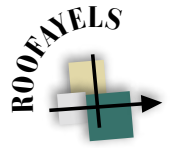


**MODERN CLUB  
MANAGEMENT**



# Child Protection – Manual

6

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## SECTION 6 -CHILDREN AND YOUNG PEOPLE

### Introduction to Children & Young People

The voluntary experience should be enjoyable for all volunteers, but even more so for junior volunteers as they offer assistance now but also in the future.

The management of volunteers under the age of eighteen should be undertaken using the same steps, policies and procedures we have already discussed in sections 2, 3, 4 and 5. However, the additional responsibilities of managing junior volunteers relates to appropriate supervision and support to ensure they are safe, happy and confident while experiencing challenges and achievement.

[See Hot Tips “Children & Young People”](#) for further supporting information and polices required too support juniors

### Junior Volunteers

To often the ability of junior volunteers is under-estimated. Junior volunteers, many utilise voluntary experiences to improve their ability to gain full time employment and as such, are highly motivated to learn and achieve.

Organisations that utilise and supervise junior volunteers appropriately and effectively find that these volunteers are extremely valuable contributors who bring new knowledge, skills energy and enthusiasm.

When supervised appropriately, junior volunteers can relieve the workload and pressure of over-burdened adult volunteers, restore energy and enthusiasm, and enable new initiatives to be undertaken.

To quote a volunteer who had a team of junior volunteers organising and running a one day competition “The kids did such a great job organising and running the event. We just drank cups of tea all day , it was a welcome change, and it was so good to see such capable young people”

The critical component to effective management of junior volunteers is to ensure they are **supervised appropriately** and **only ever placed in situations suitable for the age**. (eg. They should not be responsible for minors if the law considers them also to be minors as well a junior volunteer could not legally be the treasurer of the organisation until they reached the age of 18.)

### Child Protection

The Child Protection Act must be applied to all volunteers under the age of eighteen years. The purpose of the Act is to ensure children’s interests are always put first and that children are protected, to the best of our abilities, from verbal, physical and emotional harm or abuse, discrimination, racism, harassment, intimidation or bullying based on gender, culture, ethnicity, religion or impairment the child may have. [See Hot Tips “Children & Young People”](#) for information on how to access a copy of a sample Child Protection Policy and Procedure.

Some adult volunteers responsible for supervising juniors are required to undergo full **police security checks** and carry an identifying card called a blue card that proves they are approved by and registered with the Children’s Commission as fit to supervise children.

Details of the Act and consequences to the organisation and adult volunteers supervising junior volunteers or participants must be promoted both *verbally and in writing to all relevant individuals* in the organisation. [See Hot Tips “Children & Young People”](#) for details of how to access further supporting samples and documentation.

Some 'common sense' practical examples of effective supervisory techniques to make sure both children and adults are protected are as follows:

A child / junior should never be alone with one adult (unless it's with their parent or guardian)

Always ensure two adults are present when dealing with one child in an isolated situation

When moving around a facility, a minimum of three juniors should go together (eg. visiting the toilet so if they are approached by somebody aiming to harm them, two children can attempt to fight them off while the third can run for help)

Adults should be posted at points of the facility which have been identified as 'vulnerable' for the safety of children / juniors

Adults should not be exposed to a situation where they are alone with one child / junior

The organisation maintains vigilant supervision of all aspects of junior participation to educate, monitor and remove any adult who persists with behaviour harmful to children / juniors.

Should an incident occur, strict confidentiality according to the Child Protection Act and Privacy Act should apply to protect all parties concerned?

### **Key Components of a Child Protection Policy**

The organisation will be required to develop policies that protect children from all forms of harm, bullying, harassment and intimidation which is based on gender, culture, ethnicity, or any impairment.

A policy should clearly state that any person/s that is, or would be expected to be, in a position of authority, responsibility and/or duty of care must not in any circumstances, engage in sexual conduct of any nature with any child or young person. It is irrelevant whether the sexual conduct is consensual or non-consensual or condoned by parents or caregivers. The age of the young person or the adult is irrelevant.

The organisation will be required to adopt clear policies and procedures for the protection of our children and adults in activities such as:

Home club activities - such as facilities, facility surrounds, special events, regular competitions / activities, coaching days, clinics, games, training, social activities

Team travel – such as away games, short stay (1 day), long stay (overnight)

Accommodation types - such as home stay, billeting, motel, camping, hotel, dormitory

Accommodation arrangements – such as ratios of male to female, children, adults, disabilities, age groups

Other legal requirements - such as alcohol, drugs, required licenses (motor vehicle), criminal checks, privacy.

### **Improper Conduct of a Sexual Nature**

This includes but is not limited to:

Physical contact - touching, body rubbing, pinching, slapping, kissing, arm around, or any other contact that can be perceived by the child to be of a sexual nature

Sexual and/or suggestive body, hand gestures

Offensive verbal language or actions

Sexual jokes

Personal verbal comments, hand or body gestures

Requests / demands for sexual activity

## **Conduct for Adults**

Adults should be required to avoid unaccompanied and unobserved activities with child members and for their own protection, avoid potentially compromising situations by ensuring where reasonably possible that at least two adults are in attendance whilst supervising and/or accompanying child members.

All adults should respect the rights of all children and young people of the organisation by maintaining the organisation's and the community's values, policies and procedures for the safe management and protection of all children.

## **Adults' Responsibilities**

- Ensure the rights and responsibilities of the children in their care are enforced

- Do not abuse children or young members physically, emotionally or sexually

- Listen to and act on child members' statements concerning alleged abuse

- Report suspicions and / or allegations of child abuse immediately and appropriately

- Protect all information regarding children

- Ensure only appropriate child behaviour management is implemented

## **Child's Rights**

Children and young people are to be:

- Protected against unethical behaviour from adults and other children

- Respected

- Referred to professional help if required

- Listened to

- Safe

## **Organisation's Rights**

- To acquire "suitable notices" for those providing activities for/with our children and young people as determined by the Law.

- Educate and train adults who care for young members

- Select adults with proven ability to manage protect young members

- Take appropriate action if a member contravenes the child protection policies and/or procedures

- Act on any complaints

- To dismiss any organisation member or volunteer that behaves inappropriately avoid children

- Contact the relevant statutory bodies and/or child protection bodies where required

## **Organisation's Responsibilities**

- Make every effort to identify potential offenders by complying with the criminal record checks of all persons under the Commission of Children and Young People Act 2000 legislation

- Treat all matters and information regarding child abuse with confidentiality and disclose information only to those who need to know

- Provide forums to openly discuss child protection issues

- Provide support to those who report child abuse

- Communicate the organisation's needs in relation to the protection of children to all who are responsible

- Promote to all members what is acceptable conduct and the consequences for non compliance

Seek professional advice to assist with the delivery of non compliance consequences.

Note that the organisations and volunteer's obligations under the Children and Young People Act 2000 legislation is constantly changing due to review. It is recommended that your organisation make contact with the Commission to ensure that the club is meeting its current obligations. The commission conducts workshops to address any changes; therefore you will need to ensure that the organisation is on the Commissions mailing list to receive such free workshop information.

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## HOT TIP "CHILDREN & YOUNG PEOPLE"

### PROTECTION OF CHILDREN & YOUNG PEOPLE

[CONTACT US](#) to access "Children & Young People" CD ROM 6 containing samples, templates and documents designed to help you better protect your young people and your organisation. The documents RELEVANT to Children and Young People are

3.12 CHILDREN PROTECTION POLICIES & PROCEDURES

3.14 SUBSTANCE ABUSE POLICIES & PROCEDURE

G1 100 Pt CHECK

G1 COMMISSION DETAILS

G2 CHILD PROTECTION BLUE CARD INFORMATION

CHILDREN SAFETY CHECKLIST

The law requires all community organisations that provide activities for children & young people must have in place child protection policies and more importantly procedures that are implemented daily and with vigilance.

The above documents will help support the implementation of a framework for children and young people.

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