

10.10 CHILD AND YOUTH PROTECTION FRAMEWORK

1. This document provides a comprehensive Framework for Child and Youth Protection (Framework) in accordance with mandatory requirements of the Scouts Australia Child Protection Policy:
 - Branches are to develop their own detailed Child Protection Frameworks which reflect the requirements of their own jurisdiction and conform with this Policy.
 - Scouts Australia will validate its performance using the 10 Principles of Child Safe Organisations.
 - All Branches are to ensure that their Complaints Handling Process incorporates the National Complaints Handling Guidelines.
2. Scouts ACT Child and Youth Protection Policy 10.9 states that “All Members of Scouts ACT comply with the procedures within the Framework, and any responsibilities the Framework assigns.”
3. National Principles for Child Safe Organisations - Australian Human Rights Commission 2018 requires “Policies and procedures must document how the organisation is safe for children and young people.”
4. National Complaints Handling Process provides guidelines for handling complaints including reporting, recording, and the conducting of inquiries.
5. Scouts ACT Constitution provides the legal authority for the BEC to make appropriate policies and rules for Scouts ACT.

Scope of this Framework

6. This Framework applies to any person who is participating, employed, or volunteering for Scouts ACT, including in a uniformed or non-uniformed role. For the purpose of this Framework, the term Members includes employees and other volunteers of Scouts ACT. For the avoidance of doubt, Member includes Youth Members.
7. This Framework does not apply to allegations where all parties were Adults at the time the incident occurred.
8. This framework details how Scouts ACT will fulfil these responsibilities to ensure Members are suitably screened, trained, and managed when Child Protection issues arise, and all Members know how to make complaints.

Definitions of Child Abuse and Neglect

Child abuse may include physical, emotional, or sexual abuse. It can also include grooming behaviour and exposure to domestic violence. Neglect is failing to fulfil responsibilities in respect to a child or young person's safety and wellbeing.

9. All Members, including Adult and Youth Members must report suspected or actual Child Abuse and neglect in accordance with the procedures set out in the Framework. This includes physical abuse, emotional abuse, sexual abuse, grooming, neglect, exposure to domestic violence, and any other form of abuse or neglect.
10. All reported incidents will be managed in accordance with the Framework.
11. All Child Protection reports must be attended to without delay. All Members managing a Child Protection incident must take necessary actions within timeframes agreed with the Child Protection Commissioner.

Suspension and Termination of Membership

12. Members who are the subject of an allegation of Child Abuse or Neglect will be suspended pending an inquiry in accordance with the Framework and will remain suspended until Scouts ACT has completed an inquiry.
13. Scouts ACT Child and Youth Protection Policy 10.9 outlines who has the authority to make suspensions and terminations.

Screening and Training of Members

14. The Appointments Committee must ensure that all screening and training requirements have been completed and recorded on the applicant's file before making a recommendation to the BEC. This includes:
 - a. All applicants over 16 years of age must hold a WWVP Card.
 - b. Group Leaders and/or Scouting Team Leaders must have undertaken the additional screening outlined in section 6 of the Scouts Australia Child Protection Policy.
 - c. The training requirements outlined in the Scouts Australia Child Protection Policy must have been met by the applicant
 - d. All Adult applicants must sign the Scouts Australia Code of Conduct.
 - e. The Appointments Committee must be satisfied that the applicant is suitable to be appointed as a Member and/or to hold an appointment.
15. The Health and Wellbeing Team will develop and deliver training and materials to build a Child Safe environment as outlined in the Framework.

Scouting Activities and Programs

16. All activities and programs must be managed in accordance with the Scouts Australia Child Protection Policy.
17. The Branch Youth Program Team will source and develop sectional Child and Youth Safe best practice guidelines for each Youth Section. These guidelines will detail the Child Protection risks and mitigation factors for each youth section. The Health and

Wellbeing team will act in a consultative role with each youth section to aid the development of these guidelines.

18. **Group Leaders and Scouting Team Leaders must ensure that all persons over the age of 16 years hold a current WWVP card when attending Scouting activities. The card must be accessible on all Scouting activities.**
19. No Adult should be alone with a Child. The only exception to this is in the case of an unavoidable emergency, **in which case it must be recorded.**
20. The Branch Youth Program Team and the Health and Wellbeing team will source, develop and deliver programs and materials that will build Child Safe environments at a section level.
21. The Branch will manage physical and online environments to promote safety and wellbeing while minimising the opportunity for Children and Young People to be harmed. Responsibilities for implementation are outlined in Annex F.

Communication

22. The Child Protection Commissioner must disseminate regularly to all Adult Members the latest Child Protection requirements to facilitate the handling of questions, allegations, disclosures and reports about Child Abuse.
23. Scouts ACT will communicate its child safe strategies of Scouts ACT to parents when their Child joins. Scouts ACT will highlight their Child Safety policies and strategies on their website's publicly available pages and will provide appropriate information about safety aimed at Young People for every Scout hall and facility.

Responsibilities

24. The Chief Commissioner is responsible for the implementation of the Scouts ACT Child and Youth Protection Policy.
25. The ACC Health & Wellbeing has been assigned responsibility for making decisions about suspension and for making recommendations regarding termination of membership and ensuring the implementation of this policy.
26. The Chief Commissioner will appoint a Child Protection Commissioner who will receive, record and manage all reports relating to this policy.
27. The Child Protection Commissioner will advise the ACC Health & Wellbeing and the Chief Commissioner about Child Protection incidents, policy and procedures.
28. The ACC Health & Wellbeing will be responsible for ensuring that Scouts ACT meets or exceeds community best practice for Youth Member and Child Protection through a risk-based continuous improvement program in accordance with Annex B

29. Responsibilities are detailed at Annex C.
30. The Chief Commissioner may exercise or delegate any power or responsibility included in this policy that has been assigned to subordinate positions.

References

- A. Scouts Australia Child Protection Policy
- B. Scouts ACT Child and Youth Protection Policy 10.10 -
- C. National Principles for Child Safe Organisations - Australian Human Rights Commission 2018
- D. National Complaints Handling Process
- E. United Nations Convention on Rights of the Child
- F. Scouts ACT Constitution

Attachments

- A Incident Management Process Overview
- B Incident Reporting Procedures
- C Incident Management Procedures
- D Definitions of Child Abuse and Neglect

Annexes

- A Risk Matrix
- B - Continuous Improvement Procedure
- C Assignment of Responsibilities
- D RACI Matrix

Authority

31. This Framework replaces Policy 10.10 and was approved by the Branch Executive Committee on 24 February 2022.

ATTACHMENT A - INCIDENT MANAGEMENT PROCESS OVERVIEW



ATTACHMENT B – INCIDENT REPORTING PROCEDURES

Receiving a Complaint

1. Any Member may find themselves being told about a Child Protection incident or receive a formal or informal complaint. In each of these situations the Member is required to respond positively and professionally and must promptly report that complaint in accordance with the process set out here.
2. After being informed of an incident or complaint, the Members should endeavour to write down what they were told as soon as practicable.
3. Members **must not** conduct any form of formal or informal investigation or inquiry except when assigned to do so with written terms of reference.
4. All Members are required to report whenever Child Abuse or Neglect has been observed or an allegation of Child Abuse or Neglect has been made. Definitions for Child Abuse and Neglect are included in the Framework.

Reporting Requirements

5. There are four circumstances where the policy requires members to report Child Abuse or Neglect:
6.
 - a. When Child Abuse or Neglect has been found, alleged or suspected within a Scouting context.
 - b. When Child Abuse or Neglect has been found, alleged or suspected outside of the Scouting context.
 - c. Where there is a threat of immediate danger or harm due to a Child Protection incident.
 - d. Any other Child Protection incident.
7. Members are required to report Child Abuse or Neglect to the following people;
 - a. Scouts ACT Child Protection Commissioner.
 - b. ACT Child and Youth Protection.
 - c. Where a crime has allegedly been committed, the allegation must be reported to the appropriate police.
8. The *Crimes Act 1900 (ACT)* requires all instances of suspected or actual child sexual abuse must be reported to ACT Police. This requirement applies to historical and current disclosures.
9. Adult Members of Scouts ACT who are identified as “Mandatory Reporters” under the *Children and Young People Act 2008 (ACT)*, must also comply with any additional reporting requirements.

10. If there is imminent danger or risk of harm to a Child, Young Person or Adult, Members must contact the police immediately on 000.

11. Contact details for reporting incidents are:

ACT Policing	131 444
ACT Child and Youth Protection Services	1300 556 729
Scouts ACT Child Protection Commissioner	(02) 6183 5023
<i>(email: protection@scoutsact.com.au)</i>	

ATTACHMENT C - INCIDENT MANAGEMENT PROCEDURES

Scope and Introduction

1. This procedure applies to any incident where there is a requirement for the incident to be reported in accordance with the requirements set out in the Framework.
2. The procedure may be varied by the Chief Commissioner on the recommendation of the Child Protection Commissioner in consultation with the ACC Health & Wellbeing. Where the procedure is varied, the variation and justification must be recorded and placed on file with the complaint documentation.
3. Upon receipt of a Child Protection report the Child Protection Commissioner will implement this procedure. The procedure is represented through a process chart at Attachment A. The Child Protection Commissioner will:
 - a. Undertake an initial evaluation of the information available.
 - b. Make a recommendation in relation to suspension of membership and notify the ACC Health & Wellbeing of this.
 - c. Make and file records of the incident, any additional information and any subsequent decisions.
 - d. Manage and oversight the incident with a focus on concerns for Children and their safety, and in accordance with these procedures.

Responsibility

4. The Child Protection Commissioner is responsible to the ACC Health & Wellbeing and the Chief Commissioner for the implementation and operation of this procedure.
5. The ACC Health & Wellbeing is responsible for actioning decisions relating to the suspension or termination of membership.
6. Group Leaders and Scouting Team Leaders are responsible for overseeing and managing incidents and implementing decisions under the direction of the Child Protection Commissioner.
7. An alternate incident manager may be assigned to oversight and manage any specific incident at the discretion of the Child Protection Commissioner. Incident Managers must hold a Certificate of Adult Appointment.
8. Incidents must be reported immediately or as soon as possible following the occurrence of the incident.

Initial Evaluation

9. Upon receipt of a report, the Child Protection Commissioner will conduct an initial evaluation to determine what actions, if any, should be taken. The evaluation will consider:
 - a. If the reported incident may be a crime.
 - b. If the reported incident is Child Abuse or Neglect, defined in Attachment D.
10. If the reported incident may be criminal, the following actions **must** be taken:
 - a. The incident must be reported to the Police, and a record of the report number provided to the Child Protection Commissioner.
 - b. The Child Protection Commissioner must immediately notify the ACC Health & Wellbeing of the incident. The ACC Health & Wellbeing will action the suspension of the Member involved and advise the Chief Commissioner.
11. If the reported incident is possible Child Abuse, Neglect or risk of harm then it **must** be reported to ACT Care & Protection.

Suspension

12. Where the situation demands, Members will be suspended in accordance with Section 6 of the Scouts Australia Child Protection Policy.
13. The suspension is mandated in the following circumstances:
 - a. The report contains allegations that a Member has committed a crime.
 - b. The report contains allegations that a Member has committed child abuse.
 - c. The report contains allegations that a Member has committed child neglect.
 - d. The report contains allegations that a Member's actions do not comply with expectations outlined in the Code of Conduct, National Child Protection Policy or the ACT Child Protection Policy.
14. Where suspension is recommended to the ACC Health & Wellbeing, the decision will be taken without delay. The ACC Health & Wellbeing will:
 - a. Ensure that a nominated Adult Member of Scouts ACT conveys news of the suspension to the Member in person, or via a phone call, as soon as possible.
 - b. Ensure that details of the suspension are provided to the Member in writing and are placed on the Member's file.
15. Where a criminal offence has been reported, communication of suspension may be delayed on the advice of the police, to ensure that legal investigations are not interfered with. Where this occurs, the details of the delay and the advice provided must be recorded.

16. Scouts ACT will cooperate with all reasonable requests made by the Police or other legally authorised investigatory bodies in accordance with all legislative and regulatory requirements.

Recording Decisions

17. Scouts ACT will record all decisions made in relation to a Child Protection report. For each report the Branch will record not less than:
 - a. The details of the report and any supporting information that has contributed to the decision to make a report.
 - b. The reasoning for deciding to suspend or not suspend any Members as a result of the report.
 - c. The risk-based decision for lifting a suspension.
18. The original report will be recorded through an ACT Branch Incident Report Form, using attachments as necessary. The form is to be submitted to the Child Protection Commissioner at protection@scoutsact.com.au

Inquiries

19. The Child Protection Commissioners are assigned responsibility for conducting inquiries. When appropriate, the ACC Health and Wellbeing may assign two other Adult Members responsibility for conducting an inquiry. All Adult Members conducting inquiries must follow the principle of operating two deep.
20. Inquiries occur to consolidate all of the available information when an allegation of Child Abuse or Neglect has been made. Scouts ACT may commence an inquiry when:
 - a. an allegation includes behaviour which breaches the Adult Code of Conduct and/or the Child Protection Policies.
 - b. the incident has been reported to police, who have advised that they will not be conducting a formal investigation.
 - c. an individual has been charged or convicted of a crime; or
 - d. a legal obligation to conduct an investigation or inquiry exists.
21. Where it has been determined that an inquiry is required, a written terms of reference shall:
 - a. appoint an Adult Member that will lead the inquiry and a second Adult Member in support.
 - b. define the scope of the inquiry.
 - c. set a final date for the completion of the inquiry and submission of a written report.

Risk-Based Decisions

22. Scouts ACT will use a risk-based approach to making and recording decisions in relation to Child Protection reports.
23. Prior to lifting a suspension, or when making a decision in relation to the action taken in respect to a Child Protection report, a risk evaluation will be undertaken by the incident manager or Child Protection Commissioner using the risk and action matrix (Annex A).
24. The risk and action matrix will provide the basis for a decision which will be included in a written report. The report must explain the reasoning for why the author chose the likelihood and consequences level that they did. The report must also assess the final risk level and recommended outcome. Where it is recommended that the outcome varies from the risk matrix, the report must contain specific reasoning and be approved by the ACC Health & Wellbeing.
25. Only the ACC Health & Wellbeing or Chief Commissioner may lift a suspension. The ACC Health & Wellbeing or Chief Commissioner may only do this by approving a risk evaluation report. The approved report must be returned to the Child Protection Commissioner for action and filing.

Termination of Membership

26. The Chief Commissioner or President may recommend to BEC the immediate termination of any Member determined by law to be guilty of an offence relating to Child Protection, regardless of whether a conviction is recorded.
27. Where legal action has not taken place, the ACC Health & Wellbeing may recommend to the Chief Commissioner or President the termination of the membership of Adult and youth members, uniformed and non-uniformed, following a formal, documented risk-based decision making process.
28. The BEC, on the recommendation of the Chief Commissioner or the President will make the decision regarding the termination of an individual's membership.
29. When a person's membership is terminated, the ACC Health & Wellbeing must report the termination to the WWVP registrar and may provide any documentation in support of the decision.
30. If a Member of Scouts ACT has their membership suspended whilst they are under investigation by Scouting or the civil authorities, the Member may resign from Scouts ACT at any time irrespective of the stage of the inquiry into their actions. This may be recorded on the Appointments Committee list as a "resignation" until such time as the inquiry has concluded. However, the resignation will not prevent the inquiry from continuing, and does not prevent the individual from engaging with the inquiry. If the inquiry is completed and it is recommended that the Member should have been terminated (and this is subsequently approved by the BEC) the Appointments List will be amended to reflect that the Member did not resign and were instead terminated.

Membership conditions

31. Where a suspension is lifted, Scouts ACT may require the Member to accept a number of mandatory conditions. The basis of this minimum requirement is to provide assurance to both the Member and Scouts ACT that behavioural expectations in relation to the report are clearly understood.
32. Where the risk matrix recommends it, Scouts ACT will impose further conditions of continued membership which may include:
 - a. Very low risk - Discussion on and re-signing of the code of conduct.
 - b. Low risk - Acceptance of consent & respect guidelines.
 - c. Medium risk - Acceptance of a personal risk management plan.
33. Where included in a personal risk management plan, disclosure of accusations and outcomes to some members may be required as a condition.
34. Where conditions are applied to the lifting of a suspension, the conditions must be agreed and recorded, and a governance process implemented to provide ongoing assurance.
35. Where the risk evaluation determines that the risk level is high or very high, then the framework recommends termination of membership, and notification to the WWVP Registrar.

Support to Complainants

36. Scouting Team Leaders, and incident managers must ensure that actions are taken to ensure that appropriate support is provided to complainants, and where required, the ACC Health & Wellbeing will assign a neutral Adult to provide support.
37. Complainants must be treated with respect, and in a way that demonstrates that Scouts ACT accept the validity and importance of the complaint and will handle the complaint seriously and professionally.
38. Complainants must be supported in continuing their Scouting without hindrance. Regardless of the significance, any counter complaint must be reported to the Child Protection Commissioner and approval granted prior to being addressed with the complainant.

Support to Respondents

39. Scouting Team Leaders, and incident managers must ensure that actions are taken to ensure that appropriate support is provided to the respondent, and where required, the ACC Health & Wellbeing will assign a neutral Adult to provide support.

40. Respondents must be treated with respect. It is important that respondents are aware that Scouts ACT accept the validity and importance of the complaint and will handle the complaint seriously and professionally.
41. It is acknowledged that the respondent's privacy is a concern and disclosure of the allegations may have a significant impact upon them. Whilst this will be a consideration in management of the incident, consideration of the risk to the complainant, the respondent, and other Youth and Adult Members will take precedence.

Attachment D - Definitions of Child Abuse and Neglect

1. The following are the definitions for Child Abuse. These definitions are not exhaustive and do not act as limitations on abusive behaviour covered by this framework or Scouts ACT policies.
 1. **Physical abuse** - occurs when a person injures or threatens to injure a Child. The abuse can take the form of (but is not limited to) slapping, punching, shaking, kicking, throwing, burning, biting, poisoning, shoving, pushing, holding or grabbing. An injury may take the form of bruises, cuts, burns or fractures. Physical abuse may leave no physical injury. Physical abuse can also be the result of 'Hazing' (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group). Additionally, physical abuse can be a single incident or a number of different incidents that take place over time.
 2. **Verbal abuse**- occurs when a Child is criticized, insulted, judged, denounced or is the subject of threatening language. Verbal abuse can occur either publicly or privately. The abuse can include (but is not limited to), name-calling, use of derogatory language, swearing or yelling.
 3. **Emotional abuse** - occurs when a Child is repeatedly made to feel rejected or frightened. The abuse can involve (but is not limited to) name calling, being put down, continual coldness from a person, gaslighting, scapegoating or humiliation.
 4. **Sexual abuse** - occurs when a person uses a Child to engage in sexual acts. These can be contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, and exposure to pornography, accessing pornography, the retention of pornography or involving a Child in the making or sending of child pornography.
 5. **Grooming** – occurs when communication or conduct is linked to facilitating the involvement of a Child in sexual behaviour. Children are particularly accessible through 'Social media'. Indicators of 'grooming' include but are not limited to:
 - a. Developing special relationships with, favouring or giving gifts to a Child.
 - b. Inappropriate and/or intimate interactions with Children either in person or via forms of social media, texting, on-line forums or electronic devices.
 - c. Asking a Child to keep any aspect of their relationship with an Adult a secret;
 - d. Testing of or ignoring professional boundaries or rules.
 - e. Adults oversharing personal information to create intimacy with the Child.
 - f. The coercive use of social media, texting, on-line forums, or face-to-face activities to develop a relationship with a Child.

6. Exposure to **Domestic Violence** – occurs when a Child witnesses or experiences the domination, coercion, intimidation, and victimisation of one person by another within a domestic relationship. This behaviour may be physical, emotional or verbal in nature.
7. The following is the definition for **Neglect**. This definition is not exhaustive and does not act as a limitation on neglectful behaviour covered by this framework or Scouts ACT policies. **Neglect** – occurs when there is an omission or failure to provide a Child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health, safety, or development of the Child is significantly impaired or placed at risk.

National Policy Definitions

2. The following definitions drawn from the National Policy apply to this framework and Policy 10.9.
 - a. **Adult** means a person 18 years of age or older. This includes relevantly aged Leaders, Rover Scouts, Venturer Scouts, Adult Helpers, Adult Supporters, Office Bearers, Foundation and Fellowship Members and Staff.
 - b. **Adult Helper** means an Adult holding a Certificate of Adult Membership of the Association who provides assistance to a Leader and is bound by the policies and rules of the Association.
 - c. **Age of Consent** means that age when a Young Person is considered old enough to make a decision regarding sexual activity. The 'Age of Consent' varies from State to State.
 - d. **Child** (Children or Young Person) means a person under the age of 18 (see 'Youth Member' below) for this policy.
 - e. **Child Abuse** means an act or omission that endangers a Child's physical or emotional health, well-being or development and can occur as a single incident or multiple incidents over time.
 - f. **Child Safe** means an environment that has an open and aware culture, which understands what Child Abuse and risks look like, is bound by well-known Child Protection policy and frameworks, gives a voice to Young People, manages risks associated with Child Protection; and where everyone is encouraged to report all allegations, disclosures or concerns.
 - g. **Child Protection** encompasses the legislation, the statutory authority responsible for Child Protection, and all measures taken to minimise the risk of Child Abuse to Young people. Child Protection Authority: that State or Territory body legislated to receive and investigate instances of Child Abuse.
 - h. **Code of Conduct** means the document in the Scouts Australia's Policy and Rules, P5.2 Code of Conduct that outlines appropriate conduct by all persons involved in Scouting.
 - i. **Disclosure** means when a Young Person tells someone that he or she feels unsafe or has been harmed. A disclosure can also be made by Adults including parents, carers, or any person in contact with the Child, where that person reveals that they believe a Child has been harmed or is likely to be harmed.

- j. **Employee** means a person who is employed (contract or temporary) by the Association and receives financial remuneration for their services and contribution via contract or State or Federal award.
- k. **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.
- l. **Leader** means an Adult holding a Certificate of Adult Membership of the Association and a Certificate of Adult Appointment who wears the Scout uniform and is bound by the policies and rules of the Association.
- m. **Line Leader** means the direct supervisor of a member.
- n. **Youth Member** - means a participating member of Scouts ACT under the age of 18, and Venturers and Rovers aged from 18 to 25.

ANNEX A - RISK MATRIX

Table 1 - Likelihood of risk

Risk	Very unlikely	Unlikely	Possible	Likely	Very likely
Is the complaint an accurate representation of the reported incident?	There is information from a number of independent sources that strongly refute (disprove) the details as described in the complaint.	There is information from an independent source that strongly refute or multiple sources that partially refute the details as described in the complaint.	No supporting information has been presented that would refute or confirm the complaint.	There is information from an independent source that strongly confirms or multiple sources that partially confirm the details as described in the complaint.	There is information from a number of independent sources that strongly confirms the details as described in the complaint.
Does the respondent's participation pose a risk to members?	There is no knowledge of previous inappropriate behaviour by the respondent and the complaint has been assessed as implausible.	There is no knowledge of previous inappropriate behaviour by the respondent and/or they are remorseful of their poor judgement.	There is no available information in relation to the respondent's previous behaviour.	The respondent is known to have previously exhibited inappropriate behaviour and has been unremorseful or dismissive.	The respondent has been previously reported for inappropriate behaviour and is angry or unremorseful.
Does the culture of the respondent's formation pose a risk of further incidents?	The formation is not known for behaviour that might encourage inappropriate behaviour, and actively promotes respectful and positive relationships.	The formation is not known for behaviour that might encourage inappropriate behaviour.	There is no available information in relation to the respondent's previous behaviour.	The formation is known for behaviour that might encourage inappropriate behaviour.	The formation is known for behaviour that might encourage inappropriate behaviour and is actively dismissive of expectations of respect.
Does the respondent's participation pose risk to the complainant?	The respondent does not ordinarily interact with the complainant and their expulsion from Scouting has not been requested.	The respondent does not ordinarily interact with the complainant OR their expulsion from Scouting has not been requested	The complainant has not offered an opinion on the membership of the respondent and their interactions are unknown.	The respondent ordinarily interacts with the complainant OR their expulsion from Scouting has been requested	The respondent ordinarily interacts with the complainant and their expulsion from Scouting has been requested

Table 2 - Consequences of event

Event	Not significant	Minor	Significant	Major	Severe
The incident	The complaint detailed lawful inappropriate behaviour that did not cause any distress for anyone involved but was recognised as inappropriate and reported.	The complaint details lawful inappropriate behaviour which caused limited distress and is not considered likely to result in lasting negative impact.	The complaint details: - lawful inappropriate behaviour which caused some level of distress and may result in lasting impact; or - unlawful behaviour which caused limited distress and is unlikely to result in lasting negative impact.	The complaint details unlawful behaviour which caused some level of distress and may have a lasting impact upon the complainant.	The complaint details unlawful behaviour which caused a high level of distress and is considered likely to result in lasting negative impact for the complainant.

Table 3 - Risk Evaluation

	Not significant	Minor	Significant	Major	Severe
Very likely	Medium	Medium	High	Extreme	Extreme
Likely	Medium	Medium	Medium	High	Extreme
Possible	Low	Medium	Medium	Medium	High
Unlikely	Very Low	Low	Medium	Medium	Medium
Very unlikely	Very Low	Very Low	Low	Medium	Medium

Table 4 - Action

Risk Level	Recommended courses of action
Extreme	Immediate termination of membership & notification of termination to the WWVP Registrar
High	Show cause/ Termination of membership & Notification of termination to the WWVP Registrar
Medium	Show cause/ Membership contingent upon acceptance of a risk management plan that addresses all listed risks and acceptance of approved conditions including disclosure of complaint to formation leadership.
Low	Suspension lifted upon acceptance of a formal warning and a discussion on, and re-signing of, the Code of Conduct with additional consent & respect notes.
Very Low	Suspension lifted upon acceptance of a discussion on, and re-signing of, the Code of Conduct.

ANNEX B - CONTINUOUS IMPROVEMENT PROCEDURE

Annual Review

1. The ACC Health and Wellbeing is responsible for maintaining community best practice for the protection of Children and Young People. In order to achieve this the Child Protection Commissioner will:
 - a. Liaise with Child Protection external youth organisations and peak bodies to undertake continuous improvement and participate in community consultation.
 - b. Liaise with Scouts Australia and other Branches of Scouts Australia in order to ensure continuous improvement and ensure Scouting best practice.
2. The ACC Health and Wellbeing shall appoint an independent person to lead/undertake an regular risk-based review of Child and Youth Protection within Scouts ACT. The independent person must be external to Scouting and the review undertaken no less than once every three years.
3. The ACC Health & Wellbeing will propose terms of reference to the Chief Commissioner for approval. The review shall include:
 - a. A review of the Child Protection Framework to confirm that it:
 - i. meets the requirements of Federal, and Territory Legislation, Scouts Australia Child Protection Policy, and National Principles of Child Safe Organisations.
 - ii. has been implemented as intended at all levels of Scouting within the ACT.
 - iii. is effective at ensuring Scouts ACT is safe for Children and Youth Members.
 - b. A review of the nature of, and trends of Child Protection incidents, reports, and inquiry processes.
 - c. An evaluation of risks in relation to Child and Youth Protection within Scouts ACT.
 - d. The nature of any involvement of any non-Scouting subject matter experts.
 - e. The nature of any 'targeted' deep dives into specific aspects of Scouts ACT's framework implementation.
 - f. The establishment of any Advisory Group formed to review risks and provide advice to the review. An advisory group may include Adult and Youth Members, parents, and members of the public.
 - g. Any resource requirements for undertaking the review.
4. The review will report in writing and will include:
 - a. A report against each element of the review identified in the terms of reference, including trend and risk analysis.

- b. Lessons learned from Child and Youth Protection activities addressed during the period.
 - c. Legal and community impacts upon Child Safe communities and best practice expectations.
 - d. Effectiveness of the current policy in addressing Child and Youth Protection for Scouts ACT.
 - e. A register of risks and issues related to safety, people capability, reputation and other aspects of Child and Youth Protection.
 - f. Corrective actions in relation to implementation of the existing framework; and
 - g. Recommendations for improvement.
5. The Chief Commissioner will be responsible for accepting or not accepting each corrective action or recommendation and assigning responsibility for implementation of the resulting actions to nominated appointments.
 6. The ACC Health & Wellbeing will track and report to the Chief Commissioner on a quarterly basis on progress of actions resulting from the review process.
 7. In order to support Community Best Practice locally and nationally, Scouts ACT should make all Child and Youth Protection policy and procedures transparent and open source.
 8. Any significant changes should be communicated to the Scouts ACT community. This includes ensuring that all Leaders and Adult Members are aware of any changes and that all changes are reflected in Scouting practice and training.

ANNEX C - ASSIGNMENT OF RESPONSIBILITIES

Responsibilities

1. This annex outlines responsibilities for Members holding key appointments accountable for implementation of the Scouts ACT Child and Youth Protection Framework.
2. Annex D provides an outline of responsibilities in the form of a RACI Matrix.

Chief Commissioner

3. The Chief Commissioner is accountable for the implementation of the ACT Branch Youth and Child Protection Framework.
4. The Chief Commissioner will appoint an Assistant Chief Commissioner (ACC) Health and Wellbeing to implement the Child Protection Framework and exercise the Chief Commissioner's authority to handle suspensions of membership in accordance with the framework.
5. The Chief Commissioner will appoint Child Protection Commissioners who will undertake key responsibilities outlined in the Scouts ACT Youth and Child Protection Framework.

Assistant Chief Commissioner - Health and Wellbeing

6. The Assistant Chief Commissioner Health and Wellbeing must put in place support for complainants to ensure that they are supported morally, legally and through insurance where required.
7. The Assistant Chief Commissioner Health and Wellbeing will put in place counselling support for complainants and respondents when required.
8. The Assistant Chief Commissioner Health and Wellbeing will ensure that Scouts ACT maintains community best practice by:
 - a. Oversighting Scouts ACT's legislative and policy compliance.
 - b. Establishing an annual review of the Scouts ACT Child and Youth Protection Policy, procedures, and implementation.
 - c. Liaising with National and Local community organisations in respect to coordinating and advancing the Scouts ACT child protection framework.
9. The ACC Health & Wellbeing is responsible for and authorised to suspend membership on behalf of the Chief Commissioner in accordance with the procedures outlined in Annex D.

10. The ACC Health & Wellbeing is responsible for notifying members of decisions in relation to their membership, including:
 - a. Notifying respondents in writing both at the time of the suspension, or termination and when a suspension is lifted.
 - b. The ACC Health & Wellbeing is responsible for ensuring that written notice is placed on file.
 - c. The ACC Health & Wellbeing will ensure that notification is made in person, or via a phone call prior to providing written advice.

Child Protection Commissioners

11. The Child Protection Commissioner is responsible for:
 - a. Hearing and recording complaints on behalf of the Branch.
 - b. Liaising with ACT Police in relation to reporting of alleged crimes.
 - c. Working with Group Leaders, Scouting Team Leaders, and Incident Managers to manage incidents in accordance with Annex D.
 - d. Making recommendations to the ACC Health & Wellbeing in relation to suspension or termination of membership.
12. The Child Protection Commissioners will ensure that all reports, decisions, and actions are recorded.

ACC Training and Development Commissioner

13. The ACC Training and Development Commissioner will ensure that training of each Adult Member will:
 - a. Include the requirements outlined in Section 6 of the Scouts Australia Child Protection Policy.
 - b. Prepare Leaders to promote an inclusive and safe environment for all children, including providing care and safety for Children with physical, intellectual, or sensory impairments.
 - c. Prepare Leaders to promote an environment in which there is respect for the cultural values of all Children and encourage and support the involvement of Children of all backgrounds.
 - d. Ensure that Adults understand the rights and obligations of Young People and Leaders and the resources available within and outside Scouting to ensure that Young People are safe when Scouting.

Appointments Committee

14. The Appointments Committee must ensure that all screening and training requirements have been completed and recorded on the Member's file prior to recommending the appointment to BEC.
 - a. The applicant must hold a WWVP Card.
 - b. Group Leaders and/or Scouting Team Leaders must have undertaken the additional screening outlined in section 6 of the Scouts Australia Child Protection Policy.
 - c. The training requirements outlined in Section 6 of the Scouts Australia Child Protection Policy must have been met by the applicant.
 - d. All Adult applicants must sign the Code of Conduct.
 - e. The Appointments Committee must be satisfied that the applicant is suitable to be a Member and/or to hold an appointment.

Group Leaders and Scouting Team Leaders

15. Group Leaders and Scouting Team Leaders are responsible for screening of Adult Member applicants as outlined in section 6 of the Scouts Australia Child Protection Policy.
16. Group Leaders and Scouting Team Leaders will manage physical environments to promote safety and wellbeing while minimising the opportunity for Children and Young People to be harmed.
17. Group Leaders and Scouting Team Leaders will manage online Scouting environments to promote safety and wellbeing while minimising the opportunity for Children and Young People to be harmed.
18. Group Leaders and Scouting Team Leaders will ensure compliance with Scouts ACT Child and Youth Protection Policy within their area of responsibility.
19. Group Leaders and Scouting Team Leaders will implement any risk mitigation conditions as directed by the ACC Health & Wellbeing in relation to the lifting of any suspension of Adult or Youth Members.

Assistant Chief Commissioner Youth Program

20. The Branch Youth Program Team will:
 - a. Deliver programs that promote an inclusive and safe environment for all Children, including providing care and safety for Children with physical, intellectual, or sensory impairments.
 - b. Develop programs that promote an environment in which there is respect for the cultural values of all Children and encourage and support the involvement of Children of all backgrounds.

- c. Prepare and distribute program materials for Youth Members to ensure that they understand the rights and obligations of Young People and Leaders and the resources available within and outside Scouting to ensure that Young People are safe when Scouting.
21. The Branch Youth Program Team will work with the Child Protection Commissioner annually to prepare and distribute Child and Youth Safe best practice guidelines for each section. Best practice guidelines will include:
- a. Requirements for Adults to adhere to the two deep rule.
 - b. Arrangements for camping, bathing, and ablutions.
 - c. Supporting and advising young people.
 - d. Social media rules and protocols.
 - e. Interactions outside of Scouting.
22. The Branch Youth Program Team will manage online Scouting environments to promote safety and wellbeing while minimising the possibility that Children and Young People will be harmed.

ACT Branch Office

23. The ACT Branch Office will provide office and administrative support to the Child Protection Commissioner and the ACC Health & Wellbeing.
24. The ACT Branch Office will:
- a. Record and file incidents in accordance with Child Protection Commissioner instructions.
 - b. Record and action instructions from the ACC Health & Wellbeing in respect to suspensions, terminations, and relevant membership matters.
25. The ACT Branch Office will securely maintain all records relating to Child Protection incidents and reports for an indefinite period of time.

ANNEX D - - RACI MATRIX

Table 1 - RACI Matrix

Action	Accountable	Responsible	Consulted	Informed	Schedule
Approval and implementation of the Child and Youth Protection Framework	Approval – BEC Implementation - Chief Commissioner	ACC Health & Wellbeing	BEC; Assistant Chiefs; All Responsible appointments	All Adult Members	Annually following child and youth protection policy and framework review
Appointment of an ACC Health & Wellbeing	BEC	Chief Commissioner	Appointments committee	All Adult Members	30 days following vacancy
Appointment of Child Protection Commissioners	BEC	ACC Health & Wellbeing	Appointments committee	All Adult Members	30 days following vacancy
Establish appropriate support for each complainant	ACC Health & Wellbeing	ACC Health & Wellbeing	Complainants; Health & Wellbeing Team	Complainants' Leaders;	14 days following a complaint;
Provide counselling support for complainants and respondents when required	ACC Health & Wellbeing	ACC Health & Wellbeing	Complainants; Health & Wellbeing Team	Complainants' Leaders;	90 days following a complaint;
Oversight and report on Scouts ACT Legislative and Policy compliance in respect to Child Protection	ACC Health & Wellbeing	ACC Health & Wellbeing	Health & Wellbeing Team	Chief Commissioner; BEC	Monthly
Conduct an annual review of the Scouts ACT Child and Youth Protection Policy, Framework, procedures, and implementation	ACC Health & Wellbeing	ACC Health & Wellbeing	Health & Wellbeing Team Chief Commissioner, BEC	BEC; All responsible appointments;	Annual Report to BEC
Liaise with National and Local community organisations in respect to coordinating and advancing the Scouts ACT child protection framework.	ACC Health & Wellbeing	ACC Health & Wellbeing	Health & Wellbeing Team Chief Commissioner, BEC	BEC; All responsible appointments;	Annual Report to BEC
Terminate membership	BEC	Chief Commissioner and President	ACC Health & Wellbeing Child Protection Commissioners	Appointments Committee	Upon acceptance of a final inquiry report

Impose suspensions	Chief Commissioner and President	ACC Health & Wellbeing	Child Protection Commissioners	Appointments Committee	Upon acceptance of an incident report or a final inquiry report
Lift suspensions and Impose conditions on lifting a suspension	Chief Commissioner and President	ACC Health & Wellbeing	Child Protection Commissioner; GL and Scouting manager; Complainants;	Appointments Committee	Upon acceptance of a final inquiry report
Notify respondents and complainants of decisions in relation to suspending or terminating membership;	ACC Health & Wellbeing	ACC Health & Wellbeing; Child Protection Commissioner ;	ACC Health & Wellbeing; Child Protection Commissioner;	Chief Commissioner; BEC; Scouting Managers	Upon acceptance of a final inquiry report
Provide and file formal written notifications in relation to suspension and termination of membership	ACC Health & Wellbeing	ACC Health & Wellbeing; Child Protection Commissioner ;	ACC Health & Wellbeing; Child Protection Commissioner;	Chief Commissioner; BEC; Scouting Managers	Upon acceptance of a final inquiry report
Hearing and recording complaints on behalf of the Branch	ACC Health & Wellbeing	ACC Health & Wellbeing; Child Protection Commissioner ;	ACC Health & Wellbeing; Child Protection Commissioner;	Chief Commissioner; BEC; Scouting Managers	Within 7 days of initial report
Liaison with ACT Police in relation to reporting of alleged crimes	ACC Health & Wellbeing	ACC Health & Wellbeing; Child Protection Commissioner ;	ACC Health & Wellbeing; Child Protection Commissioner;	Chief Commissioner; BEC; Scouting Managers	Within 24 hours of a crime being reported
Where appropriate appoint incident managers to conduct inquiries and manage incidents	ACC Health & Wellbeing	ACC Health & Wellbeing;	ACC Health & Wellbeing; Child Protection Commissioner;	Chief Commissioner; BEC; Scouting Managers	Upon acceptance of a final inquiry report
Supervise Group Leaders, Scouting Managers and Incident Managers that are managing incidents	ACC Health & Wellbeing	Child Protection Commissioner ;	ACC Health & Wellbeing;	Chief Commissioner; BEC; Scouting Managers	Ongoing
Make recommendations in	ACC Health &	ACC Health &	ACC Health &	Chief	Upon

relation to suspension or termination of membership	Wellbeing	Wellbeing; Child Protection Commissioner ;	Wellbeing; Child Protection Commissioner;	Commissioner; BEC; Scouting Managers	acceptance of a final inquiry report
Recording and filing of all reports, inquiries, decisions, and recommendations	ACC Health & Wellbeing	ACC Health & Wellbeing; Child Protection Commissioner ;	ACC Health & Wellbeing; Child Protection Commissioner;	Chief Commissioner; BEC; Scouting Managers	Within 7 Days of finalisation of a report