



RAWCS

**POLICY FOR THE PREVENTION OF
ABUSE AND HARASSMENT
OF YOUNG AND VULNERABLE
PERSONS**

July 2013

POLICY FOR THE PREVENTION OF ABUSE AND HARASSMENT OF YOUNG AND VULNERABLE PERSONS

Table of Contents

1. Overview of the Policy	2
1.1 Introduction	2
1.2 Purpose	2
1.3 Application	2
1.4 Definitions Used in This Policy	2
1.5 Statement of Principles	3
2. What is Abuse and Harassment	4
2.1 Rotary International Statement of Conduct for Working with Youth	4
2.2 What is Abuse and Harassment	4
2.3 Misconceptions	5
2.4 Signs of Abuse and Harassment	5
3. Guidelines and Requirements for Working with Young and Vulnerable Persons	6
3.1 Club and District Responsibilities	6
3.2 Volunteer Selection and Screening	7
3.3 Recommendations on Running a RAWCS Project or Activity	8
3.4 Privacy and Confidentiality	8
3.5 RAWCS Policies for the Prevention of Abuse & Harassment	8
4. Incident Handling	9
4.1 Abuse and Harassment	9
4.2 Allegation Reporting Guidelines	9
4.3 Reporting Guidelines	10
4.4 Follow-through Procedures	10
4.5 Post Allegation Report Considerations	11
5. Documentation	12
6. References	13
6.1 History and Background	13
6.2 Table 1 – Legislation in Australian States and Territories	13
6.3 References used in the production of this policy	15

SECTION ONE – OVERVIEW OF POLICY

1.1 INTRODUCTION

ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LTD (RAWCS) activities are based on deeply held values and principles. It is essential that our commitment to humanitarian principles is supported and demonstrated by all members of the Board of Directors, Members of Regional Committees, Volunteers, Supporters and Associates (herein referred to as RAWCS personnel).

It is the duty of all RAWCS personnel to safeguard, to the best of his or her ability, the welfare of and prevent the assault, physical or sexual or emotional abuse and harassment of all people with whom they come into contact.

1.2 PURPOSE

The purpose of this Policy is to provide guidance to RAWCS personnel dealing with young and/or Vulnerable people.

1.3 APPLICATION

It is expected that this Policy will be strictly observed by all adults – both Rotarians and non-Rotarians who are involved in any way with an activity of RAWCS, recognising at all times they should act responsibly and exercise a ‘duty of care’ to the people within their charge.

1.4 DEFINITIONS USED IN THIS POLICY

- 1.4.1 **Volunteer** – Any adult, involved with an approved activity of RAWCS, who has direct interaction, either supervised or unsupervised, with young or Vulnerable Persons. Volunteers include, among others: Committee Members, Team Members, Volunteers, their Spouses, Partners and other family Members.
- 1.4.2 **Youth** – means any individual who is under 18 years of age –
- ‘child’ as being below 12 years of age;
 - ‘young person’ as being 12 years of age or older, but not yet 18 years of age.
- 1.4.3 **Vulnerable Person** – a cognitively impaired person, includes someone with –
- an intellectual disability;
 - a developmental disorder;
 - a neurological disorder;
 - dementia;
 - severe mental illness;
 - a brain injury;
 - age;
 - frailty.
- 1.4.4 **The Act** – Abuse and Harassment Protection Legislation in Australian States and Territories as listed in Section 6.3, Table 1 of this Policy and which may subsequently be introduced.
- 1.4.5 **Unsupervised Access** - Any person who has direct interactions with a Youth or Vulnerable Person when not in the company of or in near proximity to another adult. Near proximity refers to being in sight of another adult.
- 1.4.6 **Appointed Role** – An appointed role includes any RAWCS team member or Volunteer (as defined above) where their usual duties include physical contact, oral communication (including by telephone) and or electronic communication with a Youth or Vulnerable Person.

- 1.4.7 **An example of Appointed Role** - Every adult in an approved RAWCS project which includes Youth or Vulnerable Persons is in an appointed Role.
Any adult in a role of teaching or other role with required direct control and supervision of Youth or Vulnerable Person in the course of undertaking the RAWCS project is in an appointed role.
- 1.4.8 **Youth Related Work** - Any person who is in an **appointed role** or whose usual duties involve working with Youth.
Note – casual contact with a Youth does not constitute being in Youth related Work.
- 1.4.9 **An example of Youth related work** - A RAWCS Team member who is responsible for the members of the team which includes Youth under the age of 18.
- 1.4.10 **An example of casual contact** - A Rotarian who when undertaking a RAWCS project is in close proximity to Youth, for instance in a school environment but has no direct supervisory or interdiction requirement with Youth. For example a volunteer painting a wall in a school.

1.5 Statement of Principles

RAWCS personnel will observe the following principles :

- 1.5.1 Respect for the dignity of others and yourself;
- 1.5.2 Demonstration of a high degree of personal responsibility, recognising at all times that words and actions are an example to all members of our community;
- 1.5.3 Act at all times in a manner consistent with the Rotary Principles and Ideals, thereby setting a personal and appropriate example to follow;
- 1.5.4 Act with consideration, good judgment and high moral ideals in all interpersonal relationships, both inside and outside Rotary and RAWCS activities;
- 1.5.5 Respect the absolute right of each individual to personal privacy at all times;
- 1.5.6 Avoid unaccompanied and unobserved activities with young and Vulnerable people wherever possible;
- 1.5.7 Avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying young and Vulnerable people.
It is recognized that, in certain circumstances, it may be necessary for anyone, whilst acting responsibly and exercising “duty of care, to be alone with a young or Vulnerable person.
- 1.5.8 Acknowledge that bullying, physical or verbal abuse, neglect or any other type of abuse, represents unacceptable conduct by a member of any RAWCS activity;
- 1.5.9 Insist that all RAWCS personal adhere to these principles;
- 1.5.10 Acknowledge the need for all to abide by this Policy for the Prevention of Abuse and Harassment of Young and Vulnerable Persons.

SECTION 2 – WHAT IS ABUSE AND HARASSMENT?

2.1 ROTARY INTERNATIONAL STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International strives to create and maintain a safe environment for all Youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Adopted by the RI Board of Directors, November 2006

2.2 WHAT IS ABUSE AND HARASSMENT?

To increase the awareness of the problem, all Rotarians working with Vulnerable Persons should fully understand what constitutes abuse and harassment.

Abuse and harassment refers to any form of harmful treatment described below whether it is sexual, emotional or physical.

2.2.1 Emotional or verbal abuse

Emotional harassment is any action or comment which unreasonably disturbs a Youth or adult. This includes but is not limited to repeated comments about a person's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the person to whom they were directed.

2.2.2 Physical abuse

Physical abuse is any physical harm inflicted on a Youth or Vulnerable person and includes but is not limited to:

- Providing insufficient nourishment
- Depriving a person of a reasonable amount of sleep
- Requiring a person to do an unreasonable amount of work
- Inflicting physical pain on a person.

2.2.3 Neglect

Failure to provide (for no apparent financial reason) adequate food, clothing, shelter, or medical care necessary for a person's well-being.

2.2.4 Sexual Abuse

Engaging in implicit or explicit sexual acts with a Child, Youth or Adult, forcing or encouraging a Vulnerable person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offences, such as indecent exposure or showing sexual or pornographic material.

2.2.5 Sexual Harassment

Sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitise or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing against or touching, obscene language or gestures, and suggestive or insulting comments.

2.3 MISCONCEPTIONS

The following misconceptions present obstacles to creating an effective abuse and harassment prevention program:

- **Sexual abuse is about sexuality.**
In fact, most sexual abuse and harassment is about power and control.
- **Only females are at risk.**
Although the majority of victims are female, males are also at risk. Some studies have shown that as many as one in six boys, under age 16, have experienced unwanted direct sexual contact with an older person.
- **Only men are abusers.**
- **Females are only at risk from men, and males are only at risk from women.**
- **Sexual abuse is always overt.**
- **Most abusers are unknown to their victims.**
Most abusers are known and trusted by their victims.

2.4 SIGNS OF ABUSE AND HARASSMENT

Rotarian and non-Rotarian Volunteers in a RAWCS activity should be aware of the following physical and behavioural changes that may be warning signs of abuse:

- Any physical signs of abuse, such as a repeated pattern of injury or an accident for which the explanation doesn't fit the injury
- Changes of behaviour, extreme mood swings, withdrawal, fearfulness, or excessive crying
- Fear of certain places, people, or activities; reluctance to be left alone with a particular person
- High levels of anxiety
- Distorted body image, including or resulting in eating disorders, self-mutilation, or other related behaviours
- Diminished self-esteem
- Overly aggressive behaviour
- Unwillingness to participate in extracurricular activities; difficulties at school
- Repression
- Poor peer relationships
- Isolation
- Nightmares or night terrors
- Graphic or age-inappropriate knowledge of sex or sexual behaviour
- Suicide attempts or gestures
- Obsessive behaviours
- Self-medicating through drug or alcohol abuse
- Problems with authority or rules.

These behaviours should be seen as indicators that abuse or harassment may have taken place.

Active involvement with Youth or Vulnerable Persons in your care will enable you to observe changes in behaviour, which can be a more accurate indicator of abuse than those on the list above, many of which could also be considered "typical teen behaviour." A normally outgoing and confident Child, Youth or Adult, who becomes withdrawn and quiet may have been abused.

SECTION 3 – GUIDELINES AND REQUIREMENTS FOR WORKING WITH YOUNG AND VULNERABLE PERSONS

3.1 CLUB AND DISTRICT RESPONSIBILITIES

Rotary International strives to create and maintain a safe environment for all Youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Adopted by the RI Board of Directors, November 2006

3.1.1. Sexual Abuse and Harassment Prevention

All Rotarians, clubs, districts and regions should follow the statement of conduct for working with Youth and Vulnerable Persons.

Rotary International guidelines for abuse and harassment prevention established by the general secretary apply to conduct and contact with Youth and Vulnerable Persons.

The guidelines include the following requirements:

- (a) Rotary International has a zero-tolerance policy against abuse and harassment.
- (b) An independent and thorough investigation must be made into any claims of sexual abuse or harassment.
- (c) Any adult involved in a Rotary program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with Youth or Vulnerable Persons until the matter is resolved.
- (d) Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.
- (e) A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with Youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply). Rotary Code of Policies 13 May 2012
- (f) If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of Youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any Youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with Youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to Youth. It can also benefit the adult in preventing additional accusations from other Youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in Youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position. (November 2006 Mtg., Bd. Dec. 72)

Source: November 2004 Mtg., Bd. Dec. 108; Amended by November 2006 Mtg., Bd. Dec. 72

3.1.2. Travel by Youth

Recognising that Rotary clubs, districts and regions are encouraged to undertake activities that develop Youth, club, district and regional programs or activities that involve Youths undertaking travel outside their local community must develop, maintain, and comply with Youth protection policies and written procedures. With the exception of travel and tours operated by or on behalf of host districts, Youth Exchange travel is subject to the policies outlined in Rotary Code of Policies 41.060.11.

3.1.3. Regions, Clubs and Districts:

- (a) Shall obtain, in advance, written permission from the parents or guardians of Youth participants for travel outside the local community;
- (b) Shall provide parents or legal guardians with specific details about the program, location of event, travel itineraries, sleeping accommodations, and contact information for program organisers before departure;
- (c) Should, when travelling 150 miles away from home residence or out of home country, require the parents or legal guardians of each minor to provide travel insurance for the minor, which includes such coverage as medical (when travelling outside home country), emergency medical evacuation, repatriation of remains, and legal liability, in amounts satisfactory to the club or district organising the activity or event, with coverage from the time of the minor's departure from home until the return home.
- (d) Regional, Club and District policies and procedures should include:
 1. Volunteer application and screening procedures;
 2. Outlines of volunteer job descriptions and responsibilities;
 3. Supervision standards for ratio of adults to minors
 4. Crisis management plan including:
 - a. handling medical and other emergencies and providing for adult support;
 - b. procedures for communicating with parents and legal guardians;
 5. Written guidelines for reporting and follow-through on allegations or incidents consistent with RI policy. (June 2010 Mtg., Bd. Dec. 210)

Source: January 2009 Mtg., Bd. Dec. 155; June 2010 Mtg., Bd. Dec. 210

3.2 VOLUNTEER SELECTION AND SCREENING

A key element in any Youth protection policy is the selection and screening of adult volunteers. As Rotary Regions, Districts and their Rotary Clubs strive to select volunteers who demonstrate an interest in the programs and an aptitude for working with young people, they need a process for screening candidates to ensure that they pose no danger to the Youth participants.

3.2.1 In Child Related Work within Australia

Every member of a Rotary project seeking RAWCS approval who is deemed by the sponsoring Rotary Club to be in Child Related Work must complete documentation as determined by their state based RAWCS Regional, "Abuse and Harassment of Young and Vulnerable Persons Prevention Policy". Some Regions will have multiple policies as they cross state and international boundaries.

3.2.2 In Child Related Work while Overseas Only

If the Rotarian or non-Rotarian Volunteer is in Child related work while overseas they must complete documentation as determined by their state based RAWCS Regional, "Abuse and Harassment of Young and Vulnerable Persons Prevention Policy". They will also be required to comply with any Child Protection laws applicable to the countries that they will be travelling in and working in. Some Regions will have multiple policies as they cross state and international boundaries.

3.2.3 Volunteer Rejection

RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with Youth or Vulnerable Persons in a Rotary context.

If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any Youth or Vulnerable Person with whom the individual may have future contact as well as for the protection of the accused.

A person later cleared of charges within Australia may apply to be reinstated to participate in programs involving Youth or Vulnerable Person. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

Refer to the Incident Handling section of this manual for greater detail. (Section 4)

3.3 RECOMMENDATIONS ON RUNNING A RAWCS PROJECT OR ACTIVITY

Risks exist to Rotarian and non-Rotarian Volunteers who participate in any RAWCS activity involving Youth or Vulnerable Persons.

It is **required** that all RAWCS programs be designed and organised to minimise unsupervised contact with Youth or Vulnerable Persons.

3.4 PRIVACY AND CONFIDENTIALITY

It is required that all information about a person's criminal history must be strictly confidential, stored securely (e.g. lockable filing cabinet or similar) and used only for the purpose of a Working with Children, Youths or Vulnerable Persons Check.

There are strong penalties for people who breach the confidentiality requirements

Rotary International requires each Rotary Club or RAWCS Regional Volunteer Coordinator to ensure that all records are maintained and retained and to establish procedures for confidentiality and limited access.

For RAWCS Programs, all Records and Documentation shall be retained by the RAWCS Regional Committee, preferably in an electronic format, **in a secure place, and must be kept for a minimum of 7 years after the completion of the activity.**

3.5 RAWCS POLICIES FOR THE PREVENTION OF ABUSE & HARASSMENT

This policy document must be considered along with relevant State and Territory legislation with regard to Abuse and Harassment of Young and Vulnerable People

SECTION 4 - INCIDENT HANDLING

4.1 ABUSE AND HARASSMENT

RAWCS is committed to protecting the safety and well-being of all and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines.

Their safety and well-being must always be the first priority.

4.2 ALLEGATION REPORTING GUIDELINES

Any adult to whom a RAWCS program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines.

4.2.1 *Receive the report*

- Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging. Do not express shock, horror, or disbelief.
- Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
- Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the person's motives. Remember that your responsibility is to present the story to the proper authorities.
- Be nonjudgmental and reassure. Avoid criticising anything that has happened or anyone who may be involved. It's especially important not to blame or criticise the person. Emphasise that the situation was not his or her fault and that it was brave and mature to come to you.
- Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the person's words and record only what he or she told you.
- Request that the person read and sign the written record of the conversation.

4.2.2 *Protect the Person*

Ensure the safety and well-being of the RAWCS program participant by removing him or her from the situation as soon as possible and preventing all contact with the alleged abuser or harasser. Reassure the person that this is being done for his or her safety and is not a punishment.

4.2.3 *Avoid gossip and blame*

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

4.2.4 *Do not challenge the alleged offender*

Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the District Governor of the sponsoring Club is responsible for follow-through and will contact the alleged offender after the Youth or Vulnerable person has been moved to a safe environment. The District Governor may designate this task to a District Youth Protection Officer or another District Officer of his or her choice.

4.3 REPORTING GUIDELINES

Immediately report all cases of sexual abuse or harassment to the District Governor of the team's Sponsoring Club, Regional RAWCS Volunteer Coordinator, District Chair of Youth Protection or District Chair RAWCS.

4.3.1 Any person who suspects a case of abuse or harassment shall:

Whenever possible, immediately contact the Regional RAWCS Volunteer Coordinator, who shall:

1. Urgently, contact the District Governor, the District RAWCS Chair or the District Youth Protection Officer of the Team's Sponsoring Club to take action in accordance with the Policy adopted by that District and to advise the Volunteer Coordinator of the progress of the action taken;
2. At an appropriate time and dependent on the outcome of the investigation, advise the RAWCS Regional Executive and National Executive

4.3.2 When that is not possible, contact the District Governor, the District RAWCS Chair or the District Youth Protection Officer of the Team's Sponsor Club who shall:

1. Take the appropriate action in accordance with the Policy adopted by the District and
2. Advise the Regional RAWCS Volunteer Coordinator of the allegation, investigation and action.

4.3.3 District and RAWCS officers will cooperate with police or legal investigators.

4.4 FOLLOW-THROUGH PROCEDURES

It is suggested that the following steps be included as part of the response to any suspicion of abuse or harassment that has been reported to the District Governor, District RAWCS Chair or District Youth Protection Officer :

4.4.1 Confirm that the RAWCS activity participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.

4.4.2 If law enforcement agencies will not investigate, the District Youth Protection officer or District Review committee should coordinate an independent review of the allegations.

4.4.3 Ensure that the abused or harassed Youth or Vulnerable Person receives immediate support services.

4.4.4 Offer the abused or harassed Youth or Vulnerable Person an independent, non-Rotarian counsellor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the RAWCS program.

4.4.5 For a Youth, contact the parents or legal guardian. If a Youth is away from home, the Youth, and his or her parents should decide whether to stay in country or return home. If the Youth stays in country, written authorisation from the Youth's parents or legal guardian is required. If the Youth and his or her parents choose for him or her to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the Youth leaving the country.

4.4.6 Remove the alleged abuser or harasser from all contact with any Youth or Vulnerable Person while investigations are conducted.

4.4.7 Cooperate with the police or legal investigation.

4.4.8 Inform the District Governor of the allegation. The District Governor, District Youth Protection officer, or RAWCS District Chair must inform Rotary International of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.

4.4.9 After the authorities have completed their investigation, the District must follow through to make sure the situation is being addressed. Specifically, the District will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

4.5 POST ALLEGATION REPORT CONSIDERATIONS

4.5.1 Responding to the needs of the Youth or Vulnerable person

RAWCS or the District will adopt a cohesive and managed team approach to supporting the Youth or Vulnerable person after an allegation report. The project participant is likely to feel embarrassed or confused and may become withdrawn.

After a report of harassment or abuse, the alleged victim may have mixed feelings about remaining on their team. If they do choose to stay, they may or may not want to continue their relationship with the project. It may be best for all if they return home immediately with an adult escort or to terminate the team.

Although other team members may have trouble understanding how the abused or harassed person is feeling, he or she would find it helpful to know that the team continues to be reassuring and supportive.

Team members may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the abused or harassed victim of their support at all times.

4.5.2 Addressing issues within the team

When addressing an allegation of abuse or harassment, the most important concern is the safety of the alleged victim.

Team members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Team members or other Rotarians must not become involved in investigations.

Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals – remember the 4-way Test.

Comments made against an alleged abuser could lead to a slander or libel claim filed against team members, Rotarians or clubs by the alleged abuser.

SECTION 5 – DOCUMENTATION

All RAWCS volunteers are required to complete, sign and submit to their respective Regional Volunteer Coordinator, a Project Volunteer Application Form (available on the RAWCS website – www.rawcs.com.au)

The form contains five parts:

- Project Volunteer Application Form – 2 pages
- Volunteer Agreement
- Volunteer Release and Waiver of Liability
- Volunteer Medical Certificate
- RAWCS Code of Conduct

Please note:

- All volunteers are required to have their form signed by the President of their sponsoring Rotary Club as it is that Club and District that cover the insurance of the volunteer.
- Youth under the age of 18 years must have their forms signed by their Parents or Guardians
- Children under the age of 13 years are discouraged from being team members of a RAWCS Team as they are more Vulnerable to child abuse and contribute less to the outcomes of the project.
- Names entered on the form should be the name used on the volunteers passport

Volunteers are also required to submit any Child Protection documentation required by their state of residence and the countries they will be visiting and working in. Please check with your RAWCS Region to find out what is required in your state or territory.

Contact details for all RAWCS Regions are on the RAWCS national website – www.rawcs.com.au

Copies of this *POLICY FOR THE PREVENTION OF ABUSE AND HARASSMENT OF YOUTH AND VULNERABLE PERSONS* and all RAWCS Regional policies will be made available on the RAWCS National website.

SECTION 6 – REFERENCES

6.1 History and Background

All Australian State and Territory governments are committed to the support and protection of young and Vulnerable Persons and have established background checking and risk assessment systems. They are also responsible for the administration and operation of services for the protection of Youth and Vulnerable Persons. Legislative Acts in each state and territory govern the way such services are provided.

Australia is a signatory to the United Nations Convention on the Rights of the Child (1989) and many of the principles within the Convention are embedded within child protection legislation.

All Australian governments have endorsed the first National Framework for Protecting Australia's Children 2009-2020, a long-term, national approach to help protect all Australian Youth. The National Framework for Protecting Australia's Children will align with existing initiatives and reforms. Some of the current Australian, State and Territory key reforms and initiatives may change during the life of the National Framework for Protecting Australia's Children and therefore this RAWCS's policy will need to be reviewed regularly.

6.2 Table 1 Legislation in Australian states and territories – lists the principal Vulnerable Persons and child protection Acts in each Australian State and Territory. The table also outlines other Acts of Parliament pertinent to the operation and delivery of various services to children and families across Australia.

Jurisdiction	Principal Act	Other relevant Acts/Legislation
Australian Capital Territory Director-General of the Community Services Directorate < www.legislation.act.gov.au >	Working with Vulnerable People (Background Checking) Act 2011	<i>Children and Young People Act 2008 (ACT)</i> <i>Adoption Act 1993 (ACT)</i> <i>Human Rights Act 2004 (ACT)</i> <i>Human Rights Commission Act 2005 (ACT)</i> <i>Public Advocate Act 2005 (ACT)</i> <i>Family Law Act 1975 (Cth)</i>
New South Wales Director-General of the Department of Family and Community Services < www.legislation.nsw.gov.au >	<i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i>	<i>Children and Young Persons (Care and Protection) Regulation 2012</i> <i>Children and Young Persons (Care and Protection) Amendment (Parental Responsibility Contracts) Act 2006 (NSW)</i> <i>Child Protection (Offenders Registration) Act 2000 (NSW)</i> <i>Crimes Act 1900 (NSW)</i> <i>Commission for Children and Young People Act 1998 (NSW)</i> <i>The Ombudsman Act 1974 (NSW)</i> <i>Family Law Act 1975 (Cth)</i>

New South Wales (continued)		<i>Reform: Children and Young Persons (Care and Protection) Amendment Bill 2009—</i> introduced to make further provision with respect to out-of-home-care designated agencies and the provision of information to the Children’s Guardian and the Director-General of the Department of Community Services
Northern Territory Department of Families & Communities < http://dcm.nt.gov.au/strong_service_delivery >	<i>Care and Protection of Children Act (As in force at 1 July 2012)</i>	<i>Information Act 2006 (NT)</i> <i>Disability Services Act 2004 (NT)</i> <i>Criminal Code Act 2006 (NT)</i> <i>Family Law Act 1975 (Cth)</i>
Queensland (Department of Communities) < http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChildProtectA99.pdf >	<i>Child Protection Act 1999 (Qld)</i> <i>(Current as at 17 September 2012)</i>	<i>Commission for Children and Young People and Child Guardian Act 2000 (Qld)</i> <i>Education (General Provisions) Act 2006 (Qld)</i> <i>Public Health Act 2005 (Qld)</i> <i>Adoption of Children Act 1964 (Qld)</i> <i>Family Law Act 1975 (Cth)</i>
South Australia (Department for Families and Communities) < www.legislation.sa.gov.au/ >	<i>Children’s Protection Act 1993 (SA)</i>	<i>Young Offenders Act 1994 (SA)</i> <i>Adoption Act 1988 (SA)</i> <i>Children’s Protection Regulations 2006 (SA)</i> <i>Family Law Act 1975 (Cth)</i> <i>Family and Community Services Act 1972 (SA)</i>
Tasmania (Child Protection Services, Department of Health and Human Services) < www.thelaw.tas.gov.au/index.w3p >	<i>Children, Young Persons and their Families Act 1997 (Tas.)</i>	<i>The Family Violence Act 2004 (Tas.)</i> <i>Family Law Act 1975 (Cth)</i>
Victoria (Children Protection and Juvenile Justice Branch; Department of Human Services) < http://www.legislation.vic.gov.au/ >	<i>Children, Youth and Families Act 2005 (Vic.)</i>	<i>Working with Children Act 2005 (Vic.)</i> <i>Child Wellbeing and Safety Act 2005 (Vic.)</i> <i>The Charter of Human Rights and Responsibilities Act 2006 (Vic.)</i> <i>Family Law Act 1975 (Cth)</i>

Western Australia (Department for Child Protection) < http://www.dcp.wa.gov.au/Organisation/Pages/Legislation.aspx >	<i>Children and Community Services Act 2004 (WA)</i>	<i>Working with Children (Criminal Record Checking) Act 2004 (WA)</i> <i>Family Court Act 1997 (WA)</i> <i>Adoption Act 1994 (WA)</i> <i>Family Law Act 1975 (Cth)</i>
---	--	---

6.3 References used in the production of this policy include :

The following documents listed below have provided the background material for this manual which is intended to provide a framework that complies with “The Act”, for participants in an activity of RAWCS.

This Manual is intended only to provide a framework for participants in an activity of RAWCS.

These documents should be read in conjunction with this manual by Regional and District personnel as required by their usual responsibilities:

National Framework for Protecting Australia’s Children

http://www.coag.gov.au/coag_meeting_outcomes/2009-04-30/docs/child_protection_framework.pdf

Australian Child Protection Legislation – Resource Sheet No. 14 October 2009

<http://www.aifs.gov.au/nch/pubs/sheets/rs14/rs14.pdf>

Rotary International Abuse and Harassment Prevention Training Manual and Leaders Guide

http://www.rotary.org/RIdocuments/en_pdf/775en.pdf

Rotary International Code of Policies - 2.110. Youth Protection

http://www.rotary.org/RIdocuments/en_pdf/code_ri_current.pdf

Rotary Youth Exchange: A guide to Club and District Certification February 2006.

<http://www.sarotary.org.au/links/ypp/>

Rotary International District 9830: Code of Good Practice for Rotarians when Dealing with Young and Vulnerable People

<http://www.rotary9830.org.au/infocfiles/Code%20Dealing%20Young%20people%20D9830.pdf>

RAWCS Western Region Youth Abuse and Harassment Policy – January 2012