' a child before they commit a sexual act with them⁷. However, the period of time spent grooming can also be short, with the impulse occurring not long before the abuse happens.
- People do not just 'groom' children, they also 'groom' the adults around them.
- Environments that have defined boundaries in regards to appropriate behaviour are less likely to attract sexual abusers⁸.
- Staff, volunteers and visitors should follow defined protocols for appropriate behaviour or be excluded.
- Identification of sexual grooming of children can be a complex issue. The challenge is to be vigilant without creating a siege mentality.

⁷ *Child Sexual Abuse in Queensland: Offender Characteristics and Modus Operandi*

⁸ *Understanding the Grooming or Entrapment Process, CPSU briefings*

Attachment D

Characteristic Behaviours of Child Abusers

It is important that Adults exercise appropriate vigilance to identify potential perpetrators. The list below represents certain behaviour characteristics that often apply to a person who is engaging in, or who intends to engage in, child abuse. The indicators are general and are not necessarily written in the specific context of Scouting where Adults will have ongoing close contact with children as part of the normal Scouting program. **Therefore, it is important to understand that, in the Scouting context, one or two of these behaviour characteristics on their own do not necessarily indicate that a person is an abuser or a potential abuser. Ongoing behaviour that involves several characteristics together might provide reason to raise concern.** Such a person should be observed closely, but discreetly, for a brief period before reporting the concern, if the concern remains.

If there is no known victim or suspected victim, an Adult who has concerns about someone based on the characteristics below or who suspects that a person's behaviour is inappropriate, must report their observations in accordance with procedure 8.

Possible general indicators of an offender include:

- When the majority of a suspected abuser's relationships are with children (some abusers don't relate well to people of their own age).
- Is over friendly/familiar with children.
- Describes children as angelic or pure.
- Has low self-esteem, poor self image (possibly due to emotional deprivation or sexual abuse as a child).
- May remove himself/herself mid-way through an activity to have time with children who may be in the toilets.
- Gives articles of his/her clothing to a child as gifts, e.g. a cap, a jacket, footy-shirt etc. This is an attempt to demonstrate ownership of the child.
- Carries photos of children other than his/her own, often indicating that these children love him/her.
- Gives extreme affection to children, e.g. front-on close hugging, always touching or flirting.
- Flatters children and boosts their egos.
- Has favourites to whom gifts are given.
- Pays special attention to sad, isolated or lonely children and those in single parent families.
- Displays withdrawn, placid demeanour.
- Can be single or married. Some reports show that 47 per cent of child abusers are married. May be experiencing marital problems, but not necessarily.
- Over emphasis upon morality – are legalistic and inflexible. Could well be a reflection of his/her own bad actions.
- Strong denial of offence or any intention to offend.
- Convincing in protests of innocence – has developed this as a defence mechanism. May be very outspoken about child sex offenders.
- Avoids screening processes, or attempts to do so.
- Attempts to engineer opportunities to be alone with a child, e.g., babysitting, targets single parents, child minding, etc.
- Offers to take or takes child home, shopping or on an outing. Offers to collect child from school.
- Dislikes submission to authority, prefers to work alone, and is negative (or dismissive) when sexual abuse topics are raised.

- Spends considerable time with children.
- Voices opinion on sex education, suggesting that children are not taught properly.
- Can be any personal or social make-up, e.g. extrovert, introvert, married, single, old, young, rich or poor. While the majority of abusers are male, they are not necessarily always so.

Possible indicators of an offender in the family context include:

- Shows improper behaviour.
- Showers with children.
- Expects an open door policy in the bathroom.
- Attempts to sit children on lap, even when child or adolescent resists.
- Exhibits inappropriate hugging and/or kissing.
- Attempts to shut down spouse/child communications.
- Children don't want to be home alone with the person.
- Is jealous of child's boyfriend/girlfriend.
- Child is treated like a spouse in conversation or decisions.

[Source: Scouts SA Policy document]

Attachment E

Written Advice to Parents/Guardians of New Youth Members, New Adults and New Rovers

Parents and Guardians

Dear <names of parents/guardians>

I am very pleased to welcome <name of youth> to Scouting, a non-formal educational program that develops character through the social, physical, intellectual, emotional and spiritual dimensions of young people. Scouting encourages each youth member to do his or her best. We know from experience that a great deal is learnt when things do not go to plan, so Scouting does not judge, it encourages. In this way, confidence and resilience grow as youth members learn and develop new skills.

The Scout Association has zero tolerance of any form of abuse and acts firmly and decisively if it should occur. We are particularly concerned about sexual abuse. Despite lingering stereotyping in the media, Scouting actually experiences very few cases of sexual abuse. The Association has a clear policy and strong procedures in place to protect youth members. I urge you to read those documents, which can be viewed on the Scouts WA home page www.scoutswa.com.au Please let me know if you are unable to access the documents.

Should you have any questions or concerns about our approach, please do not hesitate to discuss them with your child's Group Leader.

I hope <name of youth> thoroughly enjoys Scouting and that you take delight in <his/her> development.

Kind regards,

<Name>

<Regional Chief Commissioner>

New Adults (Leaders, Adult Helpers, Adult Supporters and Employees)

Dear <names of Adult>

I am delighted to welcome you to Scouting, a non-formal educational program for youth that develops character through the social, physical, intellectual, emotional and spiritual dimensions of young people. Scouting encourages each youth member to do his or her best. We know from experience that a great deal is learnt when things do not go to plan, so Scouting does not judge, it encourages. In this way, confidence and resilience grow as youth members learn and develop new skills.

The Scout Association has zero tolerance of any form of abuse and acts firmly and decisively if it should occur. We are particularly concerned about sexual abuse. Despite lingering stereotyping in the media, Scouting actually experiences very few cases of sexual abuse. The Association has a clear policy and strong procedures in place to protect youth members. The documents can be viewed on the Scouts WA home page **www.scoutswa.com.au** Please let me know if you are unable to access the documents because it is essential that you understand your responsibilities in ensuring that youth are protected. If followed, they will also provide protection for you. Should you have any questions or concerns about our approach, please do not hesitate to discuss them with your **<insert, as appropriate Group Leader | District Commissioner | etc>**.

Through your generous commitment, many young people will benefit, often in ways that you might not know until years later when they bump into you and remind you of the impact you had on their life. Thank you for volunteering.

Best wishes,

<Name>

<as appropriate Regional Chief Commissioner | Branch Chief Commissioner>

New Rovers

Dear **<names of Adult>**

I am delighted to welcome you to Rovering, the pinnacle of the Scouting program. Rover Scouts is a stepping stone into adult hood and I encourage you to make the most of the opportunities Scouting offers. Rovers have a long tradition of service to the community, including helping with the delivery of Scouting for youth members, and I hope you too will become involved

As an adult, you do not have the protection afforded to youth members and you have new responsibilities. In terms of Scouts WA, you are now subject to the Association's code of conduct, you can vote at the Branch's annual general meetings and for the appointment of the President, Vice President and members of the Board. You also have new responsibilities when working with our youth members.

The Scout Association has zero tolerance of any form of abuse and acts firmly and decisively if it should occur. We are particularly concerned about sexual abuse. Despite lingering stereotyping in the media, Scouting actually experiences very few cases of sexual abuse. The Association has a clear policy and strong procedures in place to protect youth members The documents can be viewed on the Scouts WA home page **www.scoutswa.com.au** Please let me know if you are unable to access the documents because it is essential that you understand your responsibilities in ensuring that youth are protected. If followed, they will also provide protection for you and other adults involved in Scouting. Should you have any questions or concerns about our approach, please do not hesitate to discuss them with your Rover Advisor.

I wish you enjoyment as you discover the wonderful world of Rovering and thank you for your commitment to Scouting.

Kind regards,

<Name>

<Regional Chief Commissioner | Branch Chief Commissioner, as appropriate>

Attachment F**Guidelines for Responding to a Youth Who Discloses Abuse**

One way in which a member, helper or staff member may become aware of abuse is through disclosure by the victim. When a child under 18 years of age begins to share with you an experience of abuse, please apply the following guidelines:

- Listen to the child carefully, but **do not press the child for details. It is not your role to conduct an investigation. Asking leading questions may in fact prejudice any subsequent investigations.**
- Be clear that you believe the child. It is essential to understand that rarely do children fabricate allegations of abuse and therefore all disclosures of abuse should be taken seriously.
- Reassure the child that what happened is not the child's fault. Children are never responsible for violence or sexual misbehaviour inflicted on them by other people.
- Reassure the child that it is right to tell someone and that you are pleased that the child has shared this with you. Perpetrators often threaten a victim in an attempt to ensure silence.
- Acknowledge that it is hard to talk about these issues.
- Do not make promises that you cannot keep (e.g. confidentiality). Reassure the child that certain adults who can give protection need to know so that the abuse can be stopped.
- Never say, "I don't believe it". Do not show emotions such as disgust, horror, disbelief or panic in front of the child. This risks making the child feel ashamed and helpless, adding to the abuse inflicted by the abuser. If a child senses that you cannot cope with the information, the child will likely lose confidence in you and withdraw, thus enabling the abuser to continue the abuse.
- Make notes of the conversation immediately while the facts are still fresh in your mind for reporting purposes. The Incident Report I2 form at Attachment G should be used to make a report to Branch, in accordance with procedures 3 or 4, as applicable.
- **Remember, the alleged abuser must not be approached.**

Finally, where a child is accused of inflicting abuse on another child, it may well be the child is an abuse victim. This is a very sensitive issue and must be handled by a person with professional qualifications.

Attachment G**PLEASE USE THE ELECTRONIC VERSION OF THIS FORM ON THE SCOUTS WA WEBSITE**

 Scouts WA	<h1>Incident Report (Personal)</h1>	<h1>I2</h1> V2013 12 18
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Use of this Form

This form is to be completed by the Group Leader or Activity Leader for any 'Reportable' or Routine incident that occurs in the course of a Scouting activity. This form is to be sent to the Office of the Chief Commissioner (chiefea@scoutswa.com.au) within two days of the incident.

NOTE: Should the incident involve an accident, please note that no liability is to be admitted.

Details of Injured Person

Name		Membership No	
Formation / Group		Appointment	
Address			
Suburb		Post Code	
Home Phone		Work Phone	
Mobile		Email	
Nature and Extent of Injury			

Details of Reporting Person

Name		Membership No	
Formation / Group		Appointment	
Address			
Suburb		Post Code	
Home Phone		Work Phone	
Mobile		Email	

Details of Scouting Activity

Activity Name		Location	
Person in Charge		Contact Phone	

Notification

Group Leader notified by		Date		Time	
District Commissioner notified by		Date		Time	

Signature of Reporting Person		Date	
Received by Office of the Chief Commissioner		Date	

Medical/Hospital Report

Medical Attention Sought <input type="checkbox"/>	Ambulance Used <input type="checkbox"/>	Hospitalization Required <input type="checkbox"/>
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Attach any documentation relating to any of the above ticked boxes.

Details o the Incident

Description of Occurrence (Include as applicable: instructions given prior to the incident, accident details, injuries sustained, person providing First Aid, who took what action ie causality transported to hospital, property lost or damaged, complaint received) Please attach separate page if insufficient space

Time of Incident**Date of Incident**

Details of other Parties involved, including witnesses (Include as applicable: names, contact phone numbers, addresses and vehicle numbers)

Itemise extent of damage to any equipment

Item	Damage

Attach (if applicable) a sketch or diagram of the accident / incident.

Signature of Reporting Person

Date

Received by Office of the Chief Commissioner

Date

Attachment H**Scouts Australia Code of Conduct**

Compliance with this 'Code of Conduct' is required of all Adults:

1. Adults in Scouting respect the dignity of themselves and others.
2. Adults in Scouting demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the Movement.
3. Adults in Scouting act at all times in accordance with Scouting's Principles, thereby setting a suitable example for all.
4. Adults in Scouting do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting principles.
5. Adults in Scouting act with consideration and good judgment in all interpersonal relationships both inside and outside Scouting.
6. Adults in Scouting respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothes, bathing and ablutions are associated with any Scouting activity.
7. Adults in Scouting avoid unaccompanied or unobserved activities with young people wherever possible.
8. Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying youth members. It is recognised that, in certain circumstances, it may be necessary for a Leader or Adult, while acting responsibly and exercising their duty of care, to be alone with a youth member.
9. Adults in Scouting are committed to providing a safe environment for youth members participating in the Scout program, their parents or guardians and visitors. That safe environment must be in accordance with Scouts Australia's policy of zero tolerance toward bullying, neglect, emotional, physical or sexual abuse of any kind. Adults in Scouting recognise that abuse can take many forms and can be perpetrated through various mediums, including through technology, and will be alert to abuse in all of its manifestations.
10. Adults in Scouting must report any conduct seen or heard that does not comply with this Code of Conduct. Specifically, Adults in Scouting must report promptly any suspicion or allegation of child abuse of youth members in their care. Where mandatory reporting is required, incident reports must be made to the police or designated State/Territory Authority in accordance with State or Territory Law and the nominated Scouting person should be advised. In all other cases, the incident must be reported to the nominated Scouting person who shall report any suspicion or allegation of abuse to the appropriate authority.

Attachment I**Protection of Adults**

This note identifies strategies to protect Adults. Item 8 in the Scouts Australia Code of Conduct (Attachment H) reads:

Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying youth members. It is recognised that, in certain circumstances, it may be necessary for a Leader or Adult, while acting responsibly and exercising their duty of care, to be alone with a youth member.

A review of accusations, charges and complaints against Adults revealed that Adults involved have often not complied with the foregoing section of the Code of Conduct, often expressing surprise about what it means. As a result, their defence is weakened significantly. Item 8 is about protection of Youth and Adults. Procedure 13 specifies the required standard practice in the delivery of Scouting. For their own protection, Adults should have particular regard for the "two-deep" leadership and travel requirements of Procedure 13.

Where an accusation, charge or complaint is made about misconduct with a Youth, the Adult may be stood down pending an investigation. Where there is sufficient evidence of violation of the Code of Conduct, the Adult's membership may be revoked, regardless of guilt or otherwise of the original accusation.

This does not mean that Adults may never be alone with Youth, but it must only be in rare, exceptional and reasonably unforeseen circumstances. Other than an Adult's own child or a child for whom the Adult has legal parenting responsibility, picking up a Youth and being alone in a vehicle with a Youth to take the Youth to a meeting each week, going on hikes alone with Youth, camping and similar activities that are not rare, exceptional or unforeseen. It is not the Adult's role to get Youth to Scouting events, although they may offer to be part of a transport pool.

Group Leaders need to be vigilant in scrutinizing and approving R1 Application for Authority to Conduct and Activity forms, ensuring adult supervision requirements are met. If any Scouting activity does not have the required Adult supervision, it should be cancelled if it cannot be rectified. The Code of Conduct excludes Adults from dual roles, such as picking up Youth of a friend to take to a Scouting activity because they are "helping a friend" and are not fulfilling their Scouting role at that time. The Code of Conduct applies at all times.

Where circumstances cause an Adult to be alone with a Youth, the Adult must protect them self by taking and recording defensive actions while ensuring that the health and safety of the youth for whom they are responsible is not at risk. The following must occur as an absolute minimum:

- The Group Leader (or Adult's direct supervisor) is informed and monitors for any pattern of occurrence.
- The Youth's parents/guardians are informed and consent obtained.
- Make a diary note of the date, time and circumstances for future reference, if required.
- Complete and submit an I2 Incident Report form.

It is strongly recommended that either before the incident or as soon as possible during or after, some or all of the following occur:

- Another Adult is informed and monitors for any pattern of occurrence.
- Anyone else who can provide evidence if needed is informed (for example, a Police officer or a ranger).
- Other Youth at the activity are informed.
- Take enough other Youth so the Adult is never alone (for example, three if

delivering one to hospital; or two if one is the Adult's child, as long as s/he is not the one being left at hospital)

- If possible, the Adult should take his/her own child as well, being the only Youth with whom an Adult should ever be alone.

Finally, when travelling in a vehicle, have the Youth seated on the left hand side in the rear seat.

In conclusion, bearing in mind that item 10 of the Code of Conduct states:

Adults in Scouting must report any conduct seen or heard that does not comply with this Code of Conduct

Every Adult is expected to assist other Adults so that unacceptable and regrettable situations do not eventuate.