

# Protocol



Issued with the authority of the Chief Commissioner  
and CEO of Scouts Australia NSW

Chief Commissioner signature		CEO signature	
Sponsor	Child Protection and Issues Management Officer		
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# Child Safe Messaging – Major Events

The following Child Safe Messaging is authorised by the Child Protection Team of Scouts Australia NSW and must be distributed to all participants taking part in a **Major Event**.

A **Major Event** is defined as an event with more than 100 participants. Examples of Major Events might include, but are not limited to:

- Jamborees;
- Cuborees;
- Dragonskin;
- Scouthike;
- Scout Rally;
- Jamborettes and
- Region Gatherings etc.

For the purposes of this Protocol:

“Activity Leader” means the person in charge of the activity as defined at p5, paragraph 2.4 of the Organisation and Information Manual (O&I) Activity Notification Procedures.

“Adult” means any person 18 years of age or older, and includes any employee, Leader, Adult Supporter or Rover Scout 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 Scouts Australia.

“Child Abuse” has the meaning given to that term in Scouts Australia’s *Child Protection Policy*;

“Child Protection Officer” means the Child Protection and Issues Management Officer, based at the Scouts Australia NSW State Office.

“HQ” means the onsite temporary Headquarters at each Major Event.

“Scouts Australia NSW” means the New South Wales Branch of Scouts Australia.

“State Office” means the State Office of Scouts Australia NSW based at Olympic Park, from which employed staff of Scouts Australia NSW work.

“Youth” means a person less than 18 years of age involved in any Scouting activity, whether or not they have formally been registered as a member.

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## A. YOUTH - WRITTEN INSTRUCTIONS

- These instructions are to be published on the event website **and** to be issued via email to all youth members participating in the event, no less than 24 hours prior to the published event start time.
- Where a website is unavailable for the event, a registration system or the invitation to register for the event **MUST** include these instructions.



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### Feeling Safe – Your Rights – A message for our youth

Everyone in Scouts, youth and adults alike have the right to feel safe and be protected from abuse. No-one is allowed to threaten you, hurt you or touch you in a way that makes you feel uncomfortable, unsafe or afraid.

**A Scout is respectful** and this applies to all interactions between all participants, youth and adult here at (Event).

You do not have to deal with abuse on your own. If you feel unsafe, threatened or you see/hear something that causes you concern, please speak to a Leader or Rovers on an activity. Your concerns will be taken seriously. The information you provide will be shared with people who can support and protect you.

#### **If you don't know what to do – talk to someone at (Event) HQ!**

If, for any reason, you do not feel the concerns of this nature which you raised at (Event) have been satisfactorily dealt with, please report your concerns directly to the Child Protection Team at the NSW State Office on: Tel: 02 9735 9000 or via [ChildProtection@nsw.scouts.com.au](mailto:ChildProtection@nsw.scouts.com.au) or your parents.

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## **B. ADULTS - WRITTEN INSTRUCTIONS**

- These instructions are to be issued via email to all adult members participating in the event, no less than 24 hours prior to the published event start time.

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### Feeling Safe – Your Rights – a message for our adult members

Everyone in Scouts, youth and adults alike have the right to feel safe and be protected from abuse. No-one is allowed to threaten, hurt or touch another person in a way that makes them feel uncomfortable, unsafe or afraid.

**A Scout is respectful** and this applies to all interactions between all participants, youth and adult here at (Event).

Youth Members have been told they can raise issues with Adults at (Event), and that any concerns will be taken seriously and treated appropriately.



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If you have a concern, or a concern is raised with you, you should raise it with your [direct report] or the (Event) [Activity Leader]. All concerns will be taken seriously and dealt with appropriately.

**If a youth member chooses to raise an issue with you it is your role to:**

- Hear their concerns.
- Re-assure the youth member you believe their concerns and it is not their fault.
- Raise it through the most direct method to the (Event) [Activity Leader].
- Manage the confidentiality of the person who has trusted you with this information by only sharing the information with the people necessary to support the person raising the issue.
- Provide the youth member with somewhere relatively private (and quite separate from the person in respect of whom they have raised their concerns - if that person is nearby) until the (Event) [Activity Leader] can attend.

**DO NOT**

- Discuss specific details of the matter over the Radio network. If required ask the (Event) [Activity Leader] to come to your location.
- Try to investigate or solve the issue. The (Event) [Activity Leader] will take appropriate steps when they arrive and speak with the youth member.
- Discuss the matter with others outside the chain of people required to raise the issue.
- Tell the youth member that you can keep it confidential between you and them.

**REMEMBER**

- In accordance with the Scouts NSW Child Protection Policy and Procedure, where you believe a youth member is in imminent danger – you should immediately call the NSW Police on 131444.

**Imminent Danger**

**If a young person is in imminent danger, the matter should be reported directly and immediately to NSW Police on 131 444.**

- Once you have made a report to the police, you should then take steps to inform the (Event) [Activity Leader] that a police report has been made.
- Where mobile phone reception is unavailable at your location, or you are unsure whether the police are required, you should radio through for immediate assistance to the (Event) [Activity Leader].
- The (Event) [Activity Leader] retains responsibility for subsequently providing an incident report to the Child Protection Team at the NSW State Office on: Tel: 02 9735



9000 or via [ChildProtection@nsw.scouts.com.au](mailto:ChildProtection@nsw.scouts.com.au). Where applicable, this must include the fact that a report has been made to the police or any other authority.

**If you don't know what to do – talk to someone at (Event) HQ!**

It is possible that information revealed may be distressing to you. If you feel this is the case, you are encouraged to ask for help from the (Event) [Activity Leader]. They will put you in touch with a Member Support Leader from your Region or on site.

If, for any reason, you do not feel concerns of this nature which you raised at (Event) have been satisfactorily dealt with, please report your concerns directly to the Child Protection Team at the NSW State Office on 02 9735 9000 or via [ChildProtection@nsw.scouts.com.au](mailto:ChildProtection@nsw.scouts.com.au).

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**C. YOUTH - VERBAL INSTRUCTIONS**

- These instructions are to be spoken to youth participants on first day of the event.
- The intention behind these instructions is that they be provided to youth as part of the general induction briefing (i.e. together with information relating to WHS, First Aid etc).

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**Joey and Cub Verbal Messaging**

(Event) is a place for us all to enjoy fun, challenging, adventurous and inclusive activities and have lots of fun. I am sure you will make lots of new friends at (Event).

We want you to feel safe and enjoy your time at (Event). If you feel unsafe at any time, it's important to tell an adult you trust like a parent, Teacher, Leader or Rover.

**If you don't know what to do – talk to someone at (Event) HQ!**



### Scout and Venturer Verbal Messaging

Everyone in Scouts has the right to feel safe. You have a right to feel safe at (Event). No-one is allowed to threaten you, hurt you or touch you in a way that makes you feel uncomfortable, unsafe or afraid.

If you feel uncomfortable, unsafe or afraid at any time, it's important to tell an adult you trust like a parent, Teacher or Leader.

If you find it difficult to talk to someone face to face you can send an email at any time to [ChildProtection@nsw.scouts.com.au](mailto:ChildProtection@nsw.scouts.com.au).

**If you don't know what to do – talk to someone at (Event) HQ!**

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### D. ADULTS - VERBAL INSTRUCTIONS

- These instructions are to be spoken to adult participants on the first day of the event.
  - The intention behind these instructions is that they be provided to adults as part of the general induction briefing (i.e. together with information relating to WHS, First Aid etc).
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### Adult Verbal Messaging (including Rovers)

Everyone in Scouts, youth and adults alike have the right to feel safe and be protected from abuse. No-one is allowed to threaten, hurt or touch another person in a way that makes them feel uncomfortable, unsafe or afraid. You have the right to feel safe here at (Event).

**A Scout is respectful** and this applies to all interactions between all participants, youth and adult here at (Event).

Youth Members have been told they can raise issues with Adults at (Event), and any concerns will be taken seriously and treated appropriately.

If you have a concern, or a concern is raised with you, you should to raise it with your [direct report] or the (Event) [Activity Leader]. All concerns will be taken seriously and dealt with appropriately.

**If you don't know what to do – talk to someone at (Event) HQ!**

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