

Lions District 201Q2 Child and Youth Risk Management Policy

This policy is a supplement to the Lions Australia Child Safe Policy, to meet the Queensland Government's requirement for organisations dealing with young people to have a Child and Youth Risk Management Strategy that addresses 8 mandatory requirements.

1. Statement of Commitment

Lions District 201Q2 is committed to being a child safe organisation. As such:

- a) We will build an environment that will mitigate harm to children or young people.
- b) We will build an environment that will significantly improve the possibilities of identifying and reporting harm.
- c) We will react appropriately to any disclosure or allegations of harm.

2. Lions Conduct When Working with Children

Lions Club members and volunteers must adhere to the Lions Code of Conduct when engaged in Lions activities, and meet these additional expectations when involved in any activity involving children or young people:

- a) Wear a Lions identification badge or name tag.
- b) Treat all children and young people with respect
- c) Provide age-appropriate supervision of all young people involved in a Lions activity.
- d) Protect the privacy of children and young people by not sharing their personal information.
- e) Use appropriate language and behaviour around children – no swearing, discriminatory language, intimidatory or aggressive behaviour, or exposure to pornographic material.
- f) Never be under the influence or offer alcohol or illicit drugs of any kind to a child/youth.
- g) Avoid one-on-one contact with a child or young person unless in full view in a public setting.
- h) Avoid physical contact with any child or young person unless required in a particular situation (e.g. handshake or greeting, or to prevent or treat an injury).
- i) Do not maintain contact or develop a relationship with a child or young person outside of the specific Lions activity they are involved in.
- j) If transporting or interviewing a young person, ensure there are at least 2 adults with current positive Blue Cards present.
- k) Always gain permission from a parent or guardian before taking or sharing photographs of a child or young person. *(See Appendix F for Photography Permission Form)*

3. Induction and Screening of Volunteers

Lions Australia and its clubs have a responsibility to promote the safety and welfare of every child and young person having contact with the organisation. We acknowledge child safety is every member's responsibility, and have developed policies and procedures to protect children from harm.

Lions' members accept the Lions Code of Conduct when joining the organisation, and these principles are reinforced at least annually at club or district meetings. The Child Safe Officer *(See Appendix A)* shall ensure that each new Lions member understands the child safety requirements and signs the Duty of Care Declaration. *(See Appendix B)*

Lions in Queensland who wish to become involved in any Lions project involving children or young people must obtain a Blue Card (Working with Children Check – see 4. below). Any member who refuses or is unable to obtain a Blue Card will not be permitted to participate in any project involving children or young people.

Lions members and volunteers will be provided with annual training on this policy and the Lions Australia Child Safe Policy. The Club Secretary shall retain records of training sessions conducted, including attendance records and signed Duty of Care forms.

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4. Working with Children Check compliance

A Working with Children Check is a criminal screening check. It aims to prevent people who may pose a risk to children or youth from coming into contact with them through their employment or in a voluntary capacity. In Queensland, the Blue Card system provides the screening service.

It is Lions Australia policy that any member of a Lions Club operating youth programs who has direct involvement with young people in Queensland must obtain a Blue Card. Additionally, any volunteers recruited to assist with youth programs (e.g. interviewers, camp coordinators) must also have a current Blue Card. A person who does not have a Blue Card is not permitted to have any direct involvement with young people at Lions activities.

Lions District 201Q2 will maintain a confidential Working with Children Register (*See Appendix C*) containing the name, date of birth and Blue Card details of all members of the District Cabinet involved in child-related activities. The District Child Safe Officer will be responsible for maintaining the Register and advising the District Governor of any member who is unable to obtain a Blue Card or who has their Blue Card suspended.

Individual Lions Clubs who operate youth programs are expected to follow the same procedures. It is the role of the District Child Safe Officer to encourage compliance by Lions Clubs across the District, and provide training for Club Child Safe Officers.

5. Handling disclosures and suspicions of harm

If a Lions member or volunteer receives an allegation of harm, or has a reasonable suspicion that harm has occurred to a child or young person, they must report this to the Child Safe Officer and complete a Child Safe Incident Report Form. The Lions Club President or District Governor may substitute for the Child Safe Officer if necessary.

An interview with the child or young person will be conducted to gather sufficient information to determine what follow-up action is required. Open-ended questions will be used, and all responses documented. No mediation or counselling should be attempted, but the child/family may be offered professional independent counselling. (*See Appendix D*)

If you believe a child is in immediate danger or a life-threatening situation, call **Triple Zero (000)**. If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm or being neglected, contact [Child Safety Services Centres](#) and talk to someone about your concerns.

Where a Lions member is the subject of an allegation of harm to a child or youth, he/she shall be excluded from all further involvement with youth activities as a precautionary measure. If the member admits to, or is convicted of an offence against children, their Lions membership will be terminated.

The Child Safe Incident Report will contain the actions taken and the outcome, if known. (*See Appendix E*)

6. Managing breaches

A breach occurs when a Lions member or a voluntary participant in a Lions Youth program fails to comply with the requirements of the Child Safe Policy. This may arise from inappropriate behaviours or a failure to report an allegation or suspicion of harm.

Such a breach should be reported to the Child Safe Officer who will document the details in a Child Safe Incident Report and, in conjunction with the Lions Club President or District Governor, decide on the appropriate consequences for the breach.

Consequences will depend on the severity of the breach and will range from a reminder of obligations, retraining, close supervision to termination of membership and/or reporting actions to police.

The Child Safe Incident Report will contain the actions taken and outcome of the breach.

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7. Risk Management for high-risk activities

In most cases, young people involved in Lions Youth Programs have short-term contact with Lions Club members and volunteers. Most activities are in public spaces with little opportunity for harm to occur.

Where there is long-term or sustained contact with Lions members (e.g. Leo Clubs), the Code of Conduct and additional expectations listed in 2. above exist to protect the youth involved from inappropriate or harmful actions.

The greatest potential risk occurs when children and young people are away from their home to participate in a Lions Youth activity (e.g. camp, conference, convention or exchange program). The Lions Australia Child Safe Policy documents procedures for interviews, transport, accommodation, and code of conduct in these circumstances.

When organising special events or potentially high-risk activities, Lions must ensure that enough information has been provided to parents or carers so they can make an informed decision about whether their children will attend. The organisers must also carefully evaluate the risks and take all necessary steps to minimise the likelihood of harm occurring. Refer to Lions Australia Risk Management Policy for further details.

8. Communication & support

It is important that all Lions, volunteers, youth participants and their parents have confidence that Lions Australia is a child-safe organisation, so the policies and procedures must be readily accessible. The Lions Australia Child Safe Policy and District 201Q2 Child & Youth Risk Management Strategy are published on the respective websites and can be accessed by Lions Club members and the general public.

Training videos are available for Lions and volunteers and specific training sessions for Lions in charge of youth programs are conducted annually. It is the responsibility of the Child Safe Officers to conduct training at District and Club level. Youth participants in Lions youth programs also agree to a Code of Conduct before engagement in the program.

Youth Support Officers may be appointed to provide young people involved in a Lions youth program an independent person (not involved in that program) to whom to communicate concerns if needed. The details of the Youth Support Officer must be provided to all participants in the youth program.

APPENDIX A – CHILD SAFE OFFICER (CSO)

Lions Australia Child Safe Policy requires each Lions club, District and National Youth Program to appoint a Child Safe Officer to oversee compliance with child safe policies and procedures.

The District and Club Child Safe Officers will undertake training required to increase their understanding and awareness of child safety.

The District and Club Child Safe Officers shall be responsible for performing the designated duties set out in the Risk Management Policy & Procedures.

ROLE STATEMENT

- (a) Ensure members have an understanding of the Child & Youth Risk Management Policy & Procedure and the Lions Australia Child Safe Policy
- (b) Provide guidance and advice to the members on ensuring the safety and wellbeing and preventing harm to children/youth participating in Club activities
- (c) Keep up-to-date with any changes to the requirements of the Blue Card system
- (d) Maintain a register of all members with Blue Cards on behalf of the Club or District. This register will allow the CSO to remind members of any expiry date
- (e) Submit timely lodgements and notifications to Blue Card Services Provide guidance and direction to ensure timely and appropriate response to situations of children/youth being exposed to harm
- (f) Review Child Safe Incidents/Reports and recommend appropriate responses to the Club President, District Child Safe Officer or District Governor.
- (g) Facilitate regular reviews of the Child & Youth Risk Management Policy & Procedures.

APPENDIX B – DUTY OF CARE DECLARATION

NAME OF LIONS CLUB/DISTRICT

Family Name			
Given Names			
Date of Birth		Gender	
Place of Birth			
Address	No. and Street:		
	Town/Suburb:		Postcode:
Telephone	Home:		Email:
	Mobile:		
	Work:		
Blue Card or Exemption Card	Number:	Expiry Date:	

I understand that the Lions Club is committed to the safety and wellbeing of children and youth who are participants in any Lions youth project or activity and will take steps to ensure a child safe environment is maintained at all times.

I have read the following documents and agree to act responsibly and exercise a Duty of Care to all children and youth who are participants in any Lions Club project, function or activity:

- **Club/District Child & Youth Risk Management Policy & Procedures**
- **Lions Australia Child Safe Policy**
- **Lions Australia Code of Conduct for Lions Members**

I am completing this Duty of Care Declaration as part of my:

- new Lions member induction (strike out this statement if not applicable)
- Lions Club - Working with Children and Youth training (strike out this statement if not applicable)

Blue Card or Exemption Card referenced above has been sighted by Club Child Safe Officer.

Full Name			
Signature		Date	
Witnessed for and on behalf of Lions Club			
Signature		Date	

APPENDIX D – REPORTING ALLEGATIONS OF HARM

Actions required to report allegation of harm	Responsibility
<p>1. Listen and protect</p> <p>Listen carefully, be nonjudgmental and reassure informant they have done the right thing in reporting the allegation and the child or youth will be protected from further harm.</p> <p>Ensure immediate safety of child/youth by taking any action necessary to remove him or her from potential harm.</p>	<p>Lions member initially notified of allegation (with assistance provided by Child Safe Officer or Project Coordinator where necessary)</p>
<p>2. Get the facts, don't interrogate</p> <p>Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to report this information to the proper authorities. There is a potential for contamination of evidence by repeated questioning and this in itself may constitute further abuse.</p> <p>Explain requirement to tell those in authority about the harm allegation to make it stop and ensure that it doesn't happen to others. Maintain privacy and avoid gossip or blame.</p>	
<p>3. Document don't investigate</p> <p>Record the conversation, date, time and names of all persons present at that time, location, name of complainant, record the young person's exact words on the Child Safe Incident Report. {See Appendix E}</p> <p>Lions members MUST NOT attempt to conduct their own investigation or mediate an outcome between the parties involved.</p> <p>Ensure the privacy of persons involved and details contained in the completed Child Safe Incident Report.</p>	
<p>4. Notify authorised officers</p> <p>Without delay, notify Police (or School Principal for school-based activity or project) along with relevant Child Safe Officer of harm allegation details as known.</p> <p>When notifying Police to report disclosure or suspicion of harm:</p> <ul style="list-style-type: none"> • Dial 000 (triple zero) to call Police where child/youth is in immediate danger or life-threatening situation. • Dial 131 444 to call Policelink where child/youth is NOT in immediate danger or life-threatening situation. <p>It is the role of Police (or School Principal for school-based project, function or activity) to report to parents or guardians involved. This is not the duty of the Lions Club.</p>	<p>Any Lions member can report the harm allegation to Police.</p>
<p>5. Exclude alleged abuser from any involvement with Lions' youth projects, functions or activities as an interim precautionary measure.</p>	<p>Club President or District Governor</p>
<p>6. Take further advice as required/appropriate from the District Child Safe Officer and/or Multiple District Child Safe Officer.</p>	<p>Child Safe Officer, Club President or District Governor</p>

APPENDIX E – CHILD SAFE INCIDENT REPORT

To be completed by Child Safe Officer.		
NOTE: all immediate safety concerns of child or youth involved in harm allegation are to be reported to Police by any Lions member as a matter of priority.		
Lions District & Club Name		
Details of Child or Youth involved (if known)	Name	Age:
	Address & Contact Details:	DOB:
	Parent or Guardian Name:	
	Address & Contact Details:	
Reported by	Name & Contact Details:	Date & Time reported:
Reported to (if different from above)	Name & Contact Details:	
Incident Location (if known)		Incident Date & Time:
Person/s involved in Allegation	Name/s:	
Description of Allegation (reasons you suspect the child or youth has experienced or is at risk of experiencing harm)		
Witness/es	Name & Contact Details:	
Immediate actions taken and by whom. State reason if no action taken.		
Outcome of allegation if known at this stage.		
Report Completed by	Name:	Contact phone no.:
	Signature:	Date:

APPENDIX F – PHOTOGRAPHY PERMISSION

Lions Australia seeks your consent to use photographic and digital images, video and audio recordings in the following ways ('the Agreed Purpose'): publications, newsletters, campaigns, websites, social media platforms, other related methods of promotion, any future editions and variations of the above, and both electronic and printed formats of the above.

Consent

I acknowledge that I:

- Am over the age of 18 years OR I am the parent/guardian of the person/s who is under 18 years and have the legal capacity to give consent;
- Understand that Lions Australia does not guarantee that any photos, digital images, recordings or work samples of the individual who is identified below will necessarily be used;
- Understand that copyright in photos, digital samples, recordings or work samples of the individual who is identified below will vest in the Commonwealth of Australia;
- Understand that I will not be given the original of the photos, digital images, recordings or work samples of the individual who is identified below;
- Understand the Agreed Purpose of publication of images, recordings or work samples of the individual who is identified below, including possible use on the Internet and in the media;
- Consent to Lions Australia and those acting under its authority publishing images and recordings of the individual who is identified below in whole or in part as they deem appropriate for the Agreed Purpose; and
- Understand that every effort will be made by Lions Australia to respect my (my child's) moral integrity.

Lions Activity/Project/Event _____ Date _____

Name of Person/s photographed: _____

SECTION A - For adults

I, _____ (*print full name*) hereby consent to photographic and digital images and/or audio and visual recordings of myself being used by Lions Australia for the purposes described above.

SECTION B - For parents

I, _____ (*print full name*) hereby consent to photographic and digital images and/or audio and visual recordings and/or work samples of my child(ren),

_____ (*print full name/s*) being used by Lions Australia for the purposes described above.

I also give permission for my child's first name, age and/or year level and school to be identified (surname will not be published). YES / NO (please circle)

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SECTION C – For Schools or Early Childhood Centres

School or Early Childhood Centre:

Authorised Staff Name: _____ Phone number:

Signed: _____ Date: _____