



INCIDENT MANAGEMENT PROCEDURE

Version 4

Western Australia Contingent
AJ2019 – 25th Australian Jamboree

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2 PREAMBLE

The purpose of this document is to outline the steps to be taken by the Western Australia Contingent (the Contingent) should an incident occur at AJ2019.

The procedure outlined is intended to work alongside the AJ2019 Incident Management Centre procedure and ongoing incident management procedures that are standard procedure in Western Australia.

The Jamboree Executive Committee (JEC) has provided the 'AJ2019 – Child Protection Requirements' and 'AJ2019 Child Protection Reporting Procedure'. These documents (contained in section 5 and 6 below) clearly outline the procedure for child-protection related mandatory reporting during the Jamboree.

The procedure outlined in section 7 describes the actions to be taken by the Western Australia Contingent should an incident be reported to the Jamboree Incident Management Centre (IMC). The procedure is intended to cover the following incidents involving members of the Contingent:

- child abuse
- major natural hazard e.g. bushfire
- road accident
- widespread outbreak of disease e.g. gastroenteritis.

Members of the Contingent Team have completed Mental Health First Aid training and will be able to provide basic support as necessary. The Jamboree Welfare Team (located in the Mall) will be able to provide additional support if necessary, especially welfare support for members of the Contingent staff.

3 AJ2019 CHILD SAFE MESSAGE – YOUTH

A Message from AJ2019: Feeling Safe - A Message for all Youth 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 you, hurt you or touch you in a way that makes you feel uncomfortable, unsafe or afraid.

A Scout is respectful and this part of the Scout Law applies to yourself and all others at the Jamboree.

All Leaders are trained to help you if you feel unsafe or abused in anyway. If you do feel unsafe or threatened, or you see/hear something that causes you concern, please speak to a Leader or a Rover on an activity. Your concerns will be taken seriously.

Your feelings will be listened to and the information you provide will only be shared with people who can provide support and protect you.

If you are not sure what to do, please talk to someone at your Contingent Headquarters. If you feel your contingent HQ has not been able to assist you may talk direct to the Child Protection Team at Jamboree Headquarters!

Please also talk with your parents as soon as you can.

4 AJ2019 CHILD SAFE MESSAGE – ADULTS

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, at the Jamboree.

Youth Members have been advised that they can raise issues with Adults at Jamboree, and that any concerns will be taken seriously and treated appropriately. That message also advises Youth Members to escalate their concerns if not addressed (you should not discourage this).

If you have a concern, or a concern is raised with you, you should raise it with your Upline Manager or the Jamboree Child Protection Team. All concerns will be taken seriously and dealt with appropriately.

If a person discloses abuse to you or you become aware of abuse, YOU MUST report it immediately to the Jamboree Child Protection Team.

For all child abuse in South Australia, as a volunteer in Scouts, you are a mandated notifier under the Children's Protection Act 1993. This means you also have a legal responsibility to report any concerns that you may have regarding child abuse or neglect to the Department for Child Protections Child Abuse Report Line (CARL) on 13 14 78.

It is a legal requirement that you make this report yourself - you cannot ask another person to make this report for you. However, if you are required to report to the Child Abuse Report Line, the Jamboree Child Protection Team will be there to support you.

If a youth member chooses to raise a child protection issue with you, or if you observe something that causes you to be concerned that a youth member is being abused or neglected, it is your role to:

- Listen to their concerns and be supportive of the Youth Member.
- Re-assure the Youth Member that you understand their concerns and that it is not their fault.
- Raise the concern as a priority directly to the Jamboree Child Protection Team.
- 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.
- If appropriate, provide the Youth Member with a relatively private location (separate from the person in respect of whom they have raised their concerns) until the Youth Member feels comfortable to resume their Jamboree experience.

- Report your concern or suspicion to CARL on 13 14 78 as soon as possible with support from the Jamboree Child Protection Team.

DO NOT

- Express shock or distress in front of the Youth Member.
- Discuss specific details of the matter over the radio network - if required, ask for the appropriate Jamboree team member to come to your location.
- Try to investigate or solve the issue - the Jamboree Child Protection Team 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 be involved with the issue.
- Tell the youth member that you can keep it confidential between you and them.
- Dissuade any young person from making a disclosure or reporting to the next level.
- Speak with the alleged perpetrator regarding the disclosure or the concern.
- Ring the parents, if the parent is the alleged perpetrator.

REMEMBER

- In accordance with the Jamboree Child Protection Procedure, where you believe a youth member is in imminent danger it is your responsibility to remove them from that danger and make them feel safe, you should immediately report to the Jamboree Child Protection Team who will engage with SA Police and assist you to make a report to the Child Abuse Report Line as appropriate.
- The Jamboree retains responsibility for subsequently providing an incident report to the Child Protection Team at the appropriate Branch Office.

If you don't know what to do - talk to someone at the Jamboree Child Protection Team.

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 your Contingent Leader and/or the Jamboree Child Protection Team. They will put you in touch with a Member Support Leader from your Contingent or on site.

5 AJ2019 – CHILD PROTECTION REQUIREMENTS

5.1 AJ2019 CHILD PROTECTION - SCOPE

The Scouts Australia Child Protection Policy and Prescribed Procedures was approved in November 2016. The Policy sets the principles and the minimum standards for all Branches in critical child protection areas such as responsibilities, responding, screening, reporting and the handling of investigations and reports. The Scouts Australia Child Protection Policy nominates all adults in Scouting as 'volunteer reporters'. For AJ2019, all participating adults are required to conform with the South Australian Act and therefore will be 'mandated notifiers' for the Jamboree. The specific reporting requirements for 'Mandated Notifiers' are contained in this paper. The key child protection 'action requirements' for AJ2019 are:

- The focus must always be on the safety of the young person
- All adults participating in AJ2019 are considered to be 'Mandated Notifiers' under the SA Act and must report child abuse
- Respond positively and caringly to disclosure
- All reports and disclosures must be forwarded without delay
- Never be alone with a young person (unless in an emergency)
- Do not place yourself in a situation that could be misconstrued.

Since the introduction of the national policy, and given the fact that State and Territory Child Protection legislation has yet to be harmonised, we acknowledge that Scout Branches will still be at various stages of achieving full conformance to the policy by January 2019. Therefore, whereas the principles and 'action requirements' above apply to the National Jamboree in 2019, this paper provides specific direction from the Host Branch which not only satisfies its own jurisdictional requirements, but also provides for a more simplified screening and reporting procedure specifically for the 2019 Jamboree.

These requirements have been approved by the NEC to achieve consistency and simplicity for the Jamboree, but do not circumvent the need for Branches to continue the journey of conforming with the national policy over time. Every Member attending AJ2019 must comply with the requirements contained in this paper.

5.2 AJ2019 GENERAL CHILD PROTECTION REQUIREMENTS

The ten principles for child safe organisations as described in the Scouts Australia Child Protection Policy directly apply to AJ2019. Importantly, the overriding principle that the child's safety is always our first duty should be the focus of every participating adult. Every adult is required to report suspected, observed and disclosed child abuse in accordance with this paper (please see "AJ2019 Child Protection Reporting Procedure" below).

5.3 AJ2019 ADULT SCREENING REQUIREMENTS

On specific advice from the SA Government's Department for Education and Child Development, AJ2019 has specifically agreed to invoke a clause within the Children's Protection Act 1993 (as amended). In accordance with our legislation, **the Jamboree will accept Adult Members from all Branches who have been subject to "a screening product to work with children or young people produced by another Australian jurisdiction"**.

Therefore, AJ2019 will accept all Adult Members who have been screened in accordance with the child protection requirements of their Branch. Membership **must** be **current** at the time of AJ2019 and clearance **must** be confirmed by the Branch of that Adult Member. In other words, if an adult in Scouting conforms with the screening requirements of the visiting Branch, they are considered 'cleared' to work at AJ2019 for child protection purposes. This means that adult registrations will be accepted without the requirement for both the WWCC and the NPC per the national policy (if that State's current legislation does not require both checks).

5.4 AJ2019 CHILD PROTECTION REPORTING PROCEDURE

Young participants have already been advised that they can raise child protection issues with Adults at the Jamboree, and that any concerns will be taken seriously and treated appropriately (this message is to be repeated and reinforced throughout the Jamboree). We have also advised participating youth members that if any of their communicated

safety concerns have not been adequately addressed these can be escalated to another adult (you must not discourage this). This additional avenue is also to be reinforced in all safety briefings.

Legal Requirement. Every participating adult is required to make a report if he/she reasonably suspects, sees, or receives a disclosure from a survivor for all cases of child abuse in South Australia as if the adult is a 'Mandated Notifier' under the Children's Protection Act 1993. This means you have a legal responsibility to report any concerns that you may have regarding child abuse directly to the Child Abuse Report Line (CARL) which is a unit of the Department for Child Protection (DCP) in South Australia.

South Australia Police (SAPOL) will be on-site at Tailem Bend for AJ2019, SAPOL is to be advised in addition to CARL as a priority. Additionally, you are required to make the report to the Operations/Duty Officer at the **AJ2019 Incident Management Centre (IMC)** to ensure the ongoing safety of the young person and for the IMC to advise other important stakeholders. The report to CARL is a Legislative requirement and must take priority over all other notifications. **Reporting Process and Actions.** If you form a suspicion that child abuse has or is likely to occur, or you see child abuse, or it is disclosed to you, YOU MUST REPORT it to CARL as a priority. In reporting to CARL, it is important that you ascertain whether DCP is likely to take any immediate action.

SAPOL officers are on-site at Tailem Bend and are to be advised of the report as soon as possible so that the police can determine the level of investigation required.

When you or the IMC Duty Officer reports to SAPOL, it is important that you ascertain whether SAPOL is likely to take any immediate action and also to seek advice regarding management of the alleged perpetrator, if she or she is on-site.

If you make such a report directly, you are to also advise the IMC of the report being made to CARL or SAPOL. If you are in doubt, you are to consult with the IMC for advice immediately. All reports received are to be acted upon and the Operations/Duty Officer at the IMC will take immediate steps to:

- Ensure the young person is safe from harm or further harm (this may include talking with the child and understanding his/her wishes in the short term)
- In conjunction with the reporter, ensure the incident is reported to the South Australian Child Abuse Report Line (CARL) 131478 (if not already reported) and to the South Australian Police (SAPOL) representatives at AJ2019 on 75346188
- Consult with the Police in order to take decisions regarding the alleged perpetrator and the welfare of the young person(s)
- Advise the Jamboree Chief Director; Camp Chief and AJ 2019 Media Liaison
- Advise the Host Branch
- Advise the visiting Branch Contingent Leader
- Advise Parents and make offers of assistance – however, in circumstances where the alleged perpetrator is a parent, it is important that the parent(s) is/are not advised. Advice must be sought from CARL, SAPOL and the IMC Duty Officer in these circumstances
- Provide follow-up counselling and administrative assistance

If a young person chooses to raise a child protection issue with you, or if you observe something that causes you to be concerned that a young person is being abused or is likely to be abused, it is your role to:

- Stay calm and listen carefully to their concerns and be very supportive.
- Re-assure the young person that you understand their concerns and that it is not their fault
- Make sure you allow the child to use his or her own words
- Reassure the child that they have done the right thing by telling you
- Make a report to CARL and to SAPOL if you conclude that child abuse has, is or is likely to occur
- Let the child know exactly what will be happening next (even if you are not sure yourself) especially reinforce that he/she/they are now safe
- Only ask open-ended questions
- Raise the concern immediately to the AJ2019 IMC on 75346199
- 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 young person
- In conjunction with the IMC, provide the young person with a safe and private location (separate from the person in respect of whom they have raised their concerns) until the young person feels comfortable to resume their Jamboree experience, or otherwise
- Immediately make a record of the disclosure or interview as soon as you have the opportunity

- If you are not certain whether the issue raised is a 'child protection' issue you should immediately report to the IMC and follow the advice received
- Be aware that a child protection issue can also arise between youth members (and not just between an adult and a child), these are to be treated in the same manner as above

DO NOT

- Express shock, anger, disgust or distress in front of the young person.
- Discuss specific details of the matter over the radio network or other 'open' devices - if required, ask for the appropriate member of the AJ2019 IMC to come to your location.
- Try to investigate or solve the issue - the AJ2019 IMC will take the appropriate measures when they arrive and consult with the young person.
- Discuss the matter with others.
- Tell the young person that you can keep it confidential between you and them.
- Dissuade any young person from making a disclosure or reporting to the next level.
- Push the child into giving details.
- Speak with the alleged perpetrator regarding the disclosure or the concern – except in your efforts to make the child safe.
- Contact the parents yourself – especially if the parent is the alleged perpetrator - this communication will be managed by the AJ2019 IMC and SAPOL.

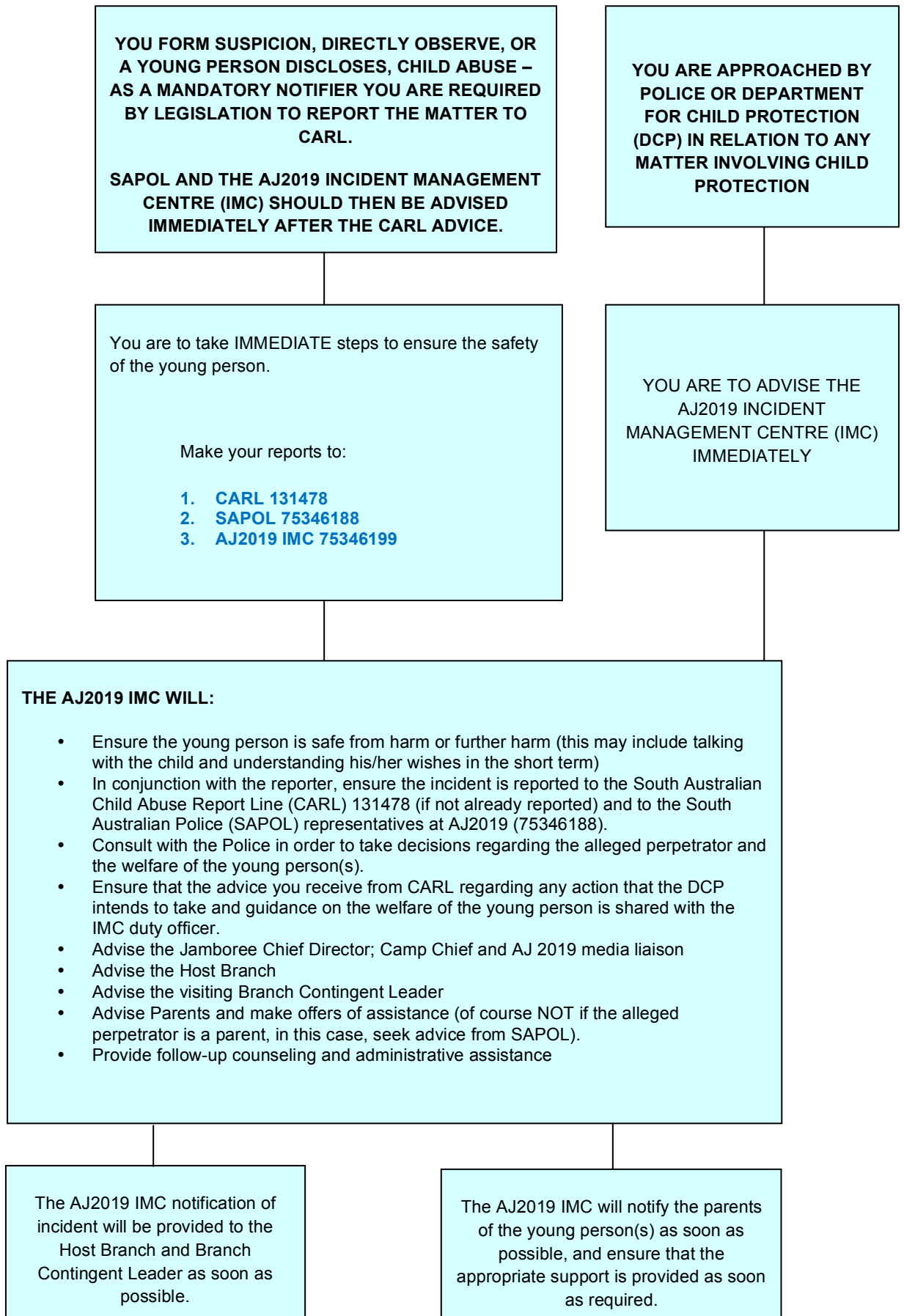
REMEMBER

- Your first duty is to ensure the young person is safe.
- Comfort and stay with him/her if necessary.
- Report the matter to CARL and SAPOL and the IMC.
- If you are unsure of what to do – contact the AJ2019 IMC.

The annexure to this paper shows the AJ2019 child protection reporting chain. The sequence of reporting shown is to be strictly adhered to.

5.5 AJ2019 SUPPORT

AJ2019 will establish internal and external support and/or counseling services for any persons in need (the young person involved, adult disclosed to, family etc). This support will also be offered and managed through the IMC.



7 WA CONTINGENT INCIDENT RESPONSE PROCEDURE

Contingent Leader (or relevant Duty Contingent Leader) is notified of incident reported to IMC.



Contingent Leader establishes WA Incident Response Team, consisting of the Contingent Leader, Deputy Contingent Leader, Director Welfare, Director Administration and DCC Youth Program.
The Chief Commissioner is informed and co-opted as necessary, depending on severity of incident.



If requested by IMC, WA Incident Response Team provides Contingent personnel to assist. If parents are to be contacted, the Contingent Incident Response Team will nominate a suitable individual from the Contingent Incident Response Team to make the call at the IMC. Contingent personnel assisting the IMC will be 'offline' and unavailable to undertake their Jamboree role until the incident is concluded.



Appropriate actions undertaken promptly, which may include: holding a leaders' briefing at Contingent HQ, emailing parents, arranging flights home, arranging offsite accommodation, transporting Contingent members to offsite accommodation or airport.



WA Incident Response Team in collaboration with IMC and WA Contingent Welfare Team provide support to affected individuals.



WA Incident Response Team prepare report to be provided to Scouts WA Incident Liaison Officer (ILO), who is located in Perth.
Report could be in an I2 form, or documentation provided by IMC.



ILO determines what ongoing support needs to be provided upon Contingent's return to Perth.



WA Incident Response Team is disbanded.
Contingent Leader advises Chief Commissioner of outcome.