

CHILD SAFETY POLICY AND PROCEDURES



**GIRLS'
BRIGADE**
Australia

NOTE: This policy needs to be applied consistently with the relevant State Government legislation on child safety and any relevant policies and procedures, consistent with state legislation, applied by the partner church.

CHILD SAFETY POLICY

THE GIRLS' BRIGADE AUSTRALIA

Introduction

1. The Girls' Brigade Australia (GBA) is committed to providing a child-safe and child-friendly environment.
2. GBA adopts the ChildSafe – Safety Management Online system and is committed to sound implementation of it. This policy is intended to help GBA achieve this.
3. This policy must be followed by every person involved in GBA.
4. For the purpose of this policy a child is a person under the age of 18 years.

The People Responsible

5. The GBA Board will, so far as reasonably practicable, ensure a child-safe and child-friendly environment.
6. The GBA Board will appoint a Board Member who is the National Risk Management Officer ('**RMO**'). The National RMO is appointed for their term of office. The National RMO is responsible for overseeing the integration and management of ChildSafe – Safety Management Online into GBA as a whole, and reporting quarterly to the GBA Board.
7. The GBA Board will appoint at least two Administrators including the National RMO.
8. Each GBA State will nominate a State RMO. State RMO's are to be approved by the GBA Board annually. State RMO's are responsible for overseeing the integration and management of the GBA Child Safety Policy into their State. They will report quarterly to their State Council and National RMO.
9. The Coordinators in GBA, are appointed by GBA State Councils. Each Coordinator is responsible for ensuring the implementation and management of ChildSafe – Safety Management Online into their given area, including 'Permission to Proceed'. They will report quarterly to the State RMO. In small States this role may be held by the State RMO.
10. Team Leaders are the leaders in GBA who hold the position of Captain, or who have been appointed by their Captain to the role of Team Leader. They are responsible for the Team Members and girls in their GBA Company, reporting to their Coordinator. Team Leaders are responsible for completing the Permission to Proceed. The Permission to Proceed must ensure service providers and other external parties are considered in the assessment of risk.
11. Team Members are GBA Leaders and Assistant Leaders who are approved by the partnering church to be leaders in their GBA Company.

12. Service providers must remain under the direct supervision of a trained team member and complete local screening by a Team Leader. Service providers must meet the State requirements for Working with Children (or State Equivalent).
13. All Young Leaders and girls over 18 must complete Team Member training and obtain Working with Children Check (or State Equivalent).
14. Young Leaders under the age of 18, who have not completed any GBA Leader Training must remain under the direct supervision of a Team Member.

Screening

15. A person must have a valid Working with Children Check (or state equivalent), and be screened (including reference-checked) in accordance with the *GBA Appointment Procedure* before serving in any GBA position listed in Item 1, Schedule 1.
16. A person who has been charged with a violent or sexually-related offence (whether convicted or not) cannot be involved in GBA programs.
17. The Permission to Proceed for an event being held with Team Members or Team Leaders attending from a different State must ensure the appropriate Working with Children requirements are met.

Training

18. The RMO's, Coordinators, Team Leaders and Team Members must be trained in accordance with the *Training Procedure* and *Girls' Brigade Australia Training Manual*.
19. The State RMO must maintain a ChildSafe training register. ChildSafe refresher training must be completed by all Leaders at least every 3 years.
20. GBA States will incorporate some face to face training in Child Protection each year as part of their ongoing Leader Development program.

Accountability

21. No-one is accountable to themselves. Everyone is accountable to someone-else.

An activity cannot proceed unless 'Permission-to-Proceed' has been granted by the appropriate Team Leader, Coordinator or RMO using the Permission to Proceed Forms found in the SMO under the heading 'Programs'.

This is a critical, foundational principle for all GBA activities.

General Rules for Conduct

22. Every person involved in GBA must treat their own safety and the safety and care of children as paramount.

23. Each person involved in GBA, including every Team Member, Team Leader and Coordinator, must comply with the GBA Code of Conduct which incorporates the Child Safe – Safety Management Online Code of Conduct.

24. The only person authorised to speak to the media in relation to any GBA incident is the National Commissioner. No other person should speak to the media unless this responsibility has been delegated by the Board.

Incident Reporting

25. Allegations of abuse are very serious and require a high degree of care when handling. Children are vulnerable persons, additionally so at times of disclosure. Children should be believed, and the disclosure taken seriously.

26. Incidents must be reported in accordance with the *Incident Reporting Procedure*. Steps must be taken to ensure the safety of all members while an investigation is underway.

Record-keeping

27. Information and documents that contain personal information must be stored confidentially and securely in accordance with *GBA Privacy Policy*.

Other documents

28. The procedures and other documents that will be used by GBA to implement this policy are set out in Items 2 and 3 in Schedule 1.

Review

29. This policy must be reviewed and updated by June 2021. The person responsible for this is named in Item 4 of Schedule 1.

AUTHORISATION

Approved August 2019



National Commissioner

SCHEDULE 1

Item	Description	Names and Positions
1.	The people that must have valid Working with Children Checks and be screened according to the GBA Appointment Procedure	<ul style="list-style-type: none"> • All Leaders • All Assistant Leaders • All Chaplains who work directly with girls. • GBA Board members and Staff who work directly with girls. • Note –All Young Leaders and girls over 18 must have a valid Working with Children Check and be supervised.
2.	Primary policies and procedures:	<ul style="list-style-type: none"> • Code of Conduct • Appointment Procedure. • Training Procedure. • Permission to Proceed Procedure. • Discipline Procedure. • Incident Reporting Procedure. • Injury Reporting Procedure. • Investigations Procedure. • Privacy Policy.
3.	Other relevant documents:	<p>Incident Report CSE3-IR</p> <p>Leader Agreement to Policy Form CSE3-OA</p> <p>National Screening and Report Summary CSE3-MR</p> <p>Critical Incident Form</p> <p>GBA Incident Report Form</p> <p>Injury Report Form</p> <p>CareMonkey</p>
4.	Person responsible for ensuring policy is reviewed and updated:	National RMO