

VOLUNTEERING AND UNPAID WORK PLACEMENTS AMONG CHILDREN AND YOUNG PEOPLE IN NSW

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Date Received: 31/01/2014



Inquiry into Volunteering and Unpaid Work Placements among Children and Young People in NSW

SUBMISSION

Scouts Australia – New South Wales

“Doing a Good Turn for Over 100 Years”

Submitted by



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January 30, 2014

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1. Introduction

Scouts is the largest, most successful youth organisation in Australia, offering youth programs for ages 6 to 25, and leadership programs for adults 18 years and over. It is a leader in the non-formal education sector.

Over the past 100 years Scouts has taught millions of young Australians resourcefulness, self-reliance, leadership, decision making, and concern for their community and the environment. Many of these young people have used the skills and confidence gained in Scouts to achieve success in their careers or make other community contributions. Scouts aim is to help children and young people achieve their full potential in life. This is done through individualised, fun, adventurous, challenging, leadership and teamwork-oriented programs. "Be Prepared" is the well-known motto for Scouts, and sums up the essence of what Scouting aims to teach young people.

It is unique in its structure – Scouting is a volunteer organisation run and managed by volunteers. The Chief Commissioner is responsible for the management of the Scouting program and the more than 20,000 volunteers and Youth Members who make up its membership base in NSW.

Every year, Scouts and their Leaders contribute thousands of volunteer work hours to their local communities. It is estimated that Scout Leaders alone make a voluntary contribution of more than one million dollars through the delivery of the Scout program to the young people of NSW.

However, opportunities to volunteer and engage in community service are also widely available for Youth Members – based on their own initiative and encouraged and supported by adults.

Becoming a Youth Helper, sharing time with the aged, helping with Clean Up Australia Day, Harmony Day and planting trees are just a few examples of the commitment young people involved in Scouting make as active Citizens and Leaders in their community.

Although volunteering and community service continues to be a characteristic of Scouting since its founding in 1907, policies, procedures and programs have been implemented over the years to guarantee each and every Member learns and experiences these values in a safe and educational environment.

More Than a Century of Doing a *Good Turn*

For more than 100 years, a core element of Scouting has been based around giving service or completing a "Good Turn".

"When you get up in the morning, remember that you have to do a Good Turn for someone during the day. ... Remember that by your Scout Promise you are *on honour* to do it."

'Scouting for Boys', Robert Baden-Powell in 1908

Doing a Good Turn every day has assured that young people involved in Scouting engage with others external to themselves. They carry out their opportunity for service to others and living the *Scout Promise*.

The Scout Promise serves as a guide to the young people involved in Scouting and includes the key responsibilities and values that each Member is expected to live up to.

On my honour	On my honour
I promise that I will do my best –	I promise that I will do my best –
To do my duty to God, and	To do my duty to God, and
To Australia	To the Queen of Australia
To help other people, and	To help other people, and
To live by the Scout Law	To live by the Scout Law

A lasting example of this legacy is the continuing benefit of one Scout and his mates' Good Turn in the 1920's.

As young Boy Scouts, Reginald Wallace and his friends came across a man with a flat tyre and, living up to their Scout Promise, did the Good Turn of changing the tyre for him. The recipient of that Good Turn was Mr. T E Perry who then constructed the Narromine Scout Hall which continues to be utilised by the community today, over 80 years later. This building acts as a reminder of the kind of direct impact service to others can make to a community.

Fortunately, the Good Turn remains an integral part of modern day Scouting, as volunteering and service to the community continues to be a focus for all Sections of the organisation.

Opportunities for spontaneous "Good Turns" should be encouraged and shared so that they can encourage others. The government should consider ways that young people can share their good news and engage with each other in acts of service.

2. Measures to Encourage Volunteering and Foster Opportunities among Children and Young People in NSW

In a paper published in 2011, the Left Right Think Tank noted that "Significant evidence indicates that early exposure to volunteering opportunities fosters a lifelong culture of volunteering....participating in volunteering efforts reaffirms the notion that people can work together for the common good and develops a sense of community and belonging between volunteers and the communities, individuals, and groups they serve (Left Right Think Tank, 5). They went on to say that "those engaged in volunteering early in life who have an initial positive experience are more likely to become "life-long" volunteers (Left Right Think Tank, 9).

'Youth Volunteering: Increasing Engagement and Participation', Left Right Think Tank (2011)

In Scouting, young people participate in a volunteering culture from the time they join (as early as 6) through the time they leave as Youth Members (aged 26). As an organisation we are fortunate that when they return as adult Leaders, they too will foster a new generation in service. Essentially, it's the air that Scouts breathe.

2.1 A Holistic Approach to Volunteering

Scouts Australia NSW includes volunteering as part of its organised program for each and every Youth Member – starting at the age of 7.5 and fosters the value of service to the community throughout the life cycle of a Youth Member through the age of 25. The program, Award Schemes and major awards in the various Sections of Scouting include multiple opportunities to engage Youth Members in service and volunteering in their local community.

Joey Scouts (ages 6-8):

From the age of 7.5, a Joey Scout is able to complete the **Joey Promise Challenge**. There are three main themes to explore – Scouting History, Duty to God, and Duty to Self/Others

The young person who chooses to complete the challenge is asked to

Think of a way you can help another person in your community/area where you live and discuss this with your parents and JS Leader. Do your best to complete the activity you have chosen and share with your Mob and leaders. You might like to take photos or draw pictures to keep for yourself and share with others.

The opportunity is broad and can be fulfilled in a variety of ways. Some examples of the project are collecting gifts for those in need at Christmas, wrapping them and taking them to St. Vincent De Paul Society; collecting blankets for children in Nepal; walking an elderly neighbour's dog for two weeks.

The requirements emphasise personal choice and the commitments are reasonable, achievable, and age appropriate.

Some examples in both the Cub Scouts and Scout sections are as follows:

Cub Scouts (ages 8 – 11):

- **Promise and Law** – Do a Good Turn for Someone at home... (Bronze Boomerang)... for your Cub Pack or Scout Group... (Silver Boomerang)... by helping plan, and taking part in, an activity which will assist an organisation that helps other people...(Gold Boomerang)
- **Landcare Badge:** Participate in a Landcare project for a period of at least eight hours over a six-month period...
- **Waterwise Badge** – Perform a community service such as helping to re-establish a wetland....Contact an environmental group to see what you can do to help your community.

Scouts (ages 11- 14):

The **Scout Award Scheme** incorporates three major “levels” – Pioneer, Explorer, and Venturer. To achieve each level, the Citizenship badge is compulsory.

- **Citizenship** – ...participate in some form of community service which must be over a minimum of two hours, preferably outside the Scout movement (**Pioneer level**)...complete a maintenance task to a Scout Property...or participate in some form of community service which must be over a minimum of four hours (**Explorer level**)...Assist at a Cub Scout Pack Holiday or Joey Scout sleepover...or seek out a worthwhile service to others and actively participate for at least ten hours...or with your Patrol participate in a community service project for at least ten hours with a local service organisation such as Lions or Rotary (**Venturer level**)
- **Landcare:** Participate in a Landcare project for a period of six-months...

2.2 The Journey to Adulthood

As Youth Members progress in Scouting, contributions for Service and volunteering become greater to the Award Scheme and the major award. Yet, the opportunity for self-discovery

For Venturer Scouts (14 – 17), you can commit to service through the **Venturer Award Scheme** – 10 hours of practical service to the Scout Movement...or to the community. Should they then choose to pursue the **Endeavour Award**, they are asked to participate as an active member of a recognised community service or emergency organisation other than Scouting for at least nine months. Additionally, in order to fulfil requirements for the **Queen’s Scout Award**, an additional 30 hours of service is asked. In 2013, 82 young people receive the Queen’s Scout Award.

2.3 Service to Others

The Rover Section of the Scouting organisation, consisting of Members aged 18-25, has a simple motto - “Service”. Along with the fun and adventurous aspects of the Section, Rover Scouts are also dedicated to serving the community.

Rovering helps develop leadership abilities and an appreciation of the value of helping other people, through service activities, both within Scouting and in the wider community. Rovers are self-governing.

They organise their own meetings, activities and events – meaning all volunteer work and community service is also organised by their own efforts. An example of their work is the partnership with the Wesley Foundation, where they collect thousands of canned goods yearly to help the Foundations’ “Hike for Hunger” charity event. During the bushfires in October 2013, the Rovers established a Bushfire Appeal. These young people – many at university and working part or full time still found time in their days and on weekends to collect and deliver goods to those in need.

For those Rovers who pursue the **Baden-Powell Award**, a minimum six months of service to others is asked.

Through Scouting, the opportunity to volunteer is a chance to explore and discover more about yourself through helping others.

3. Volunteering and Unpaid Work Placements among Children and Young People in Other Jurisdictions, both in Australia and Overseas

3.1 Internal Opportunities: Youth Helpers

The Youth Helpers Program is open to any existing Scout Member over the age of 15, who wish to voluntarily assist in the running of activities and programs in younger Scout sections such as Joeys, Cubs and Scouts. This incentive encourages youth to volunteer in their own organisation, assist with activities and duties they are familiar with and take on greater responsibility and leadership roles while working towards higher achievements in their own Award Scheme and program. However, the Youth Helper program is open to others who are not current Scout Members. For example, young people completing their Duke of Edinburgh have also become Youth Helpers in Scouts to fulfil their community service requirements.

In order for any young adult to become a Youth Helper, each applicant must complete a "Youth Leadership" Course and serve a satisfactory period of three months with a Section. For those who have served with Scouts for a longer period of time, such as a Venturer Scout, the Region Commissioner or delegate appoints the Youth Member on the recommendation of the Group Leader.

Youth Helpers (young people 15 to 25) are given a great amount of responsibility during their services. It is for this reason that each and every applicant undergoes a Leadership Course and a three month probation period with a Section before holding a Youth Helper title. Training and experience for Youth Helpers is essential for both their own safety as well as the younger children in their guidance.

Youth Helpers do not only learn and gain from this service, but also demonstrate the value of service for the younger children involved during their Youth Helper duties. Younger people who are assisted by Youth Helpers have the opportunity to work with younger Leaders and are inspired to follow in their footsteps.

3.1.1 Volunteering at Large Scouting Events

Recently, over 250 young people volunteered at the 2014 Cuboree, a major event where more than 3000 Cub Scouts, Leaders, parents and helpers camped over four nights.

These young people were Rovers, Venturers and Scouts who together gave more than 10,000 hours of volunteer time during their school holidays (and some took annual leave from their paid employment) amounting to \$200,000 of in-kind support. Their support was integral in running the various activities throughout the camp.

3.2 External Opportunities

Scouting involves a great amount of external community involvement, where Youth Members are encouraged to become active citizens in their local community. Volunteering in community and charity activities/events is an important concept within the Scouting program.

Young people are encouraged to identify areas of needs within their community with the support of their Leaders. The youth driven nature of Scouts Australia NSW gives Youth Members the opportunity to take initiative and responsibility outside of their Scout Groups whilst having the security of the support of their Leaders.

Scout Groups take part in events such as Clean Up Australia Day, McHappy Day and Graffiti Removal Day as well as hold voluntary tree planting, community barbeques, fundraisers and activity days.

Scouts volunteer in their Groups, Mobs, Packs, Patrols, Troops, Units and Crews in order to guarantee adequate supervision. Parents are encouraged to join in or provide permission through the A1 Activity Notification Form (refer to Addendum 1). As discussed, Youth Members continue to learn and participate in such activities at different levels throughout the Sections of the organisation.

3.3 Providing Safe Opportunities

A safe and secure environment for all Scouting Members is the highest priority for Scouts Australia NSW. It is important that all Leaders and Youth Members who participate in volunteering activities and carry out service are assured that they do so in a safe and managed way.

It is Scouts Australia NSW protocol that any adult Member aged 18 and over and acting in a leadership undergoes a Police Check prior to any interaction with Scout Groups or training.

As a designated agency with the NSW Office of the Children's Guardian, Scouts Australia NSW will also implement the Working With Children's Check for all Members aged 18 and over.

Child Protection and the safety of young people within the organisation is of great importance, therefore Scouts Australia NSW employs a "Two Deep Leadership" policy. This policy ensures that at least two Leaders or one Leader and another adult is present whilst supervising and/or accompanying Youth Members. This ensures the protection of Scouting Members and also provides a more safe and secure environment.

Similarly, many activities or service in Scouting are not carried out by individuals, but within Scout Patrols, Units or Groups based on the needs of the Youth Members and necessary permission sought.

If individuals are completing service, it is recommended that that service is with a recognised community organisation.

Again, this is implemented to ensure that Members are provided a safe and secure environment whilst having such opportunities available.

4. Existing Policies

A1 Activity Notification Form: (Addendum 1)

Scout Activity Form used in the organisation to record Scout activities which take place more than 1 km from the Scout Hall. It is also a permission form for parents to sign.

Avoiding Abuse in Scouting - LSG 1: (Addendum 2)

This Policy focuses on leadership selection and on placing barriers to potential abuse within the program.

Code of Conduct - LSG 23: (Addendum 3)

This Code of Conduct is expected of all adults, members and Associates, uniformed and non-uniformed, who work within the Movement, recognising that at all times they should act responsibly and exercise a Duty of Care.

Guidelines for Physical Contact - LSG 13: (Addendum 4)

Guidelines as to what is considered appropriate in dealing with children and young people and tend to mirror the attitude that Scouting in NSW has promoted for some years.

Parents' Child Protection Guide: (Addendum 5)

A Guide produced to educate parents on the many policies and procedures put in order to reassure their child's safety and protection.

Personal Protection Policy - LSG 17: (Addendum 6)

This policy has been produced to foster a safe and secure environment for our Youth Members and to guide our adult Members in adopting behaviours that are consistent with the Association's expectations and Code of Conduct.

Scout Law: (Addendum 7)

Ten affirmative, ethical ideals by which each Scout is asked to follow

Two Deep Leadership - LSG 28: (Addendum 8)

This policy ensures that at least two Leaders or one Leader and another adult is present whilst supervising and/or accompanying Youth Members.

Y9 Youth Helper Application Form: (Addendum 9)

Youth Helper application form, policy and guidelines.

5. Advice on how the NSW Government can better engage with and support Children and Young People in Volunteering and Unpaid Work Placements

- Scouts Australia NSW is well placed to support the government in its efforts to engage young volunteers in placements that will support skill building and personal satisfaction. As an organisation, we are local and serve communities across NSW. The government should give consideration to support Scouts and other like not for profits as a volunteer organisation of choice where young people from all over the state can come and fulfil volunteer placements.
- Opportunities for spontaneous “Good Turns” should be encouraged and shared so that they can encourage others. The government should consider ways that young people can share their good news and engage with each other in acts of service. In order to support young people to tell their stories, consideration should be given to develop an application (app) or build onto existing applications that provides a place for young people to connect and share their positive volunteering stories and experiences. It can also include ways for organisations to connect to find young volunteers.
- To further support the activities of organisations such as Scouts, consideration should be given to developing programs that provide volunteers with greater recognition, including possible income tax tradeoffs, HECS debt reduction programs and university admission points for volunteer hours ‘worked’ in registered not-for-profit organisations. This could lead to increased incentive for volunteering, beyond personal motivation.
- For university or TAFE students, a program that allows students to “record” volunteering experiences and hours with registered not for profits that can be attributed to course work. Organisations like Scouts are global and there are many international students studying at universities and TAFEs who would benefit from this opportunity.
- Large volunteer events held for young people such as a Cuboree (four day camp) or a Jamboree (10 day camp) held every three years, rely on the attendance of young people including young Leaders to plan, manage and run the event. Usually held in January to coincide with school holidays, those in the work force must take annual leave in order to attend. Consideration should be given to encourage employers to support volunteer placements through the implementation of a volunteer credit system. For example, employees can build up a series of credits with registered not for profits that can be traded for annual leave.
- The government should give consideration to develop ways to recognise and promote community organisations like Scouts as a best practice model for fostering volunteerism in young people.

Inquiry into Volunteering and Unpaid Work Placements among Children and Young People in NSW

ADDENDUM

Scouts Australia – New South Wales

“Doing a Good Turn for Over 100 Years”

1. A1 Activity Notification Form
2. Avoiding Abuse in Scouting - LSG 1
3. Code of Conduct - LSG 23
4. Guidelines for Physical Contact - LSG 13
5. Parents’ Child Protection Guide
6. Personal Protection Policy - LSG 17
7. Scout Law
8. Two Deep Leadership - LSG 28
9. Y9 Youth Helper Application Form



PLEASE RETURN
COMPLETED FORM TO THE
ACTIVITY COORDINATOR

ACTIVITY NOTIFICATION FORM
PART I - ACTIVITY PARTICIPATION AND MEDICAL FORM
(This page is to be completed and returned for All Participants)

ACTIVITY DETAILS - (FOR FULL DETAILS PLEASE SEE PAGE 2)

ACTIVITY: _____ ACTIVITY NO: _____
GROUP/FORMATION: _____
LOCATION: _____
START TIME (24hr): _____ DATE: _____ FROM: _____
FINISH TIME (24hr): _____ DATE: _____ TO: _____
Name of Activity Coordinator: _____ Phone: _____
Cost: _____ Payable to: _____ Closing Date: _____
Method of transport to and from the activity: _____

PARTICIPANT DETAILS - TO BE COMPLETED BY ALL PARTICIPANTS OR PARENT/GUARDIAN IF UNDER 18 YEARS

GROUP/FORMATION: _____ MEMBERSHIP NO.
SECTION: ☐ Joey Scout ☐ Cub Scout ☐ Scout ☐ Venturer ☐ Rover ☐ Leader ☐ Helper / Instructor / Non Member
SURNAME: _____ GIVEN NAMES: _____
ADDRESS: _____
TOWN/CITY: _____ STATE: _____ POST CODE: _____
TELEPHONE: _____ MOBILE: _____ E-MAIL: _____
DATE OF BIRTH: _____ GENDER: ☐ Male ☐ Female RELIGION/FAITH: _____ (Optional)

ATTENDANCE: ☐ ALL ☐ Friday ☐ Saturday ☐ Sunday ☐ Days Only
☐ Friday Night ☐ Saturday Night ☐ Sunday Night ☐ Other

In case of Emergency contact: _____ Phone: _____
Address: _____ Suburb: _____ Mobile: _____

If the participant suffers from any chronic or recurrent ailment, allergy or physical defect, it should be disclosed in order that provision can be made for their welfare. Further details can be given on reverse side. Please attach any Medical Plans if they apply.

Does the participant have any physical disabilities? <input type="checkbox"/> Yes Details: _____ Does the participant have any known allergies, including drugs or food allergies? (i.e. Penicillin, Egg, Peanut Products, Bee Stings, Hay Fever, other drug or food allergies): <input type="checkbox"/> Yes Details: _____ Has the participant any special food requirements? (for Medical, Religious) <input type="checkbox"/> Yes Details: _____ Medicare Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Date of last Tetanus Injection: _____ or <input type="checkbox"/> unknown	Does the participant suffer from any of the following? Epilepsy: <input type="checkbox"/> Yes Level: <input type="checkbox"/> Mild <input type="checkbox"/> Severe Diabetes: <input type="checkbox"/> Yes Level: <input type="checkbox"/> Mild <input type="checkbox"/> Severe Asthma: <input type="checkbox"/> Yes Level: <input type="checkbox"/> Mild <input type="checkbox"/> Severe Will the participant have any medication at the activity? (i.e. Penicillin, Insulin or other Drugs administered by Injection, Tablet, Capsules, EpiPens or other). <input type="checkbox"/> Yes Name of Drug: _____ Dosage: _____ How Often: _____ Administered by: <input type="checkbox"/> self or <input type="checkbox"/> whom: _____
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PARENT CONSENT - TO BE COMPLETED BY PARENT/GUARDIAN FOR PARTICIPANTS UNDER 18 YEARS

Can the participant Swim 50 meters? ☐ Yes
I consent to my child's participation in the following which may be a part of this Activity.
☐ Swimming ☐ Water/Boating Activities ☐ Rock Related Activities ☐ Abseiling ☐ Flying Fox ☐ Flying

MEDICAL AUTHORITY - TO BE COMPLETED BY ALL PARTICIPANTS OR PARENT/GUARDIAN IF UNDER 18 YEARS

I/We acknowledge that this activity will involve inherent and obvious risks. I/We authorise any officer, member, servant or agent of The Scout Association of Australia, New South Wales Branch, in the event of any accident or illness to obtain such urgent medical assistance or treatment for the above named participant, including the administration of any anaesthetic or blood transfusion as he or she may consider expedient and for this purpose to engage any first aiders, ambulance officers, doctors, dentists, nursing assistance or hospital accommodation and in this event I agree to pay the said Association on demand all such doctors', dentists', nurses', ambulance and hospital fees (other than fees and expenses recoverable by the said Association under any policy of insurance).

If you have any questions please contact: _____ Phone: _____

Participant: _____
Parent/Guardian (If Participant Under 18 Years) _____ Signature _____ Print Name _____ Date _____



Scouts Australia NSW
Level 1, Quad 3
102 Bennelong Parkway
Sydney Olympic Park NSW 2127

PO Box 125
Lidcombe NSW 1825

Ph: (02) 9735-9000 Fax: (02) 9735-9001
Email: info@nsw.scouts.com.au

FORM A1 (Jan 13)

ACTIVITY NOTIFICATION FORM
PART II - PARTICIPANTS & PARENTS ADVICE
(This page is to be kept by participants)

ACTIVITY DETAILS

ACTIVITY: _____ ACTIVITY NO: _____

GROUP/FORMATION: _____

LOCATION: _____

START TIME (24hr): _____ DATE: _____ FROM _____

FINISH TIME (24hr): _____ DATE: _____ TO _____

Name of Activity Coordinator: _____ Phone: _____

Cost: _____ Payable to: _____ Closing Date: _____

Method of transport to and from activity: _____

The activity ☐ will ☐ will not be under direct adult supervision.

The activity ☐ will ☐ will not involve both male and female youth members.

Both male and female Leaders ☐ will ☐ will not be present

EMERGENCY CONTACT

If you feel that the participant is overdue in returning from the activity you should contact the nominated emergency contact.

Name: _____ Home Phone: _____ Mobile: _____

ADDITIONAL DETAILS

Provide details about the activity. Can include gear lists, map references etc.



Scouts Australia NSW
Level 1, Quad 3
102 Bennelong Parkway
Sydney Olympic Park NSW 2127

PO Box 125
Lidcombe NSW 1825

Ph: (02) 9735-9000 Fax: (02) 9735-9001
Email: info@nsw.scouts.com.au

FORM A1 (Jan 13)

ACTIVITY NOTIFICATION FORM
PART III - ACTIVITY & RESCUE INFORMATION
(To be completed by Activity Coordinator
and returned to parties listed on page 4)

ACTIVITY DETAILS

ACTIVITY: _____
GROUP/FORMATION: _____
LOCATION: _____
Map Name: _____ Map Date: _____ Map Reference: _____

ROUTE DETAILS - IF INSUFFICIENT SPACE ATTACH FURTHER DETAILS

PROPOSED ROUTE (include dates, overnight stops etc.)

ALTERNATIVE ROUTES / VARIATION / ESCAPE ROUTES

RESCUE INFORMATION

Vehicles left at: _____
Registration Numbers: _____
Nearest Police Station: _____
NSW Scout Region (where activity will be held): _____
Method of Transport: _____
Leaving Time: _____ Date: _____
Returning Time: _____ Date: _____
Rescue Call Time: _____ Date: _____
Name of Activity Coordinator: _____ Phone: _____ Mobile: _____
Address: _____

Has the Activity Coordinator read relevant Branch Policies?

☐ Yes ☐ No

Certificate Required?

☐ Yes ☐ No

Held By: _____

Permits Obtained (e.g. NPWS, Forests NSW)

☐ Yes ☐ No

☐ Not Required

EQUIPMENT (Tick items required)

☐ Tents ☐ _____ Days Food
☐ Waterproof Jackets ☐ First Aid Kit
☐ Sleeping Bags ☐ Matches
☐ PLB ☐ Map & Compass

☐ GPS ☐ Other (Attach List)
☐ Whistle
☐ Rescue Sheet
☐ Mirror

ACTIVITY NOTIFICATION FORM
PART III - ACTIVITY & RESCUE INFORMATION (continued)

PARTICIPANTS - IF INSUFFICIENT SPACE ATTACH LIST

Member No. (If known)	Name	Address	Telephone

If you cannot provide all the participants' names before lodging this A1 then ensure a full list (with changes) arrives with the appropriate people **before the commencement of the activity**.

IN CASE OF EMERGENCY - ALARM: EMERGENCY OR OVERDUE ALARM WILL BE RAISED BY THE FIRST EMERGENCY CONTACT**FIRST EMERGENCY CONTACT**

Name: _____ Phone: _____ Mobile: _____

Address: _____

SECOND EMERGENCY CONTACT

Name: _____ Phone: _____ Mobile: _____

Address: _____

LOCAL ACTIVITY COORDINATOR - (LAC) Where the activity is to be held.

Name: _____ Phone: _____ Mobile: _____

Address: _____

I acknowledge that as the Activity Coordinator:

☐ **I am responsible for this Activity**

- Managing overdue party, keeping members safe.
- If possible, advise transport providers / Emergency Contacts of revised arrangements.
- Ultimately prepares incident report; Delegates someone to notify ALL Parents of overdue status.
- Notify any changes to all involved.

I acknowledge that as the First Emergency Contact

☐ **I am available to act as the First Emergency Contact**

☐ **I will remain available, especially around finishing time**

- Raises alarm if assistance required.
- Advises Local Activity Coordinator Party is overdue.

(Signature of Activity Coordinator)

(Date)

(Signature of First Emergency Contact)

(Date)

COPIES SENT TO - 14 DAYS PRIOR TO ACTIVITY (TICK WHERE SENT)

- ☐ Emergency Contacts
 ☐ Appropriate Commissioner at Region level
 ☐ Local Authority (e.g. Police)
- ☐ Group Leader/Leader in Charge
 ☐ Regional Office in Locality of Activity or Local Activity Coordinator (LAC)

NSW STATE ACTIVITY POLICIES - FOR UPDATES CHECK www.nsw.scouts.com.au

NSW Activities Policies that may apply to this Activity (Tick those relevant)

- | | | |
|---|---|---|
| <input type="checkbox"/> Accommodation Policy | <input type="checkbox"/> Bushwalking Policy | <input type="checkbox"/> Rock Related Activities Policy |
| <input type="checkbox"/> Activity Centre Policy | <input type="checkbox"/> Environmental Policy | <input type="checkbox"/> Water Activities Policy |
| <input type="checkbox"/> Activity Notification Policy | <input type="checkbox"/> Flying Policy | |
| <input type="checkbox"/> Alpine Activity Policy | <input type="checkbox"/> Flying Fox Policy | |



Avoiding Abuse in Scouting

Leader Support Guide

Introduction:

Being an adult leader in Scouts Australia (NSW) is a privilege. The excellence of the program and the safety of our youth members calls for a high standard in adult leadership. We take pride in the quality of our adult leadership.

A number of policies have been instituted which are aimed at eliminating opportunities for abuse within the Scouting program. These policies focus on leadership selection and on placing barriers to potential abuse within the program.

Leader Guide:

Scouts Australia (NSW) has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

- Two-deep leadership. Two Leaders or one Leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings where adult leadership is involved. There are a few instances, such as patrol activities, when no adult leadership is required
- On all trips and outings under the leadership of a youth member, such as a Patrol Camp, the youth member's Leader shall ensure the young leader understands the safety issues involved and together they have discussed a number of possible scenarios and suitable actions.
- No one-on-one contact. One-on-one contact between adults and youth members is not permitted. In situations that require personal dealings, such contact is to be conducted in view of other adults and youths.
- Respect of privacy. Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- Separate accommodation. When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or carer. Groups are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled. A notice showing times should be clearly visible.
- Proper preparation for high-adventure activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, safety measures and ensuring that Scouts Australia (NSW) policies are adhered to.
- All aspects of the Scouting program are open to observation by parents / carers and leaders.
- Appropriate attire. Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.
- Constructive discipline. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is not permitted.
- Hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- Youth members in leadership and supervision. Adult leaders must monitor and guide the leadership techniques used by Patrol Leaders and other youth members to ensure that Scouts Australia (NSW) policies are followed.

Why do most child victims of sexual abuse keep the abuse secret?

A victim of child sexual abuse is usually under a great deal of pressure to keep the abuse secret. In many cases of child molestation, the molester has threatened to harm the child or a member of the child's family. The molester might have told the child that he would not be believed even if the child did tell. Another common situation is that the molester will tell the child that if the child tells about the abuse, he will get into trouble. The clear message is given to the child that if another person finds out, something bad will happen to the child. This pressure to maintain silence can often be successfully overcome by establishing open communication between children and adults through a proper educational program for children.

What should I do if a child tells me they have been sexually abused?

How an adult responds to a child when they try to disclose abuse can influence the outcome of the child's victimisation. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be okay. By not criticising the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to them and that you would like to get them some help.

Report Child Protection Concerns and Abuse!

Scouts NSW works with NSW Police, NSW Community Services (formerly DoCS), the NSW Commission for Children and Young People, and other relevant authorities to address any child protection concerns.

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Chief Executive or the Child Protection Officer at State Office on 9735 9000. Once we receive a notification, the Association will make an immediate report to the relevant authorities.

If an individual has made a report to NSW Police, NSW Community Services, or another relevant authority, they should also report the matter to the Chief Commissioner, the Chief Executive or the Child Protection Officer. The Association will then make direct contact with the relevant authority about the matter.

Reporting to the Association enables the Association to work directly with the authorities in managing the matter. It enables the Association to take immediate action under its Behavioural Management Policy, in consultation with the authorities.

Imminent Danger

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

What are the "three Rs" of Youth Protection?

The "three Rs" of Youth Protection convey a simple message that Scouts Australia (NSW) wants its youth members to learn:

Recognise situations that place them at risk of being molested, how child molesters operate, and that anyone could be a molester.

Resist unwanted and inappropriate attention. Resistance will stop most attempts at molestation.

Report attempted or actual molestation to a parent or other trusted adult. This prevents further abuse of them and helps to protect other children. Let the Scouting youth member know they will not be blamed for what occurred.

Youth Member Behaviour Guidelines:

The Scout Association is a values based youth development organisation that helps young people learn positive attributes of character, citizenship, and personal fitness. The Scout Association has the expectation that all participants in the Scouting program will relate to each other in accord with the principles embodied in the Scout Promise and Law.

One of the developmental tasks of childhood is to learn appropriate behaviour. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behaviour and a tool that is stressed in Scouting.

Misbehaviour by a single youth member in Scouting may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other unit members. Such misbehaviour constitutes an unreasonable burden on a Scout unit and cannot be ignored.

Member Responsibilities:

All members of the Scout Association are expected to conduct themselves in accordance with the principles set forth in the Scout Promise and Law. Physical violence, hazing, bullying, theft, verbal insults, drugs and alcohol have no place in the Scouting program and may result in the revocation of a youth member's membership.

If confronted by threats of violence or other forms of bullying from other youth members, youth members should seek help from their Leaders or parents / carers.

Section Responsibilities:

Adult leaders of Scouting Sections are responsible for monitoring the behaviour of youth members and interceding when necessary. Parents / carers of youth members who misbehave should be informed and asked for assistance in dealing with the issue.

Scouts Australia (NSW) does not permit the use of corporal punishment or inappropriate verbal assault by Leaders when disciplining youth members.

The Leaders and Group Leader should review repetitive or serious incidents of misbehaviour in consultation with the parents / carers of the child to determine a course of corrective action including possible revocation of the youth's membership.

If problem behaviour persists, Groups may revoke a youth member's membership in that Group. When a Group revokes a youth member's membership, it should promptly notify the Regional Commissioner of the action.

The Group should inform State Office about all incidents that result in a physical injury.

Leadership Requirements for Trips and Outings:

Two-deep leadership:

Two Leaders, or one Leader and a parent of a participating youth member, one of whom must be at least 21 years of age or older, are required for all trips or outings.

Mixed membership overnight activities require male and female adult leaders, one of whom must be 21 years of age or older, and one of whom must be a Leader.

There are a few instances, such as with certain patrol, unit and crew activities, including those that involve overnight stays, when no adult leadership is required. In these cases there must always be a minimum of four in the group, with at least two of the same sex, and that the parents or carer have signified that they are aware that there will be no adult supervision.

Two-deep adult leadership is required for flying activities. For basic orientation flights, the adult licensed pilot in control of the aircraft is sufficient for the flight while two-deep leadership is maintained on the ground.

Two-deep adult leadership is required for water activities. For basic training, the adult instructor in control of the craft is sufficient, while two-deep leadership is maintained on shore.

During transportation to and from planned Scouting activities, if you cannot provide two adults for each vehicle, the minimum requirement is one adult and two or more youth members - never one on one. A common departure point is recommended.

Male and female:

Male and female leaders require separate sleeping facilities. Couples in full time relationships may share the same quarters if appropriate facilities are available.

Where male and female youth participants are to be accommodated overnight, they shall not, in principle share the same facilities. If this is not possible, such as in a hall, marquee, cave or similar communal facility, there should be a clear physical separation between males and females and each participant should be advised of the lack of separate facilities prior to commencement of the activity. **(See appendix 'A': An extract from the Information & Organisation Handbook ")**

When staying in tents, no youth will stay in the tent of an adult other than his or her parent or carer. If separate shower and latrine facilities are not available, separate times for male and female use should be scheduled. A notice showing the times should be displayed. The buddy system should be used for latrines by having one person wait outside the entrance, or provide Occupied and Unoccupied signs and/or inside door latches.

Adult leaders need to respect the privacy of youth members in situations where the youth are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults also need to protect their own privacy in similar situations.

Safety rule of four:

No fewer than four individuals are to go on any expedition or camp. If an accident occurs, one person stays with the injured, *(which could be a leader alone)* and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.

Conclusion:

Every day children and young people spend time with adults in a variety of workplaces such as schools, child care centres, sporting clubs and churches. Most of these adults and organisations do a great job.

However, these organisations can attract people who pose risks to children. They can provide access and legitimate opportunities for developing relationships that exploit children's trust and dependence. The way an organisation is managed can create opportunities for offending to occur. Conversely, by conducting its business differently, an organisation can reduce risk significantly.

Following these policies will not only provide additional security for our youth members, and serve to protect our adult leaders from false accusations of abuse, but also encourage a sense of safety and security in both youth members and leaders alike.

Report Child Protection Concerns and Abuse!

Scouts NSW works with NSW Police, NSW Community Services (formerly DoCS), the NSW Commission for Children and Young People, and other relevant authorities to address any child protection concerns.

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Chief Executive or the Child Protection Officer at State Office on 9735 9000. Once we receive a notification, the Association will make an immediate report to the relevant authorities.

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Reporting to the Association enables the Association to work directly with the authorities in managing the matter. It enables the Association to take immediate action under its Behavioural Management Policy, in consultation with the authorities.

Imminent Danger

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

EXCEPTIONS & VARIATIONS: The guidelines cannot be varied, except by the Regional Commissioner, or Chief Commissioner. Approval will only be given after, they have conducted a 'risk assessment' and, if approved, authorised the necessary additions to be made to the relevant indemnity/permission form. This will allow guardians/parents to be more fully informed of the details, and aware that the activity will be outside our usual guidelines, prior to their signing the relevant permission form.

APPENDIX. A

(Extract from *Information & Organisation Handbook "Activity Accommodation Policy"* (page 1))

ACTIVITY ACCOMMODATION POLICY

1. MIXED GENDER ACCOMMODATION

- 1.1 Where a Scouting activity requires both males and females to be accommodated overnight, males and females shall not, in principle share the same facilities.
- 1.2 Circumstances may arise in which separate accommodation for males and females cannot be provided. In such cases the activity leader should advise each participant of the lack of separate facilities prior to commencement of the activity.
- 1.3 Irrespective of the circumstances, there should be a clear physical separation between males and females.

2. ADULT/YOUTH MEMBER ACTIVITY ACCOMMODATION

- 2.1 Separate accommodation must be provided for youth and adult members on overnight Scouting activities, except in the circumstances listed in 2.2 below:
- 2.2 An exception to the general requirement for separate accommodation may be made in the following circumstances:
 - a) Cub Scout accommodation in halls, where the presence of one or more leaders may be desirable for discipline/security.
 - b) Accommodation of the pack/troop/unit etc. in a hall, marquee, cave or similar communal facility.
 - c) Accommodation shared by members of the same family.

In these situations there should always be a clear physical separation between adult and youth members. Whenever possible a physical division (e.g. screen) should be provided.
- 2.3 In emergency situations (e.g. hypothermia) treatment by direct body contact should be provided to youth members by youth members rather than by adult members.
- 2.4 Under no circumstances should an adult member ever share accommodation with one youth member only. Should this situation arise, for any reason, a report outlining the circumstances should be provided to the responsible Commissioner at the earliest opportunity.

Scouts Australia NSW acknowledges the contribution of Dr Warwick Bateman AM in the development of this Leader Support Guide.



Code of Conduct For Adults in Scouting

Leader Support Guide

This Code of Conduct is expected of all adults, members and Associates, uniformed and non-uniformed, who work within the Movement, recognising that at all times they should act responsibly and exercise a Duty of Care.

1. Adults in Scouting respect the dignity of themselves and others.
 2. Adults in Scouting demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the Movement.
 3. Adults in Scouting act at all times in accordance with Scouting Principles, thereby setting a suitable example for all.
 4. Adults in Scouting do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting Principles.
 5. Adults in Scouting act with consideration and good judgement in all interpersonal relationships both inside and outside Scouting.
 6. Adults in Scouting respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions are associated with any Scouting activity.
 7. Adults in Scouting avoid unaccompanied and unobserved activities with youth members wherever possible.
 8. Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying youth members.
- It is recognised that in certain circumstances, it may be necessary for a leader or adult, whilst acting responsibly and exercising their Duty of Care, to be alone with a youth member.
9. Adults in Scouting realise that bullying, physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.
 10. Adults in Scouting must report any conduct seen or heard that does not comply with this Code of Conduct



Leader Support Guide

Managing physical contact with youth members

"WHEN TO TOUCH AND NOT TOUCH"

In 2006 the 'New South Wales Commission for Children and Young People' issued updated guidelines dealing with the 'Working With Children Checks'. In particular, Section 5.1 dealt with the reportable and non reportable offences, providing guidelines as to what was considered appropriate in dealing with children and young people.

These guidelines tend to mirror the attitude that Scouting in NSW has promoted for some years. Edited extracts of the Commissions guidelines appear on the next three pages.

There are five main points to understand in using this guide.

1. **These** guidelines are not to be read in isolation but in conjunction with our existing policies and the Leader Support Guide 'Avoiding Abuse in Scouting' available on our website. www.nsw.scouts.com.au
 2. The greatest protection offered is by having two deep leadership. There are cases where well meaning people have reported leaders, direct to the police, for what they think is a reportable offence. Where there has been two deep leadership the complaint is usually quickly resolved, where there has been only one leader the journey to finding a resolution is often long and protracted.
- Where a second leader is unavailable a parent roster also serves as additional protection should a youth member have to suddenly be taken to hospital. Life threatening asthma attacks and the such are becoming more frequent.
3. Our Code of Conduct, which can be found on the back page of this Guide and on the back of your Leader Appointment, provides clear requirements for appropriate leadership in Scouting.
 4. Ensure you are never alone with a youth member. Remember "always in sight but out of hearing".
 5. Scouts NSW works with NSW Police, NSW Community Services (formerly DoCS), the NSW Commission for Children and Young People, and other relevant authorities to address any child protection concerns.

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Chief Executive or the Child Protection Officer at State Office on 9735 9000. Once we receive a notification, the Association will make an immediate report to the relevant authorities.

If an individual has made a report to NSW Police, NSW Community Services, or another relevant authority, they should also report the matter to the Chief Commissioner, the Chief Executive or the Child Protection Office. The Association will then make direct contact with the relevant authority about the matter.

Reporting to the Association enables the Association to work directly with the authorities in managing the matter. It enables the Association to take immediate action under its Behavioural Management Policy, in consultation with the authorities.

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

**THE QUESTION ON YOUR MIND SHOULD
ALWAYS BE:**

***Would a reasonable person see this as being
reasonable in the circumstances?***

*(e.g. Helping a disabled or ill child will require greater physical contact
than for the
average youth member. However it would be seen as reasonable to provide
appropriate physical contact/support for the child's wellbeing. In fact part of
your 'duty of care')*

**Condensed Extracts From
The NSW Commission for Children & Young People
The Working with Children Check Guidelines 2004**

5.1.1 What is reportable conduct?

Reportable conduct means:

- (a) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence); or
- (b) any assault, ill treatment or neglect of a child; or
- (c) any behaviour that causes psychological harm to a child;

whether or not, in any case, with the consent of the child (Section 33, Commission for Children and Young People Act 1998).

Reportable conduct may include any of the following behaviour:

► Physical assault

Using common law principles, physical assault must include all three of the following elements:

- It is an act committed on or towards a child;

and

- It involves either the application of force to a child or an act that causes a child to think that immediate force will be used on them;

and

- It is either hostile or reckless (a reckless act is one where the person foresees the likelihood of inflicting injury or fear and ignores the risk).

Actual physical harm does not have to occur in order for an assault to have taken place, i.e. the child does not have to be injured.

Physical contact which is an inevitable part of everyday life does not amount to an assault. See the list at 5.1.2 for some examples of such contact.

► Sexual assault

Sexual assault refers to a sexual offence against, with or in the presence of a child. It includes the involvement of children in sexual acts or acts of indecency and any sexual threat imposed on a child.

► Neglect

Neglect occurs when a child is harmed by the failure of a person whose job includes care responsibilities towards a child, to provide basic physical and emotional necessities of life, including failure of the person to provide or arrange for the provision of adequate and proper food, nursing, clothing, medical attention or lodging for a child in that person's care.

► Behaviour that causes psychological harm

Psychologically harmful behaviour is behaviour that results in significant emotional harm or trauma to a child. There is a causal link between the inappropriate behaviour and the harm.

REMEMBER...

TWO DEEP LEADERSHIP AT ALL TIMES

PROTECTS LEADERS AND YOUTH MEMBERS

5.1.2 What kinds of behaviours fall outside the definition of reportable conduct?

The Commission for Children and Young People Act 1998 provides that reportable conduct does not include:

conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant professional standards.

The Act lists some examples of conduct that would not constitute reportable conduct, namely:

- touching a non-intimate part of a child's body in order to attract a child's attention, to guide a child or to comfort a distressed child,
- a school teacher raising his or her voice in order to attract attention or to restore order in the classroom; and
- conduct that is established to be accidental.

Further examples of behaviours that are not reportable conduct include:

- (a) providing appropriate medical care to a child who is hurt;
- (b) guiding a child by the shoulders, arms or hands;
- (c) not providing supervision where this was for good reason, and for a short period of time and where the risk of harm was reasonably perceived at the time to be low;
- (d) actions found to have been appropriate physical contact in classes such as sport, drama, dance etc.

5.1.4 What is 'sexual misconduct'?

Sexual misconduct is a term used to describe a range of behaviours or a pattern of behaviour aimed at the involvement of children in sexual acts.

Some of these behaviours may include:

- inappropriate conversations of a sexual nature;
- comments that express a desire to act in a sexual manner;
- unwarranted and inappropriate touching;
- sexual exhibitionism;
- personal correspondence (including electronic communication) with a child or young person in respect of the adult's sexual feelings for a child or young person;
- deliberate exposure of children and young people to sexual behaviour of others including display of pornography; and
- possession of child pornography in the workplace.

Sexual misconduct includes 'grooming behaviour', or patterns of behaviour aimed at engaging or 'grooming' a child as a precursor to sexual abuse. The grooming process can include:

- Persuading the child that a "special" relationship exists - spending inappropriate special time with the child, inappropriately giving gifts, showing special favours to them but not other children, allowing the child to overstep rules etc.;

- Testing of boundaries - undressing in front of the child, allowing the child to sit on the lap, talking about sex, 'accidental' touching of genitals etc.

These behaviours may not indicate risk if they occur in isolation, but if there is a pattern of behaviour occurring, it may indicate grooming.

For sexual misconduct to be reportable, the alleged conduct must have been committed against, with or in the presence of a child.

5.1.5 What is an 'act of violence'?

An act of violence is an act or series of related acts that has involved violent conduct.

For an act of violence to be reportable, the alleged conduct must have been committed in the course of employment and in the presence of a child.

5.1.5 What is an 'act of violence'?

An act of violence is an act or series of related acts that has involved violent conduct.

For an act of violence to be reportable, the alleged conduct must have been committed in the course of employment and in the presence of a child.

NSW Commission Children and Young Peoples

Working With Children Check Guidelines 2004

CODE OF CONDUCT

This Code of Conduct is expected of all adults, uniformed and non-uniformed, who work within the Movement, recognising that at all times they should act responsibly and exercise a duty of care.

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7. Adults in Scouting avoid unaccompanied and unobserved activities with youth members wherever possible.
8. Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying youth members. It is recognised that, in certain circumstances, it may be necessary for a Leader or adult, whilst acting responsibly and exercising their duty of care, to be alone with a youth member.
9. Adults in Scouting realise that bullying, physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.
10. Adults in Scouting must report any conduct seen or heard that does not comply with this Code of Conduct.

Report Child Protection Concerns and Abuse!

Scouts NSW works with NSW Police, NSW Community Services (formerly DoCS), the NSW Commission for Children and Young People, and other relevant authorities to address any child protection concerns.

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Chief Executive or the Child Protection Officer at State Office on 9735 9000. Once we receive a notification, the Association will make an immediate report to the relevant authorities.

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Imminent Danger

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(Compulsory Attachment to the Y1 Form)

PARENTS' CHILD PROTECTION GUIDE

SCOUTS – CHILD SAFE AND CHILD FRIENDLY

In a friendly message of support, the former NSW Commissioner for Children and Young People, Ms Gillian Calvert commented on Scouts NSW's dedication to being a child safe and child friendly organisation:

I encourage all organisations that work with kids to take steps to become child-safe and child- friendly. Kids are safer from abuse and harm when organisations adopt good risk management practices and build a culture that respects, values and includes children and young people.

I commend Scouts Australia NSW for making a positive contribution to making child-safe, child- friendly organisations a reality.

For over 50 years, when there was no legal requirement for the screening of youth leaders, Scouts insisted that all Leaders have referees and submit to a full Police Criminal Record Check, which are also conducted on a random and ongoing basis throughout their service at Scouts.

CHILD PROTECTION IN SCOUTS

Scouts NSW has appointed a Child Protection Officer to oversee any child protection concerns arising in the delivery of the Scouting program.

We also have an Assistant Chief Commissioner (Issues Management) who has the task of overseeing child protection and safety within the organisation. The Commissioner is a qualified professional and has a number of consultants he can call upon when needed. These consultants all have special qualifications related to this area.

The NSW Commission for Children and Young People oversees the establishment of screening and standards for those who work or volunteer with children and young people. We are in ongoing communications with the Commission's officers about our policies and practices.

A former Scouts Deputy Chief Commissioner served for number of years on the Commissioner for Children's Advisory panel. At the time when the Child Protection Acts were being reviewed Scouts were asked to make a formal submission to the Minister.

SCOUTS DOESN'T TOLERATE ABUSE!

Scouts Australia NSW is committed to the health, safety and wellbeing of its Members. Scouts has zero tolerance for abuse of any kind – the physical, verbal, emotional or sexual abuse- of its Members.

REPORTING ABUSE

Scouts NSW works with NSW Police, NSW Community Services (formerly DoCS), the NSW Commission for Children and Young People, and other relevant authorities to address any child protection concerns.

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Chief Executive or the Child Protection Officer at State Office on 9735 9000 or at ChildProtection@nsw.scouts.com.au. Once we receive a notification, the Association will make an immediate report to the relevant authorities.

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IMMINENT DANGER

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

SCREENING, TRAINING AND RESOURCE FOR LEADERS

Before they are appointed as a Leader, each applicant undertakes specialised training under the direction of skilled trainers. The training covers subjects such as Scouting Skills, Programming and First Aid. Other crucial subjects covered in the courses are associated with the development, protection and wellbeing of Youth Members. These include Child Development, Understanding the Child, Child Protection, Dealing with Problems and Risk Assessment.

"Fact Sheet 17: Reporting Child Protection Concerns" outlines the standards of care we expect our Leaders to abide by. The Fact Sheet is available on Scouts NSW website under the [Resources and Policies](#) tab and [Leader Support Guides](#) link.

Parents have their own section on our website under the [Parents](#) tab and [Child Safety](#) link.

HOW CAN YOU HELP PROTECT YOUR CHILD?

The NSW Department of Education and Training teaches school students in NSW about "Safe Living" through their educational seminars.

Safe Living promotes safe environments and practices by teaching young people how to act in ways that will keep themselves and others safe from harm.

It covers topics such as child protection, road safety and swimming safety.

The Safe Living program can be read online at
<http://www.curriculumsupport.education.nsw.gov.au/>.

Educators wish for parents to help reinforce these safety messages with their children.

The NSW Department of Education and Training uses the safety strategy "NO", "GO", "TELL".

- **NO-** What action can your child take when they feel upset, unsafe or bullied? Say No! When do you say no? Anytime someone suggests or attempts something you think is wrong or not nice. A good game is to have your children compete with each other see who can yell NO the loudest.
- **GO-** What action can your child take to leave an unsafe situation?
- **TELL-** What secrets are good to keep? What secrets should be told? Why it might be difficult to tell someone about some unhappy secrets?

WHAT DO I DO IF A CHILD TELLS ME ABOUT ABUSE?

If a child tells you they have been abused, it can be hard to know what to do. If this happens to you:

- stay calm
- listen to them
- let them know you believe them
- reassure them
- tell them you're sorry it happened and let them know it's not their fault
- tell them you would like to get them some help
- don't promise to keep it a secret (you can't)
- tell them it's private but you have to tell some people who can help them
- don't say "Everything will be fine now". It may take a long time before everything is fine again.

Children should feel confident to raise any problem or concern and know they will be listened to.

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Chief Executive or the Child Protection Officer at State Office on 9735 9000 or at ChildProtection@nsw.scouts.com.au. Once we receive a notification, the Association will make an immediate report to the relevant authorities.

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

HOW TO DEAL WITH A CHILD EXPOSED TO A TRAUMA

There are a number of great online resources for parents and children who have experienced child abuse.

- ReachOut.com is Australia's leading online youth mental health service and provides young people with information about topics such as bullying and cyberbullying, abuse, relationships and mental wellbeing: <http://au.reachout.com/>
- The Child Abuse Prevention Service runs free seminars for the ongoing support of parents and young people: <http://www.childabuseprevention.com.au/>
- The Child Wise National Child Abuse Prevention Helpline is a toll free number that provides Australians with access to expert advice from trained counsellors and an opportunity to speak up about child abuse.



PERSONAL PROTECTION POLICY & PROCEDURES

Important

Every day, children and young people spend time with adults in a variety of workplaces such as schools, child care centres, sporting clubs and churches. Most of these adults and organisations do a great job.

However, these organisations can attract people who pose risks to children. They can provide access and opportunities for developing relationships that exploit children's trust and dependence. The way an organisation is managed can create opportunities for offending to occur. Conversely, by conducting its business differently, an organisation can reduce risk significantly.

Scouts Australia NSW developed the Personal Protection Policy & Procedures to foster a safe and secure environment for our Youth Members and to guide our adult Members in adopting behaviours that are consistent with the Association's expectations and *Code of Conduct*.

Other Important Policies and Procedures

The Scouts Australia NSW *Organisation & Information Handbook (O&I)* contains the policies and procedures of the Association. *Leader Support Guides* and *Fact Sheets* are short publications addressing specific topics pertaining to the delivery of the Scouting program. They have been developed over a period of time as a result of questions or issues Leaders have had. The *O&I*, *Fact Sheets* and *Leader Support Guides* can be found on the website in the "Resources & Policies" section.

In particular, Members should familiarise themselves with the *Code of Conduct for Adults in Scouting*.

Policy Statement on the Protection of Members

Scouts Australia NSW is an organisation dedicated to the health, safety and wellbeing of its Members. We are passionate about creating an environment in which our Youth Members and Leaders are welcomed, valued, respected and kept safe.

Scouts has zero tolerance for abuse of any kind, including physical, verbal, emotional or sexual abuse.

Reporting Child Protection Concerns

Scouts Australia NSW has developed systems to prevent known offenders from entering the Movement.

The Association has also developed procedures to assist in the reporting of child abuse or child protection concerns, in particular where allegations are made against Leaders with direct responsibilities for implementing the youth program.

The Association's full procedure for reporting child protection concerns is outlined in *Fact Sheet 1 Reporting Child Protection Concerns*.

Protective Practices for Scouting Leaders – Keeping Yourself and Youth Members Safe

The following practices should be used as a behavioural guide for all Leaders (and other adult Members) to promote a more secure Scouting environment for all.

Adopting these practices will create a safer environment for our Youth Members and enable unsafe behaviours to be identified.

It will also maximise Leaders' protection from a misconstrued act.

- **Always have 'Two Deep Leadership'**

The term 'Two Deep Leadership' means that there should always be at least two leaders or a leader and another adult present when supervising Youth Members. At least one of the supervising adults must be 21 or older.

- **Leaders or other adults of both genders**

Mixed teams of men and women in either mixed or single-sex sections may provide a safer, healthier climate.

For activities in which both male and female Youth Members participate, it is important that Leaders/adults of both genders accompany the group.

- **Sole Leader sections**

Sections with one Leader should undertake to have a parent roster system, so that at least one other adult is present at all times.

- **No One-on-One Contact with Youth Members**

Leaders should have at least one other Leader/adult present in any situation that could be construed as compromising or questionable, for example, when speaking with or comforting a Youth Member.

In circumstances where a Leader needs to talk to a Youth Member, it should be "in sight, out of hearing"- it should occur in the view of other Leaders/adults and Youth Members.

Leaders must not invite or bring Youth Members to their home, for example to watch DVDs or play video games, without parent approval and without another adult present.

- **Physical Contact**

Inappropriate and intrusive touching and hugging are prohibited. Scouts Australia NSW's guidelines for physical contact are outlined in *Leader Support Guide 13 Guidelines for Physical Contact in Scouting*.

- **Respect Youth Members' Privacy**

Leaders must respect Youth Members' privacy and their own privacy when it comes to changing clothes, showering, and toilet use.

- **Separate Accommodation for Male and Female Youth Members**

Where a Scouting activity requires Youth Members to stay overnight, male and female Youth Members should have separate accommodation. Where this is not possible, there should be clear physical separation between male and female Youth Members (e.g. with a screen). The Activity Leader must ensure that every Youth Member and their parent is informed about and understands the lack of separate facilities before the activity starts.

- **Separate Bathroom Facilities for Male and Female Youth Members**

Male and female Youth Members should have separate bathroom facilities. If this is not possible, Leaders should schedule separate times for male and female Youth Members to use the bathroom. This schedule should be written on a notice that all Youth Members can see. The buddy system should be used for toilets, where one person waits outside the entrance. "Occupied" and "Unoccupied" signs and inside door latches are also recommended.

- **Separate Accommodation for Leaders and Youth Members**

Where a Scouting activity requires Youth Members to stay overnight, Youth Members should sleep in separate accommodation from adults. An exception to this is where a Youth Member with special needs requires a carer to be present. In such circumstances, the accommodation of the Youth Member and carer should be separate from the accommodation that is for Youth Members only.

Another exception to this is where accommodation is in Scout Halls and Leaders must be present for discipline and security reasons.

Where separate accommodation is not possible, there should be clear physical separation between adult and Youth Members.

- **Safe Activities**

Rough or physically hurtful games or abusive initiation ("hazing") ceremonies are prohibited.

Leaders should choose games carefully, using common sense and avoiding games that require excessive physical contact between Leaders and Youth Members.

Leaders should encourage but not pressure Youth Members, always being sensitive to each Youth Member's individual capacity for physical activities and protecting them from unwarranted pressure to participate.

- **Open Door policy**

All Scout meetings must be open to parents, other Leaders and the Region Team.

- **Wear appropriate clothing**

The way Leaders dress and present themselves must be appropriate. Proper attire is required for all activities. For example, the activity may require enclosed shoes, warm clothing, wet weather gear and/or appropriate swimming costumes.

- **Be a good role model**

Leaders have a position of power and influence and should not abuse it, but rather should always set a good example in dress, behaviour and language.

All Youth Members (and others) should be treated with respect and dignity.

- **Carefully watch your language and your humour**

Leaders should use words to build up, empower and encourage Youth Members.

Making inappropriate jokes and ridiculing a young person are behaviours that breach the *Scout Promise*, the *Scout Law* and the *Code of Conduct*.

- **Use discipline appropriately**

The primary disciplinary tool in Scouting is the Youth Council.

Scouts Australia NSW's guidelines for managing the behaviour of Youth Members are outlined in *Leader Support Guide 7 Challenging Behaviour*, *Leader Support Guide 11 Managing Behaviour in the Mob or Pack* and *Leader Support Guide 14 Dealing with Unacceptable Behaviour of a Youth Member*.

- **Address inappropriate behaviour**

Inappropriate behaviour should not be ignored.

Youth behaviour can be brought to the attention of the appropriate Youth Council e.g. in Scouts the appropriate body is the Troop Council, Venturers the Unit Council etc.

Leaders should develop a Group etiquette that allows for Leaders to feel comfortable and caring enough to point out to each other any inappropriate attitudes or behaviours.

The "Behavioural Management" section of the *Organisation & Information Handbook* outlines the Association's procedures for:

- i. Managing grievances and disputes and
- ii. Handling major behavioural issues including misdemeanours, infringement of the *Code of Conduct* and matters where the Association's duty of care is infringed or actions bring or are likely to bring the Association into disrepute (including child protection concerns).

- **Address abusive behaviour**

Suspensions or instances of abuse of Youth Members, or other behaviour that amounts to a criminal matter or child protection concern, should be reported directly to the Chief Commissioner, the Chief Executive or the Child Protection Officer at State Office on 9735 9000. Once we receive a notification, the Association will make an immediate report to the relevant authorities.

Scouts Australia NSW full procedure for reporting child protection concerns is outlined in *Fact Sheet 1 Reporting Child Protection Concerns*.

Failure to observe these guidelines

Behaviour that is hurtful, intrusive or unsafe sets a bad example and has no place in Scouting. A failure to observe the above guidelines may result in a Leader being suspended while an investigation takes place, and if substantiated, the Leader could be subject of disciplinary action, including cancellation of their Membership.



Scout Law

A Scout is trustworthy

A Scout is loyal

A Scout is helpful

A Scout is friendly

A Scout is cheerful

A Scout is considerate

A Scout is thrifty

A Scout is courageous

A Scout is respectful

A Scout cares for the environment



Leader Support Guide

Understanding Two Deep Leadership

The term 'Two Deep Leadership' means at least two leaders or a leader and another adult. However, due to the number of 'experts' giving their varying opinion, and other different information floating around it is important to understand what the New South Branch means by the term.

WHY DO WE NEED THIS? To protect our youth members. Also of importance is to protect our leaders from false allegations, claims of negligence and other liabilities. All easily avoided by following the policies.

First, let's see what the New South Branch actually says about it and, secondly, some examples.

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ORGANISATION & INFORMATION HANDBOOK

(The current version on the web not the antiquated green book version.)

MEMBERSHIP OF THE NEW SOUTH WALES BRANCH (page 163)

3. INCLUSIVE MEMBERSHIP POLICY

3.4 Adult Leaders

In a Group, it is desirable to have both male and female Leaders in each Section. However, if a Section loses the services of a Leader so that the desired composition is no longer possible, it may continue to operate as a Section with at least one Leader, provided that:

- 3.4.1 *The Group can show that it is conscientiously attempting to obtain a replacement Leader to re-establish the desired composition of Leaders.*
- 3.4.2 *To ensure that adequate adult male and female supervision is provided, the Section Leader or Group Leader arranges for a suitable parent/helper approved by the Group Leader, to be present and provide assistance at activities.*

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THE LEADER SUPPORT GUIDELINE

'LSG 1 AVOIDING ABUSE IN SCOUTING' (page 3)

4, During transportation to and from planned Scouting activities, if you cannot provide two adults for each vehicle, the minimum requirement is one adult and two or more youth members - never one on one. A common departure point is recommended.

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THE 'CODE OF CONDUCT' ON THE BACK OF OUR APPOINTMENT AS A LEADER', OR IN 'LSG 23 CODE OF CONDUCT' OR FACT SHEET 17: REPORTING CHILD PROTECTION CONCERNS

8. Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying Youth members. It is recognised that in certain circumstances it may be necessary for a Leader or Adult, whilst acting responsibly and exercising their "duty of care", to be alone with a Youth member.

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WHAT IF A LEADER FAILS TO TURN UP FOR A MEETING, OR IS ILL AND GOES HOME?

One of the two leaders falls ill or cannot come that night, that is acceptable to continue with only one leader, as you have taken reasonable steps to have, and it is usual to have, two leaders.

SOMEONE FALLS ILL OR HAS AN ACCIDENT?

In an emergency, it is a case of expedience, getting the person to care as quickly as possible. Don't hang around arranging for another leader to drive with you. Get two of the scout's mates to comfort him/her, and each other, whilst you drive to the hospital/doctor or home.

WHY TWO LEADERS ON A BUS TOUR?

An actual incident when a bus crashed in a country area in Queensland. Some of the injured were to be treated locally; some so bad they had to be taken by helicopter and ambulance to the next big hospital; some had to be accommodated overnight at least. You're the leader, you know their allergies and problems so where do you go? What IF you had been on the first helicopter for emergency treatment?

(In this case, there was more than one leader, one stayed with the group and the other leader went to the hospital. A local clergyman came forwards in typical country style and found accommodation.)

WHAT IF YOU'RE DRIVING SCOUTS FROM MOREE TO SYDNEY FOR A SCOUT FUNCTION?

Easy to answer, As set out on page 1, wherever REASONABLY possible you should avoid situations where there is a "one on one" situation. (A) If there are 2 or more youth members in the car and 1 leader, OR 1 youth member and 2 or more adults (whether or not all are leaders) there is NO problem. (B) If there is only 1 youth member and yourself in the vehicle and no-one else is available BUT the parents know and approve, then you have taken all REASONABLE steps

WHAT IF YOU HAVE MANAGED BY YOURSELF FOR YEARS AND SOMETHING HAPPENS?

A very important case, well publicised, but not in our State was a leader found guilty of negligence because he hadn't tried to reduce the risk. He hadn't even attempted a parent roster or asked for help in the last year. *(6 months was felt to be the minimum)* This situation is NOT acceptable.

I HAVE A FIRST AID CERTIFICATE AND AM HEALTHY, I DON'T NEED A SECOND PERSON.

What could go wrong? Why do I need a second person there? Ask leaders (i) who had a miscarriage (ii) kidney stone with pain and vomiting – said to be more painful than childbirth (iii) the heart attack at an activity, resulting in immediate death of the leader – they have all happened. What if a child gets a severe asthma attack and has to be ruled to hospital as he is going blue? Do you take him and leave the cubs alone, until someone else gets there? Wait for an ambulance and neglect the others, who may be getting quite upset? Do you wait until someone else drives there from home? IF you agreed to any of these how would you explain you didn't think of having others there, why you put lives at risk? Remember you're not a super hero and no one knows what lies around the corner. *(ever had sudden bout of food poisoning, acute diarrhoea?)*

THAT'S WHAT WORRIES ME. I AM ALONE AND HAVE DESPERATELY TRIED TO GET HELP.

All that is asked is that you take reasonable and genuine steps to get someone and/or develop a parent roster. If you can show newsletters – notes – a special meeting etc. that in the last 6 months you have been appealing for help this would satisfy most people and 3.4.1 in the O&I handbook. Your GL and Committee should be concerned about the ongoing risk to youth members if there is only one person in attendance – it is THEIR responsibility.

WHAT DO PARENTS HAVE TO DO ON A PARENT ROSTER?

Simple, just be there. They can help if you want, they can sit and read or knit. Look at the events we have had, mostly it is someone to drive to hospital/home or if you are involved in an emergency, to look after the meeting until parents arrive. Of course, it may be an opportunity to get them interested in becoming a leader themselves.

WHAT IF.....?

What about all the other WHAT IFS....?? Use common sense and reasonable effort. THINK about the possibilities, do a risk assessment and assess your own vulnerability and those of your charges, before it happens..

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THE FOLLOWING LEADER SUPPORT GUIDES COULD BE HELPFUL HAVE A RE READ OF THEM

FACT SHEET 17: REPORTING CHILD PROTECTION CONCERNS & LSG 5 DUTY OF CARE

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All the Leader support guides are available at www.nsw.scouts.com.au/leaders/leader-support-guides

Scouts Australia NSW acknowledges the contribution of Dr Warwick Bateman AM in the development of this Leader Support Guide.



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FORM Y9 (JAN 14)

APPLICATION FOR APPOINTMENT AS A YOUTH HELPER

This form is to be sent to Region Office by the relevant Sectional Region Leader after completion of Parts A, B and C. Non-Venturers also require an "Application for Youth Membership" (Form Y1) to be completed and forwarded by the Group Leader to State Office.

PART A - TO BE COMPLETED BY APPLICANT IN BLOCK LETTERS

Membership Number (if applicable) Full Name

Date of Birth Sex ☐ M ☐ F Home Phone ()

Home Address Town/Suburb State Postcode

Host Group Region

Service in Scout/Guide Movements

Section	From Date	To Date	Group	Highest Award	Highest Rank

Declaration by Applicant

I understand and accept the Scout Promise and the Scout Law as my personal undertaking, and as the foundation of Scouting; and agree to uphold these principles to the best of my ability. I undertake not to operate within the Scout Association in any way until authorised to do so by the appropriate Region Leader. I also undertake that, if directed by the appropriate Region Leader at any time, to cease activities with the Association without any reasons being given, and I will comply with such direction without question, including the return of any Association funds, property or records when called upon to do so by my Region Leader, Region Association, or State Office. I further agree to abide by the Rules and Regulations now in force, or which may come into force under the authority of The Scout Association of Australia - New South Wales. I am between 15 years and 18 years of age.

I have received a copy of, or am aware of, the Scouts NSW Privacy Policy, and I consent to the information collected on this form and through Scouting activities to be used in accordance with the rights and obligations set out in that policy. I also acknowledge that any third party, about whom information on this form has been provided by me, has been informed of the Association's collection of their information and that they are aware of the Scouts NSW Privacy Policy. A copy of the policy is available on our website www.nsw.scouts.com.au

Signature of Applicant Date

Signature of Parent or Guardian Date

PART B - RECOMMENDATIONS

I agree to the Applicant being appointed as a Youth Helper with the (Formation)

Name of Section Leader (Host Section) Signature Date

Name of VSL (if a Venturer Scout) Signature Date

Name of Guider (if Ranger /Ranger Guide) Signature Date

Name of Group Leader/LIC (Host Group) Signature Date

PART C - APPROVAL BY REGION LEADER

Please issue to me by a Certificate and Badge for presentation to:

of Venturer Unit, who is recommended for appointment as a Youth Helper with the

(Host Section), and who has enrolled in an approved "Youth Leadership" Course at

on and who complies with the requirements for appointment as laid down by P & R and prevailing State policy.

Name of Region Leader Signature Date

REGION OFFICE USE ONLY

APPLICATION RECEIVED	CERTIFICATE & BADGE ISSUED	DATA ENTRY	Membership No.
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SEE INSTRUCTIONS FOR LEADERS ON REVERSE

**NOTES FOR THE GUIDANCE OF LEADERS
CONCERNING YOUTH HELPERS**

- (1) A Section Leader may, with the approval of the VSL concerned, obtain the services of a Venturer Scout or, with the approval of the Guider concerned, obtain the services of a Ranger or a Ranger Guide, to assist the Section as a Youth Helper. Other young persons may join the Movement as Youth Helpers only in the Joey Scout and Cub Scout Sections without previous Scouting or Guiding experience.
- (2) The approval of the Region Leader for the relevant Section is required in all cases.
- (3) Youth Helpers will be given the following appointments depending on the Section in which they serve, and are subject to the specified age ranges:

Joey Scout Mob	Joey Scout Helper	Minimum Age 15	Maximum Age 18
Cub Scout Pack	Cub Scout Instructor	Minimum Age 15	Maximum Age 18
Scout Troop	Scout Helper	Minimum Age 17	Maximum Age 18 (or 6 months' service)

- (4) All applicants must complete a "Youth Leadership" Course before being appointed as a Youth Helper.
- (5) Young persons, who are not Venturer Scouts, Rangers or Ranger Guides, must also serve a satisfactory period of three months with a Section before being appointed as a Youth Helper. On appointment the Scout Promise will be made and uniform worn as in P & R Rule 14.
- (6) A Youth Helper is entitled, on appointment, to wear a cloth badge above the right breast pocket or in an equivalent position on the uniform. NB. if worn in conjunction with a Link Badge the latter will be worn nearest the centre as shown in the Uniform Appendix of P & R.
- (7) The appointment of a Youth Helper shall terminate on the person concerned reaching the maximum age requirement.

NSW STATE POLICY REQUIRES:

FOR APPLICANTS WHO ARE NOT VENTURER SCOUTS, RANGERS OR RANGER GUIDES:-

- That an Application for Youth Membership is completed.
- That the probationary period of 3 months is to commence from the date the applicant completes this form.
- That service in the Movement is to be counted from the date of appointment and that Service Badges can be worn on this basis.

FOR APPLICANTS WHO ARE VENTURER SCOUTS, RANGERS OR RANGER GUIDES:-

- That the Region Leader must be assured that duties as a Youth Helper do not interfere with education and Scout/Guide training commitments.

FOR ALL APPLICANTS:-

- That this application for appointment is to be lodged with the Region Leader prior to the applicant attending a Youth Leadership Course.
- That the Region Leader will make arrangements for the presentation of the Certificate of Appointment and Youth Helper Badge, and the investiture of non-invested applicants, following satisfactory completion of an approved Youth Leadership Course and fulfilment of all other pertinent requirements.
- That service as a Youth Helper is not to be considered as Pre-appointment Adult Training.

LIMITATIONS OF APPOINTMENT:

Youth Helpers may:

- Attend every Section meeting.
- Under the supervision of the Section Leaders assist in all aspects of the Section programme.
- Run games under the supervision of the Section Leaders
- Assist by having gear in readiness for games, activities, craft etc.
- Assist in a minor capacity in ceremonies where appropriate (see also below).
- Attend Region training meetings with the approval of the Region Leader.
- Attend Region functions with the approval of the Region Commissioner.

Youth Helpers must not in any circumstances:

- Take charge of a Section or any part of a Section at any time.
- Perform any role in ceremonies which is to be carried out only by a Leader.
- Attend any Adult Training Course.
- Be a regular visitor at the Group Council.

Note: In places where problems arise with the applicant attending a Youth Leadership Course, the applicant may partake in a course of training within the Section and run by Section Leaders. Permission of the Sectional Region Commissioner or equivalent is required before the applicant undertakes such training.