

**LIONS AUSTRALIA
DISTRICT 201N1
OF
LIONS CLUBS INTERNATIONAL**

YOUTH PROTECTION POLICY



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LIONS AUSTRALIA - CHILD PROTECTION POLICY

1. GLOSSARY

This glossary specifies the meaning of particular words used in this Policy Document.

Child *“A child means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier”*
Convention on the Rights of the child (United Nations Article 1)

Participants *Anyone who takes part in a Lions youth activity*

Youth Supervisors/Carers *Members of Lions Australia, Lionesses, Leos, their families and others aged eighteen years of age and over.*

Child Abuse *Includes physical abuse, emotional abuse, neglect, bullying, exploitation and sexual abuse*

2. MISSION STATEMENT

Lions Australia is committed to the safety and well being of children and/or young people who are under 18 years of age and who are participants in any Lions youth project or programme. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and well being of our volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

3. PHILOSOPHY

It is the philosophy of Lions Australia that all people who care for children must act in the best interests of the child and takes all reasonable steps to ensure the child's safety.

In order to protect these youth from physical or mental violence, injury, exploitation and abuse this policy relating to the screening of all youth supervisors/carers has been approved by MD201 Council of Governors for use by Lions Clubs, Chairmen or Committees should they so desire.

This policy is a broad based document designed to act as a guide only.

Should legislation be introduced governing youth protection, either at State or Federal level, all legislative requirements must be met. **It is the responsibility of each Club or District to make themselves aware of such legislative requirements.**

The basic intention of this policy is for **ANYONE** involved in looking after our youth participants to agree to meet all legislative requirements in any state or Territory of Australia, and in those states where no such legislation exists, to undergo a police check.

It is recommended to Youth Chairmen, Committees and Clubs that they should not allow persons who refuse to sign the forms to have any involvement with leading youth activities such as chaperoning, home hosting etc.

This policy has also been designed to support and protect our youth supervisors/carers and the youth entrusted to our care.

4. CODE OF CONDUCT FOR YOUTH SUPERVISORS/ YOUTH CARERS

This code of conduct is expected of all youth supervisors/carers who work within the activities of youth programmes of District 201N1, recognising that at all times they should act with responsibility and exercise duty of care to all youth.

LIONS AUSTRALIA on behalf of the young people in your care expect that:

YOU WILL:

1. be loyal to the Objects and Ethics of Lions Clubs International
2. adhere to the Policies and Guidelines of all youth programs within District 201N1, and ensure that our Duty of Care is met at all times
3. enhance the standing and reputation of Lions Australia
4. be a role model to youth participating, in whatever manner, in youth projects or programs within the District
5. always ensure another adult is present - where possible a male and female adult
6. treat youth with respect and accept duty of care for their welfare, safety, and wellbeing while they are your responsibility
7. ensure that physical or verbal abuse, neglect or any other types of abuse, is unacceptable
8. inform the parent, carer or responsible adult of any accident/incident which may occur
9. raise all concerns, issues, and problems with your Club President, District Chairman, District Governor or designated other as soon as possible
10. make sure all allegations or suspicions of abuse are recorded and acted upon.
11. make and keep a written report of any accident or incident and copy to appropriate others.

YOU WILL NOT:

1. engage in any rough or dangerous physical activity
2. get into a situation where the finger of suspicion could be pointed at you
3. spend time alone with a child. Always ensure another adult is present, preferably a male and a female adult
4. ever allow allegations of a child or young person to go unchallenged or unrecorded

Remember, young people will look to those in authority for trust, help, guidance, care and understanding

5. SCREENING POLICY - YOUTH SUPERVISORS/CARERS

All personnel involved in the instruction, supervision, hosting or chaperoning of all young people under the age of 18 years must complete an Application/Appointment Form and a Prohibited Employment Declaration Form.

Personnel who must complete the paperwork should include:

- Any volunteer or other person involved in a youth project/program which requires the direct supervision of youth or involvement with activities being undertaken by youth – for example Leos, Youth Exchange, Youth of the Year etc.
 - Any volunteer or other person involved in the chaperoning of youth in activities – for example Youth Exchange, live-in camps etc.
 - Any volunteer or other person involved in the hosting of youth in activities – for example Youth Exchange, Youth of the Year, Youth Camps, Leos etc.
1. The process for screening must be completed on initial involvement with a youth project/program.
 2. The completed Application for Appointment Form and Prohibited Employment Declaration Form should be forwarded to a designated Lion – for example Club President or District Governor.
 3. The designated Lion shall review the information contained in the application form and agreement form and satisfy him/herself that the applicant is suitable for the position.
 4. Should the information provided to the designated Lion indicate that the person has a criminal history that can be disclosed this information should be obtained to determine if the offence has any impact on the appropriateness of the applicant to hold a position as a youth supervisor/carer. It is strongly recommended that the District Constitution and By-Laws Chairman be consulted should this situation present itself.
 5. **All information relative to the above must be kept in strict confidence by the designated Lion and CBL Chairman.**
 6. Where it is determined that it is not appropriate for the applicant to act as a youth supervisor/carer the appointment should not be proceeded with. It is suggested that the Constitution and By-Laws Chairman provide a draft copy of a letter to be sent to the applicant advising him/her of this decision.
 7. If the applicant is aggrieved by the decision the matter should be immediately referred to the CBL Chairman and Multiple District Legal Officer.

DISTRICT 201N1
LIONS CLUBS INTERNATIONAL

APPLICATION/APPOINTMENT - YOUTH SUPERVISOR/CARER

The success of all Lions youth projects/activities is largely dependent upon the quality of its adult leadership and supervision. With every position the entrusted person must be suitable by virtue of character and previous history to be entrusted with the care of these young people.

PART ONE - Youth Chairman/ Lions Club to complete

Name of District Chairman/Club.....

Youth Activity/Project.....

Position being applied for.....

PART TWO - Applicant to complete

Family Name..... Maiden Name (if applicable).....

Given Names..... Male / Female

Previous Name(s)

Date of Birth...../...../..... Place of Birth

Address:

No & Street.....

Town/suburb..... Postcode.....

Postal Address.....

Telephone:

Home..... Work.....

Mobile..... Fax
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Email.....

Previous Experience with Lions youth projects - please supply details:

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Other Community Involvement:

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.....
.....

In consideration of this application to act as a supervisor/carer for youth activities/ programs within District 201N1-

- 1. I agree and consent to undergo a check to determine my suitability to become a youth supervisor/carer.
- 2. I agree that Lions Australia is released from and against all actions, suits, claims, damages, costs, expenses and demands brought by any person connected with the obtaining of or disclosure of any information resulting from any enquiries deemed necessary to determine my suitability to become a youth supervisor/carer.

I _____(Full Name) for the purpose of consideration of my application to become a youth supervisor/carer hereby authorize the

New South Wales Police Service to:

- (a) make or cause to be made reasonable enquiries to become a youth supervisor/carer within the _____ program
- (b) disclose or cause to be disclosed only to the designated persons within District 201N1 any comment of my suitability based on information obtained by the said enquiries about the details I have supplied in my application to become a youth supervisor/carer.

Applicants Signature

___/___/_____

Date

Witness

NOTE: Acceptance of this form does not necessarily guarantee acceptance as a Youth supervisor/carer.

DISTRICT 201N1

PROHIBITED EMPLOYMENT DECLARATION

The Commission for Children and Young People Act 1998 makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the **Child Protection (Offenders Registration) Act 2000**) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment.

Section 33B of the Commission For Children and Young People Act 1998 defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more, or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales, or
- an offence under section 80D or 80E (sexual servitude) of the Crimes Act 1900, committed against a child, or
- an offence under Sections 91D-91G(child prostitution, other than if committed by a child prostitute) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales, or
- an offence under Section 91H, 578B or 578C(2A) (child pornography) or the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales, or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs, or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the Commission for Children and Young People Act 1998 defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child, or
- of attempting, or of conspiracy or incitement, to commit such an offence

Under Commission for Children and Young People Act 1998:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;

- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment, and
- penalties are imposed for non-compliance

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence as defined in the Commission for Children and Young People Act 1998, or if I am a Registrable Person under the Child Protection (Offenders registration) Act 2000.

I have read and understood the above information in relation to the Commission for Children and Young People Act 1998. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36(1)(f) of the Commission for Children and Young People Act 1998.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to the NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children check in accordance with Section 36(1)(f) of the Commission for Children and Young People Act 1998.

I understand this form replaces the “Blue Certificate” issued in some states other than New South Wales.

All fields must be completed. Please use block letters.

NAME: _____

ALIASES (previous or other names) _____

DATE OF BIRTH: _____

SIGNATURE: _____

WITNESS (CD OR JP): _____

DATE:

YOUR CONTACT TELEPHONE NUMBER: _____

YOUR EMAIL ADDRESS: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

**THIS FORM SHOULD BE RETURNED TO THE DESIGNATED OFFICER
I.E. CLUB YOUTH OFFICER TO THE CLUB PRESIDENT
ANY DISTRICT YOUTH OFFICER TO DISTRICT GOVERNOR**

APPROVED/NOT APPROVED

Designated Officer

6. COMPLAINTS RESOLUTION PROCESS

1. All complaints must be treated seriously and a full written report of the incident documented. This report should include full details of the incident and the persons involved.
2. The report should be forwarded to the District Constitution and By-Laws Chairman who will refer the matter, if necessary, to the Chairman of the relevant Multiple District Committee.
3. Upon receipt of said report the Chairman must determine that all details are correct as documented and forward a copy of the report to the Manager, Youth & Community Projects and the Lions Australia Legal Officer.
4. The Legal Officer will provide advice as to the further actions to be taken in each individual situation.
5. The Council Chairman of the day is to be kept fully informed of all matters.

IN CONCLUSION

We acknowledge there is a legal and statutory requirement to inform authorities of any suspicions or other evidence of abuse inside or outside Lions Clubs International.

We also acknowledge that the aims of Lions Clubs International are to:

- promote the general welfare, health and development of children and to take every precaution to protect them from harm of any kind
- ensure that all members and volunteers are aware of their responsibilities
- remember that young people have rights and should be treated with dignity and respect