

Child Safe Environments Policy

“Regard man as a mine rich in gems of inestimable value. Education can, alone, cause it to reveal its treasures, and enable mankind to benefit therefrom.”— Bahá’u’lláh

Introduction

The principles of the Bahá’í Faith, including the principle of the oneness of humanity, the right of every individual to be treated with consideration and respect, and the best interests of the child being prime in decision making, guide this Policy.

Bahá’ís come from all walks of life and live in every State and Territory in Australia. They share a common goal of serving humanity and refining their inner-lives in accordance with the teachings of Bahá’u’lláh. The community to which they belong is one of learning, reflection and action, free from any sense of superiority or claim to exclusive understanding of truth. It is a community that strives to cultivate hope for the future of humanity, to foster purposeful effort, and to celebrate the endeavours of all those in the world who work to promote unity and alleviate human suffering.

Bahá’ís see children as the most precious treasure a community can possess. In children are the promise and guarantee of the future. For this promise to be realised, the moral and spiritual education of children assumes vital importance.

Bahá’ís work with others to initiate educational and community building activities in our neighbourhoods for children and young people. Children’s activities have the goal of enabling children to reach a stage where they take charge of their own spiritual development and contribute to the wellbeing of society. Young people, in their teens, emerging from these educational activities, often take on the responsibility to act as teachers and mentors for the next generation. It is important that environments created within the context of these educational and community building activities are conducive to the wellbeing, safety and flourishing of children and young people. This includes the organisation of children’s activities, youth groups, training institute study circles, children’s festivals, community gatherings and overnight camps

In addition, Bahá’í institutions, which organise or endorse community building and educational activities and events, are uncompromising and vigilant in their commitment to the protection of the children entrusted to their care. All elected Bahá’í institutions function as a body and make decisions through consultation. There is no clergy or priesthood in the Bahá’í Faith.

This Policy has been established to clearly and publicly state the Australian Bahá’í community’s commitment to child safety. It outlines processes for engaging and supporting families, friends, neighbours, colleagues, acquaintances, and volunteers who arise to work with children and young people. It explains how children, young people and families can raise concerns related to child safety and the response process. The Policy also provides for the meeting of legal and insurance requirements, including compliance with Child Safe Standards.

Purpose

The Australian Bahá’í Community is committed to creating safe environments for all those serving or participating within its activities and events, particularly children, young people and vulnerable adults. This policy demonstrates how we endeavour to keep children and young people under 18 years of age safe, including protecting children from harm, risk of harm and abuse.

Scope

The Child Safe Environment Policy applies to all activities and events, endorsed by an Australian Bahá’í institution or one of its agencies and to those who are organising and assisting with these activities and events,

Participation of Families, Children and Young People

The Australian Bahá'í community is committed to supporting the active participation of families, children, and young people in the community. That is, we value collaboration with families and carers, listen to, and value the views of children and young people.

We value diversity and are committed to creating inclusive and culturally safe environments. We respect the strengths of Aboriginal and Torres Strait Islander culture, values and practices.

Harm, abuse, bullying and harassment of others are entirely contrary to the Bahá'í teachings, and will not be tolerated.

Engagement and Support of Individuals Working with Children and Young People

The Australian Bahá'í community welcomes individuals from all backgrounds to take part in an ongoing educational process that develops the individual's capacity to serve the neighbourhood. The process involves study, discussion and practice and includes ongoing training and support. One of the first acts of service developed is teaching spiritual and moral education classes open to all, with the support of their parents. To be part of this educational process, individuals are required to apply for accreditation under this Policy. The accreditation requirements include an application, a screening process and mandatory training. The screening process includes fulfilling any legal requirements, such as a Working with Children Check.

Beyond the educational process described above, prior to appointing or supporting an individual to work with children and young people on behalf of the Bahá'í community, their accreditation, their suitability for the role and their training and support needs should be assessed and monitored by the endorsing Bahá'í institution or designated agency. These requirements are outlined in training materials for Bahá'í institutions and their agencies.

Refer to Annexure A for definitions, accreditation, and the renewal process, including the process and legislation for working with children checks in each jurisdiction.

A Code of Conduct titled 'Standards of Conduct' sets out expected standards of behaviour to those working with children and young people. The Standards of Conduct are included in the training and accreditation process described above and are accessible at <http://www.cppt.bahai.org.au>. The plan for managing a breach to the Standards of Conduct is outlined in Annexure B.

Reporting and responding to child safety concerns

If any person believes a child or young person is in immediate risk of harm or abuse, the first response is to telephone 000 without delay.

Any harm, risk of harm to a child or young person, including reasonable belief of child abuse, must be reported immediately to the government child protection authorities and the responsible Bahá'í institution, in accordance with the definitions and procedures set out in Annexure C.

Any significant misconduct by an employee or a volunteer should be raised with the Bahá'í institution endorsing the activity or event, which will make a report under relevant Reportable Conduct Schemes or to the DHS Screening Unit for South Australia, as required.

Any other child safety concerns, including inappropriate behaviour around children, bullying by or against children, or environmental safety issues, should be raised with the responsible persons/ organisers of the activity/event or directly with the responsible Bahá'í institution. This can be done face to face, in a phone call, in a letter or in an email. The complaint should be managed in a prompt, sensitive, fair, unbiased, and supportive manner.

Annexure C outlines the appropriate response to allegations of child abuse, harm or risk of harm and other child safety concerns.

Risk Management

Any event for children and young people must be supervised or endorsed by a Bahá'í institution to ensure compliance with this Policy.

In addition to general health and safety risks within both physical and online environments, organisers of activities and events under the aegis of any Bahá'í institution or agency, are encouraged to identify, assess and take steps to minimise potential risk of abuse and harm to children and young people. The formality of the risk assessment undertaken increases as the risks and scope of the activity or event increases.

Refer to Annexure D for Identified risks to children and young people and actions to minimise risk.

Communication of Policy

A Child Safety Officer is appointed at the national level and in each State or Territory to promote awareness of this Policy, and of other strategies to minimise the risk of abuse and harm to children. The Child Safety Officer coordinates training in this Policy, which includes the means of communicating this Policy to children and young people and their families and gathers feedback from the community. These documents are available publicly at www.cppt.bahai.au.

Information sharing

We collect, use, and disclose information about children and their families in accordance with National Privacy Principles, and other relevant laws. More information is available in our Privacy Policy, which is available at www.bahai.org.au.

Review of Policy

This Policy will be reviewed at least every three years. The review will incorporate where possible comments and suggestions from children and young people, parents, staff, volunteers, diverse local cultural communities, regional and local Bahá'í institutions and agencies.

This Policy replaces the Child Protection Policy established in November 2003 and combines the Child Protection Policy and Child Safe Environments Policy last approved in November 2020. This review is approved on 31 January 2024 by the National Spiritual Assembly of the Bahá'ís of Australia Inc. 173 Mona Vale Rd, Ingleside, NSW, 2101 This policy will be reviewed as required by the Children and Young People (Safety) Act 2017 (SA) and a new compliance statement will be lodged with DHS each time the policy is reviewed or updated. Any failure to adhere to this Policy should be reported to the National Assembly at secretariat@bahai.org.au.

Version History

Description of Change	Effective from
First release.	Nov 2003
Revised	Dec 2005
Revised	Apr 2006
Revised	Jul 2010
Revised	Jan 2012
Revised	Jul 2012
Revised	Jul 2015
Revised	Sep 2016
Revised	May 2018
Revised	Nov 2019
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Latest Version	Jan 2024

Related Legislation

National Principles for Child Safe Organisations

Children's Guardian Act 2019 (NSW)
Working with Children (Risk Management and Screening) Act 2000 (Qld)
Children and Young People (Safety) Act 2017 (SA)
Child Safety (Prohibited Persons) Act 2016 (SA)
Criminal Law Consolidation Act 1935 (SA)
Child and Youth Safe Organisations Act 2023 (Tas.)
Child Wellbeing and Safety Act 2005 (Vic.)

Related policies, procedures, and documents

- Accreditation under the Child Safe Environments Policy Procedures (Annexure A)
- A plan for managing breach(es) of the child safe environments policy and procedures, and Standards of Conduct (Annexure B)
- Reporting Harm and Risk of Harm to a Child or Young Person Procedures (Annexure C)
- Flowchart Child safety reporting process (Annexure C)
- Risk Assessment (Annexure D)
- Standards of Conduct for Working with Children and Young People (www.cppt.bahai.org.au)
- Guidelines for Working with Children and Young People (www.cppt.bahai.org.au)
- Accident/ Incident Form (www.cppt.bahai.org.au)
- Child Protection Disclosure/Incident Form (www.cppt.bahai.org.au)
- Enrolment/Excursion/Camp Form Templates (www.cppt.bahai.org.au)
- Risk Management Templates (www.cppt.bahai.org.au)
- Privacy Policy (www.bahai.org.au)
- Training materials (Contact secretariat@bahai.org.au for materials in development) :
 - Creating Child Safe Environments Training Part IA (www.cppt.bahai.org.au)
 - Creating Child Safe Environments Training Part IB (in development)
 - Creating Child Safe Environment Training Part II (in draft format)
 - Creating Child Safe Environment Training Part III (in pre-draft format)
 - Creating Child Safe Environment Training (Part IV) (in development)

Definitions

Bahá'í Institutions and agencies: The national and local Bahá'í governing bodies, i.e. the *National Spiritual Assembly, Local Spiritual Assemblies, and Regional Bahá'í Councils* are Bahá'í institutions referred to in this policy. These institutions are elected annually and often have a number of appointed agencies. For example, agencies of the Regional Bahá'í Council include Training Institute Boards and institute coordinators, responsible for the training of teachers of children's classes and animators of junior youth groups. All elected Bahá'í institutions function as a body and make decisions through consultation. There is no clergy or priesthood in the Bahá'í Faith.

Endorsed by a Bahá'í institution: In the case of individually initiated activities, institutional endorsement does not mean that the institution assumes active direction or control or takes on responsibility for carrying out or managing the activity. Institutional endorsement does not transform an individual initiative into an institutional initiative. Rather, institutional endorsement ensures at a minimum that the institution is aware of the activity and of how it is being conducted, that it has expressed its support for the activity and that the organisers of the activity have access to the assistance of the institution as needed and that the institution has ensured that the provisions of the Child Safety Environments Policy are being adhered to. An institution endorsing an activity will also need to meet its responsibilities as outlined in Annexure A. The Regional Bahá'í Council can choose to meet some of its responsibilities through delegation to its agencies, e.g. the training institute board, however ultimately the responsibility to prevent the harm or abuse of children cannot be delegated.

Annexure A: Accreditation under the Child Safe Environments Policy Procedures

The Australian Bahá'í community is committed to reducing the potential risk of harm and abuse of children and young people at activities and events.

Responsibilities

Any person from 15 years of age working with children and young people must be accredited under this Policy (subject to exceptions specified). This includes:

1. Fulfilling ALL legal requirements for working with children, including as required a Working with Children related Check or registration and submission of the relevant documentation to the State Child Safety Clearance Administrator (formerly known as Child Protection Administrator) appointed under this Policy (These requirements which vary from State to State and may differ for volunteers and paid employees, are listed further below. Where an individual is exempt from a Working with Children Check or registration, the Bahá'í institutions may undertake screening in other forms, such as seeking a declaration and/or carrying out reference checks); and
2. Undertaking the 'Creating Child Safe Environments Part 1A' training coordinated by the State/Territory Bahá'í appointed Child Safety Officer and then online refresher trainings every 3 years in recognising the signs of harm and abuse and the reporting procedures of this Policy at www.cppt.bahai.org.au; and
3. Completing an application/refresher form; and
4. Being cleared by the National Spiritual Assembly (and overseas National Assembly for Bahá'í visitors of less than 6 months) and
5. Receiving notification of their accreditation under this Policy.

Any person with a known prior conviction relating to violent or sexually related offences is prohibited from accreditation under this Policy.

Any person working with children and young people must discontinue working with children and young people immediately where the privilege of working with children and young people is withheld by a Bahá'í institution, whether temporarily or indefinitely. Within the context of an allegation of misconduct, this is to be seen as a protective measure for the safety of the community, taking the safety of the child as the paramount consideration, and is not to be taken as a presumption of guilt.

In addition to a State/Territory Child Safety Officer who promotes awareness of this Policy and coordinates training in this Policy, a Child Safety Clearance Administrator is appointed in each State/Territory to support the above accreditation process.

In most jurisdictions, the Working with Children Check is free for volunteers. Where a cost is incurred, it is preferable to be covered by the individual however where required, the Local Spiritual Assembly or Regional Bahá'í Council can assist.

Any person aged 14 years of age working with children and young people in Northern Territory and South Australia must have fulfilled all legal requirements for working with children, including a Working with Children Check related Check or registration and submission of the relevant documentation to the State Child Safety Clearance Administrator.

The Child Safety Clearance Administrator is responsible for:

- (a) Verifying the Working with Children Check (or similar legal requirement).
- (b) Processing accreditation under this Policy.
- (c) Recording it on the national database, 'Encompass'.

- (d) Maintaining hard copies of the accreditation documents including verification of the Working with Children Check.
- (e) Being the main point of contact for Working with Children Screening Units.
- (f) Issuing temporary accreditation letters for overseas Bahá'ís on temporary visas, for less than six months, for a maximum period of six months.

The Manual for Child Safety Clearance Administrators provides the processes to follow for verifying Working with Children Checks in each jurisdiction, ensuring current and valid status is maintained and storing confidential information securely.

Bahá'í Institutions are responsible for:

- (a) Ensuring those working with children and young people or taking supportive roles, as defined by this Policy, at activities and events they endorse have a current and valid Working with Children Check or are currently accredited under the Child Safe Environments Policy, as required, by checking the national database, Encompass.
- (b) Ensuring compliance with the jurisdiction's Working with Children Check system, by
 - maintaining an ongoing record of the details of those working with children and young people or within supportive roles. This may include their full name, DOB, position description, period of service, Working with Children Check number or exemption, WWC Check expiry date.
 - informing the National Spiritual Assembly of any legally required notification to Working with Children Check screening units such as criminal charges, convictions, disciplinary or misconduct information, that come to their attention regarding those with registered Working with Children Checks. The National Assembly will then immediately notify the relevant screening units, such as the DHS screening unit in South Australia.

Working with children and young people is a privilege. It is within the discretion of the endorsing institution to withhold the privilege of serving children and young people at Bahá'í-endorsed activities and it is within the absolute discretion of the National Spiritual Assembly to revoke or suspend accreditation under this Policy.

Definitions

Work with children and young people: includes all situations in which an individual is engaged to teach, mentor, care for, or supervise children and young people at a Bahá'í activity or event endorsed by an Australian Bahá'í Institution or one of its agencies. It also includes anyone serving on an Institution or agency a delegated task requiring contact with a child or young person, as identified here in points (j) to (m). Examples include, but are not limited to:

- (a) Serving as a teacher or co-teacher of Bahá'í Children's Classes.
- (b) Serving as an animator or co-animator of Junior Youth Groups.
- (c) Serving as a tutor or co-tutor of Study Circles with unaccompanied participants under 18.
- (d) Supervising children and young people at overnight camps, excursions, or summer schools
- (e) Accompanying and supporting youth under 18 to serve.
- (f) Facilitating youth groups, choir and music groups or study groups with unaccompanied children and/or young people under 18.
- (g) Formally caring for children at Nineteen Day Feasts or other events.
- (h) Formally transporting children and young people on behalf of Bahá'í institutions or agencies without an accredited supervisor present.
- (i) Facilitating a playgroup where not all the parents of children are present or where the facilitator is not a parent of a child participating.
- (j) Visiting or directly contacting (including by phone or electronic means) a child or young person on behalf of a Bahá'í institution or agency you are serving on.

- (k) Representing the Local Spiritual Assembly you are serving on at a public or community gathering where children and young people are present.
- (l) Attending an activity directed to children and/or young people or mainly attended by children and/or young people on behalf of a Bahá'í institution or agency you are serving on.
- (m) Directly accompanying and supporting those working with children and young people, such as animators, teachers, and tutors, on behalf of a Bahá'í institution or agency, you are serving on.

Serving or acting as a teacher, animator or tutor in the context of the training institute: This is a role which includes assisting classes of children or groups of youth under 18 to deepen their understanding of spiritual concepts, to develop their moral sensibilities and intellectual and spiritual capacities, and to see themselves as agents of positive change who can contribute to the development of their neighbourhoods, at an age appropriate level, through both the study of training institute materials and the planning and carrying out of acts of service within their neighbourhood. Participants also engage in artistic activities including music and drama, and cooperative games and sports. Anyone acting in this role must be accredited under the Child Safe Environments Policy and the activity endorsed by a Bahá'í institution either directly, or indirectly through the agencies of the training institute.

Supportive role: includes roles which may not fall under the definition of “working with children and young people” as outlined above but do require at a minimum a Working with Children Check:

- Residents at venues where activities for children and young people are taking place who are not undertaking any supervisory role need a Working with Children Check at a minimum in the following situations:
 - o residing in a home offering billeting to youth under 18 on behalf of Bahá'í institutions or agencies where a Working with Children Check is required by legislation;
 - o residing in venues (including Bahá'í properties and residential homes) where overnight Bahá'í children's activities take place; and
 - o residing in a residential premise in Tasmania where day time children's activities are conducted if they have direct contact with the children and are in the immediate vicinity of children.
- Resident means a person living at the venue or home on a long-term or permanent basis.
- Volunteers engaged to support in the background at day time activities for children and young people or overnight camps involving children and young people, for example with cooking, cleaning and activity preparation, who are not undertaking any supervisory role need a Working with Children Check at a minimum if they have any contact with children as part of their service. Contact would include any form of physical contact, any form of oral communication, whether face to face, by telephone or otherwise, and any form of electronic communication, but would not include contact between two volunteers serving in the same or similar capacity.
- Those serving in the following position regardless of whether they have contact with children and young people or not: Secretary of the National Assembly, secretaries of Regional Baha'i Councils, as well as all National Secretariat staff and all members of national agencies that as part of their responsibilities have regular access to confidential records or information about children (under 18), i.e. sensitive information provided in confidence.

Exceptions to Accreditation

Everyone working with children and young people or in a supportive role, as defined by this Policy, should be supported to become accredited under this Policy and to maintain their accreditation.

There are however some circumstances where an exception may be applied, for example, in an emergency where additional support is needed or in the context of community building where parents, neighbours and youth may require flexible timeframes to become fully accredited under the Policy.

Risk management measures are required where an exception is granted. Any exception to accreditation is always subject to current legal Working with Children Check requirements or exemptions having been fulfilled/ or verified. A record of a person participating without full

accreditation and the risk management steps taken needs to be recorded and submitted to the endorsing institution, e.g. the Local Spiritual Assembly or Regional Bahá'í Council.

Expected risk management measures when making an exception from full accreditation:

- ✓ the person is only assisting and never responsible for an activity; and
- ✓ the person is never left alone with children and young people (they must be accompanied at all times); and
- ✓ the person accompanying/supervising them is an adult who is accredited under the Policy (and has also ideally undertaken the Part II Creating Child Safe Environments Training, which includes a module on ‘Engaging others to work with children and young people’); and
- ✓ the person does not engage in any close personal contact of a child other than their own, such as helping a child with toileting, unless it is their own child; and
- ✓ the person is not assisting with an activity involving an overnight stay; and
- ✓ the person has not been issued with a negative notice or interim negative notice, i.e. the person is not restricted or prohibited from working with children and young people; and
- ✓ any current legal Working with Children Check requirements or exemptions have been fulfilled/ or verified and recorded; and
- ✓ the person has some child safety orientation, for example some understanding of the Standards of Conduct expected of them; and
- ✓ the person is not assisting for more than 5 times in a calendar year (where registered as a member of the Bahá'í community); and
- ✓ the person’s name and risk management steps taken have been submitted to the endorsing institution.

Categories that may have legal exemptions from working with children checks or equivalent requirements, subject to conditions, include:

	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
Parents Assisting where their child usually participates in the same activity, subject to conditions (e.g. no overnight stay, no personal contact with children, etc.)		Yes		Yes	Yes		Yes	Yes
Youth aged 15 to 17, subject to conditions (e.g. no negative notice, etc.)		Yes		Yes			Yes	Yes
Ad-hoc/ Emergency Helper, subject to conditions (e.g. no overnight stay involved, supervised, etc.)	Yes			Yes	Yes	Yes		Yes
Interstate Visitor, subject to conditions (e.g. defined period of time, holds an equivalent check)	Yes	Yes			Yes	Yes		Yes
Other (e.g. professions, close relative, etc.)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Where accreditation is not required?

- Parents/ guardians getting together within a playgroup where each parent/guardian is responsible for caring for their own children within the group need not have accreditation.
- Parents/guardians only observing their children’s participation, where the parent does not engage in assisting other children and is always in the presence of an accredited person responsible for the activity, need not have accreditation for day time activities.
- Persons undertaking supportive roles only such as hosting, cooking, cleaning and activity preparation that are not for the exclusive benefit of children and/or participants at day-time events and activities that are for the community as a whole (e.g. community gatherings, cluster reflection gatherings, etc.) need not be accredited or hold a current and verified Working with Children Check, unless specifically requested by the endorsing institution to do so.

- Persons engaging in supportive roles, such as hosting, maintenance, cooking, cleaning etc. at day-time activities and events directed to children and young people, where they do not have direct contact with the children and are not in the immediate vicinity of children do not require a Working with Children Check or accreditation under the Policy.

Working with Children Check Requirements

Australian Capital Territory

Legislation: [Working with Vulnerable People \(Background Checking\) Act 2011](#)

Screening check name: Working with Vulnerable People registration

Screening Unit: Access Canberra-Working with Vulnerable People

Valid for: 5 years

Who is required to obtain check?: People aged 16 years and over who have more than incidental contact with vulnerable people while engaging in regulated activities and services

Verification process: The Working with Vulnerable People (WWVP) registration card must be sighted and coloured copies of both the back and front of the WWVP cards need to be filed. This is because some people may be cleared to work with vulnerable people with restrictions. In those cases, cards are issued with restrictions and the only way to identify this is the colour of the card. For example, the cards of individuals with full clearance are purple, ones with restrictions will be another colour.

Some exemptions (to be checked against legislation)::

(a) a person under 16 years old

(b) a person engaged in the activity for not more than—

- 3 days in any 4-week period; and
- 7 days in any 12-month period; and
- the activity is not an overnight camp or an NDIS activity that involves contact with a vulnerable person.

(c) registered under a corresponding law and— (i) the activity is substantially similar to a regulated activity the person is allowed to engage in under the corresponding law; and (ii) the person is engaged in the activity for not more than 28 days in any 12-month period.

New South Wales

Legislation: *Child Protection (Working with Children) Act 2012* (NSW); *Child Protection (Working with Children) Regulation 2013* (NSW); *Child Protection (Working with Children) Amendment (Statutory Review) Act 2018* (NSW) <https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2013-0156>

Screening Name: Working with Children Check (WWCC)

Screening Unit: Office of the Children's Guardian

Valid for: 5 years

Who is required to obtain a check?: All employees and volunteers over the age of 18 working in child-related roles, where contact with children is a usual part of the work, and not just incidental

Verification process: The Child Safety Clearance Administrator has access to the online profile for the National Spiritual Assembly with the Office of the Children's Guardian. There is a username and password to log into the system and verify workers and volunteers. The following need to be verified online and records kept of when they were verified:

- new workers or volunteers firstly using their Application (App) number and then their WWCC clearance number (except those working in the Education sector where a Clearance number is required)
- a renewed Check, updated after five years.

The Working with Children Check number of the Child Safety Clearance Administrator cannot be self-verified and should be verified by the Child Safety Portfolio Holder.

Some Exemptions (to be checked against legislation):

- (a) a parent of a child when volunteering in connection with a team, program or other activity of which the child is a member or in which the child usually participates unless the volunteering involves any of the following:
- providing personal care services to children with disabilities, being services that involve intimate contact with those children, such as assistance with toileting, bathing or dressing,
 - providing mentoring services as part of a formal mentoring program provided by a government or non-government agency,
 - attending at an overnight camp for children.
- (b) a worker who is under the age of 18 years
- (c) a worker who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present
- (d) a worker who is working in and visiting New South Wales from outside the State for the purposes of a one-off event such as a religious event or tour, if the event is the only child-related work carried out by the worker in New South Wales in that calendar year and the period of the work does not exceed 30 days,
- (e) a worker who is working in and visiting New South Wales from outside the State for the purposes of child-related work (other than a worker referred to in paragraph (l) or (m) of the Regulations Part 4 20.), if the worker is the holder of an interstate working with children check in the jurisdiction in which the person ordinarily resides, or is exempt from the requirement to have such a check in that jurisdiction, and the period of the child-related work in New South Wales does not exceed a total of 30 days in any calendar year,
- (f) a visiting speaker, performer, or other similar visitor at a place where child-related work is carried out if the work of the person at that place is for a one-off occasion and is carried out in the presence of one or more other adults.

Northern Territory

Legislation: *Care and Protection of Children Act 2007* (NT) <https://legislation.nt.gov.au/Legislation/CARE-AND-PROTECTION-OF-CHILDREN-ACT-2007>

Screening Name: Working with Children Clearance, through the application for an 'Ochre Card'

Screening Unit: Northern Territory Government

Valid for: 2 years

Who is required to obtain a check?: Employees and volunteers in child-related employment settings over the age of 14

Verification process: The Child Safety Clearance Administrator needs to check a person's clearance online, with their full name and date of birth. The Administrator should keep and file a copy of the verification. The validity of a working with children check number is verified at the [NT Police, Fire and Emergency Services website: https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance.](https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance)

Some Exemptions (to be checked against the legislation):

- (a) a volunteer who is not a resident of the Territory; and is so engaged for a total period that does not exceed 30 days (whether or not consecutive) in a 12 month period
- (b) a parent of a child participating in an activity within a club, association or movement (not within a religious organisation) where supervised by someone with a clearance notice and where not required to have a clearance notice, and not requiring an overnight stay

Queensland

Legislation: *Working with Children (Risk Management and Screening) Act 2000* (Qld)

Screening Name: Working with Children Check, known as a 'Blue Card'

Screening Unit: Queensland Government Department of Justice and Attorney-General –Blue Card Services

Valid for: 3 years

Who is required to obtain a check?: Individuals engaged in child-related occupations and individuals over 18 years volunteering for more than 7 days in a calendar year

Verification process: The Child Safety Administrator needs to link a card holder to the National Spiritual Assembly before they start in child-regulated work, via the National Spiritual Assembly's Portal.

Some exemptions (to be checked against legislation):

These exemptions cannot be relied upon for restricted persons:

- (a) a volunteer who does not work for more than 7 days in a calendar year.
- (b) a volunteer who is under 18.
- (c) a parent who volunteers at an organisation your child attends and you provide the same or similar services to those their child is receiving at the church, club or association.

South Australia

Legislation: [Child Safety \(Prohibited Persons\) Act 2016](#) (SA), *Children's Protection Law Reform (Transitional Arrangements and Related Amendments) Act 2017* (SA) and [Child Safety \(Prohibited Persons\) Regulations 2019](#) (SA)

Screening Name: Working with Children Check

Screening Unit: Department of Human Services

Valid for: 5 years

Who is required to obtain a check?:

Individuals aged 14 years and over who currently do:

- child-related work* as a volunteer or employee for more than 7 days in a calendar year
- any child-related work that involves overnight stays or close personal contact with a child with a disability.

Individuals who run businesses where their employees or volunteers do child-related work also require a WWCC. *Child-related work includes:

- paid or voluntary work directly with children
- paid or voluntary work in organisations, associations or clubs with significant involvement of children, regardless of whether the worker or volunteer has direct contact with children.

Legislatively, all persons holding *prescribed positions**. A *prescribed position* includes a position in which a person works with children, or in which it is reasonably foreseeable that they will work with children during the ordinary course of their duties, or a position under the Child Safety (Prohibited Persons) Regulations 2019.

Verification process: The Child Safety Clearance Administrator is the Organisation Portal officer and must keep the contact details up to date. The Child Safety Clearance Administrator must verify new and existing employees have had a Working with Children Check online through your Organisation Portal. The Administrator must keep records of when he/she verified an employee had a check and is not prohibited from working with children by generating and saving the Certificate of Interrogation. The Administrator must also keep records and evidence of verification when the renewed check is verified. It is noted that the Screening Unit will notify organisations linked to a person of a change in a check status and when a check has expired. Applications for a new check can be commenced up to six months before an employee's current check expires. When the Child Safety Clearance Administrator receives an email from the Screening Unit advising that a current employee has become prohibited from working with children, they must immediately notify the Local Spiritual Assembly (with a copy to the National Spiritual Assembly) stating that they are to ensure that they are immediately removed from a prescribed position (position requiring a WWC Check).

Some Exemptions(to be checked against legislation):

- (a) a parent or guardian if the child-related work is voluntary and involves their own child and does not involve accommodation and residential services for a child other than their own child or close personal contact (e.g., helping a child get dressed, or go to the toilet) with a child other than their own child.
- (b) a person who normally lives outside South Australia, and holds an equivalent check from their home state or territory, as long as the child-related work occurs as part of an organised event (run by an association, club or other body as part of the official activities of the body) and does not exceed 10 consecutive days.
- (c) a person who will do child-related work in South Australia for less than seven days (whether consecutive or not) in a calendar year, as long as the child-related work does not involve overnight stays or close personal contact with a child with a disability

Tasmania

Legislation: [Registration to Work With Vulnerable People Act 2013](#) (Tas.)

Screening Name: Working with Vulnerable People Check

Screening Unit: Department of Justice

Valid for: 5 years

Who is required to obtain a check?: Individuals aged 16 years of age and over who work or volunteer with children under 18 years of age and have more than incidental contact with children

Verification process: The Child Safety Clearance Administrator must always check the status of employees and volunteers online before they start working or volunteering with Bahá'is institutions and agencies. The registration card should not be accepted as proof alone. The application/registration number and surname is needed to check an application/registration.

Some Exemptions (to be checked against legislation):

- (a) a person under the age of 16
- (b) a person working or volunteering with children for 7 days or less per calendar year and the working or volunteering with children is not at an overnight camp, overnight excursion or overnight stay.
- (c) a person holding a current interstate registration in a similar regulated activity and are not a resident of Tasmania

Victoria

Legislation: [Worker Screening Act 2020](#) (Vic.)

Screening Name: Working with Children Check

Screening Unit: Justice and Community Safety

Valid for: 5 years

Who is required to obtain a check?: All individuals engaged in 'child-related work' as defined by the Worker Screening Act 2020 (the Act) require a WWC Check if they meet all of the following five conditions of 'child-related work':

- They are an adult who 'works' with children aged under 18 years of age. The term 'work' includes engaging in voluntary work and providing practical training as well as paid employment.
- They are working with children at or for a religious organisation.
- Their work usually involves direct contact with children (under the Act direct contact means face-to-face contact, physical contact, and oral, written and electronic communication).
- The contact with children is not occasional direct contact that is incidental to their work.
- They are not exempt from having a WWC Check.

In addition to the child-related work requirements, all ministers of religion are required to obtain a WWC Check unless their contact with children is only occasional contact that is incidental to their work or their congregation does not contain any children.

Verification process: The Child Safety Clearance Administrator must check the status of the Working with Children Check card of any worker prior to doing child-related work. It is not sufficient to see the worker's card. Individuals must update their details to include the name of your organization, the National Spiritual Assembly of the Baha'is of Australia Inc, via their My Check account. The Administrator will then receive a letter of confirmation with a photocopy of their card. This ensures all records are kept up to date and Service

Victoria can contact the Administrator should any of the individual's circumstances change, or the individual's card is surrendered or revoked.

Some Exemptions (to be checked against legislation):

- (a) a person under 18 years of age
- (b) a parent volunteer in the same activity their child is participating, or normally participates in.
- (c) a visitor who normally lives outside Victoria and holds an equivalent Check from their home State/Territory, for a maximum of 30 days in a calendar year, which can comprise one or several events or occasions.
- (d) a visitor who normally lives outside Victoria and doesn't hold an equivalent Check from their home State/Territory, on only one occasion or event per calendar year, which may last for a maximum of 30 days.

Western Australia

Legislation: [Working with Children \(Screening\) Act 2004](#) (WA)

Screening Name: Working with Children Check

Screening Unit: Department of Communities

Valid for: 3 years

Who is required to obtain a check?: Individuals who are engaged or proposed to be engaged in child-related work as defined in section 6 of the *Working with Children (Criminal Record Checking) Act 2004* (the Act).

Verification process: The Child Safety Clearance Administrator needs to check the validity of the working with children check and advise the WWC Screening Unit when employees, volunteers or students who already have a WWC Card commence or cease child-related work. This can be done at <https://www.workingwithchildren.wa.gov.au/online-services>.

Some Exemptions (to be checked against legislation):

- (a) a volunteer under the age of 18. A person with a current Interim Negative Notice or Negative Notice is not eligible to access the child volunteer exemption.
- (b) a parent volunteering in the same activity in which their child participates, or ordinarily participates. A person with a current Interim Negative Notice or Negative Notice is banned from accessing the parent volunteer exemption.
- (c) a person who is not ordinarily resident in WA:
 - only applies during the two-week period after the person arrives in WA
 - cannot exceed a total of two weeks in any period of 12 months
 - cannot be used in conjunction with the one-off national events and national tours exemption. A person cannot use both exemptions in the same 12-month period.

Relevant Legislation

Working with Vulnerable People (Background Checking) Act 2011 (ACT)

Child Protection (Working with Children) Act 2012 (NSW)

Child Protection (Working with Children) Regulation 2013 (NSW)

Care and Protection of Children Act 2007 (NT)

Working with Children (Risk Management and Screening) Act 2000 (Qld)

Working with Children (Risk Management and Screening) Regulation 2020 (Qld.)

Child Safety (Prohibited Persons) Act 2016 (the Prohibited Persons Act) (SA)

Registration to Work with Vulnerable People Act 2013 (Tas)

Working with Children Act 2005 (Vic.); Child Wellbeing and Safety Act 2005 (Vic)

Working with Children (Screening) Act 2004 (WA)

Annexure B: A plan for managing breach(es) of the child safe environments policy and procedures, and Standards of Conduct

The following are the steps to be taken where there is a breach of the Child Safe Environments Policy and the supporting documents (e.g. Standards of Conduct and Guidelines for Working with Children and Accreditation Procedures) by the Bahá'í institution/agency and/or their employees, volunteers or representatives.

Firstly, any breach of procedural or reporting guidelines must be reported to the National Spiritual Assembly, through the National Secretariat. Breaches should be managed in a fair, unbiased and supportive manner, whereby:

- an appropriate person or institution is nominated to manage the breach;
- all people concerned are advised of the process and are able to provide their version of events;
- the details of the breach, including the versions of all parties and the outcome is recorded;
- matters discussed in relation to the breach are kept confidential;
- an appropriate outcome will be decided by the National Spiritual Assembly or the institution, agency or representative nominated to manage the breach;
- when a breach meets the threshold for mandatory reporting it must be reported to statutory child protection authorities; in other instances the necessity to report to civil authorities will also be considered.

Depending on the nature of the breach, outcomes may include:

- reporting to external authorities, such as a statutory child protection authority, the police or the Reportable Conduct Scheme;
- removal of the person from service on institution, agency or other role
- reminding Bahá'í institution, agency or their employee, volunteer or representative of, or re-emphasising, the relevant component of the Policy and supporting documents breached and providing further clarification where necessary;
- providing closer supervision or accompaniment;
- further education and training;
- mediating between those involved in the incident (where appropriate);
- implementing restrictions or sanctions;
- reviewing current policies and procedures to determine the need for revision or additional clarification.

Annexure C: Reporting Child Abuse, Harm or Risk of Harm to a Child or Young Person Procedures

Definitions

A *child* or *young person* is a person under 18 years of age.

Harm refers to Physical harm or psychological harm (whether caused by an act or omission). This includes harm caused by sexual, physical, mental, or emotional abuse or neglect. Psychological harm does not include emotional reactions such as distress, grief, fear, or anger that are a response to the ordinary vicissitudes of life.

Risk of Harm includes but is not limited to when a child has suffered harm or is likely to suffer harm.

Child Abuse includes but is not limited to:

- **Sexual abuse:** when someone involves a child in or exposes a child to any sort of sexual activity by using their power over them or taking advantage of their trust. This includes sexual offences (against, with or in the presence of a child).
- **Physical harm/abuse:** is the non-accidental use of physical force against a child that results in harm to the child.
- **Emotional harm/abuse or psychological harm/abuse:** behaviour by a person towards a child that causes intentional and inappropriate mental anguish, damaging the child's emotional and psychological development.
- **Exposure to domestic violence:** for example, a child witnessing violence between parents at home.
- **Neglect** is when a person does not meet their obligations and responsibilities to keep a child safe or meet a child's basic necessities of life, and the child's health and development are significantly affected.

Significant Misconduct includes, in addition to child abuse and neglect as defined above, any other conduct that falls under an Australian Reportable Conduct Scheme. It includes but is not limited to:

- **Child Abuse and Neglect.**
- **Sexual misconduct (against, with or in the presence of a child):** This is misconduct of a sexual nature. Examples may include sexual comments, conversations or communications, inappropriate touching, grooming behaviour, and voyeurism.
- **Physical violence (with or in the presence of a child) and apprehension of physical force:** Apprehension of physical force is when a person intentionally or recklessly causes a child to apprehend the immediate and unlawful use of physical force against them – such as threatening to physically harm a child through words and/or gestures, regardless of whether the person actually intends to apply any force.
- **Ill-treatment of a child:** is conduct towards a child that is unreasonable, and seriously inappropriate, improper, inhumane or cruel. Ill-treatment can include a range of conduct such as making excessive or degrading demands of a child, a pattern of hostile or degrading comments or behaviour towards a child, and using inappropriate forms of behaviour management towards a child.
- **Relevant offences such as failing to report child harm or abuse and female genital mutilation**
- **Supervisory neglect:** a failure to appropriately exercise adequate supervision or control of a child or young person. For example, leaving a child alone or unsupervised for an extended period.

Auxiliary Board member is an adult aged 21 years+, of proven capacity, who supports community-building activities at the grassroots within an assigned geographical area. The members have no legislative, executive, or judicial authority. They encourage action, foster individual initiative, and promote learning within the Bahá'í community as a whole, this in addition to offering advice to Spiritual Assemblies. Bahá'ís of any one locality have both a Protection Board member and a Propagation Board member to whom they can refer.

Responsibilities

Any person working with children and young people, or serving on a Bahá'í institution or agency shares the responsibility for the protection of children entrusted to their care, and must:

- (a) Respond to a disclosure of child harm or abuse as outlined here:
- ✓ **Listen.** Listen calmly, patiently, and supportively. Let the child or young person use their own words and speak at their own pace.
 - ✓ **Reassure.** Let the child or young person know that they are doing the right thing by speaking up. Tell them that what has happened to them is not their fault.
 - ✓ **Inform.** Do not make promises you cannot keep, such as keeping the disclosure confidential. Tell them that you'll need to talk to someone whose job it is to keep them safe.
 - ✓ **Do not quiz.** It is ok to encourage a child to open up by asking some open questions such as 'Can you tell me what happened' or 'Can you say more about that' however quizzing a child for details or asking them to repeat their story can create the impression that you doubt what they have said and could have unintended consequences if any criminal or child protection action is subsequently taken.
 - ✓ **Respect.** Ask them what they need from you so that they can feel safe and involved in the process. Do not however attempt to investigate or mediate an outcome, which is left to the appropriate institutions and trained people.
- (b) Write down some notes about what the child has told you and what actions you have taken and continue to take, including:
- the relevant dates, locations and who was present
 - exactly what the person disclosing said using "I said, "they said" statements
 - the questions you asked
 - any comments you made and
 - your actions following the disclosure

A reporting form "Risk of Harm/Disclosure Reporting Form" can be found at www.cppt.bahai.org.au to assist with this record keeping process.

- (c) Report any disclosure of child harm or abuse or reasonable belief that a child or young person has been harmed or is at risk of harm as follows:
- (i) immediately make a report of harm to a child, or risk of harm to a child, including child abuse, by telephone or in person to the appropriate government agency (or police on 000 if the child is in immediate danger or has been significantly harmed); and
 - (ii) immediately, within a 12 hour period, report the matter to the Local Spiritual Assembly or directly to the National Spiritual Assembly, in writing (refer to child protection incident disclosure form). Where there is any reluctance to inform the Local or National Assembly, then an Auxiliary Board member can be consulted for advice and support as to the next steps to take.

Appropriate Government Agencies:

- | | | |
|-------|---|-------------------------|
| • ACT | Child and Youth Protection Services | 1300 556 729 (24 hours) |
| • NSW | Communities & Justice (Child Protection Helpline) | 13 21 11 (24 hours) |
| • NT | Territory Families... | 1800 700 250 (24 Hours) |
| • QLD | Dept. of Children, Youth Justice... | 1800 177 135 (24 hours) |
| • TAS | Dept. of Communities (Advice and Referral Line) | 1800 000 123 |

- SA Dept. for Child Protection (Child Abuse Report Line CARL) 13 14 78 (24 hours)
- VIC Dept. of Families ... Visit website <https://services.dffh.vic.gov.au/reporting-child-abuse> for the list of contacts After hours: 13 12 78
- WA Dept. of Communities (Central Intake Team) 1800 273 889 (After hours Crisis Care) 1800 199 008

- (d) Report significant misconduct by a co-worker, within a 12 hour period, to the Bahá'í Institution endorsing the activity or event. Where the report relates to a member serving on the endorsing Bahá'í institution, then it can be reported directly to the National Spiritual Assembly.
- (e) Maintain confidentiality after following the report process above and keep records of disclosures secure and private.

The appropriate government agency should be contacted for advice if there is any doubt about whether a report should be made. This may be done anonymously if preferred.

It is noted that all those serving on Bahá'í institutions, and as volunteers, in South Australia are mandated by law to make a report to the Child Abuse Report Line. The individual who identifies the harm or risk of harm is the person to make the report to the appropriate government agency, and this is not to be referred to another person to determine if it is a reportable matter.

Similarly, most jurisdictions have mandatory reporting requirements, which are outlined in the Guidelines for Working with Children and Young People and within training materials.

Bahá'í Agencies, e.g. Training Institute Board, institute coordinators, etc., are responsible for immediately reporting to the appropriate Bahá'í institution, namely the Local Spiritual Assembly or National Spiritual Assembly, any report related to child abuse and neglect or significant misconduct. Where there is any reluctance to inform the Local or National Assembly, the Auxiliary Board member can be consulted for advice and support for the next steps.

Bahá'í institutions are responsible for:

- (a) Responding to a disclosure of harm or abuse, as outlined in the Child Safe Environments Policy Training materials, and with due regard to the following principles:

Every individual has the right to consult with Bahá'í institutions regarding harm/abuse. At the outset, alleged victims should be assured that harm/abuse is abhorrent to the Teachings of the Faith. Careful consideration, in consultation with the alleged victim, needs to be given to what can be done to ensure their immediate safety and wellbeing, including support in accessing medical or counselling services. When the allegation of harm or abuse concerns an Aboriginal child, a child from a culturally and/or linguistically diverse background or child with a disability, consideration needs to be given to whether particular support measures are needed, such as a support person from the same cultural community, the need for an accredited interpreter or specialised support services. Any support measures taken should not breach the privacy of the victim. These responses do not pass judgement on or prejudice the rights of the alleged perpetrator but convey an appropriate response to the alleged victim.

- (b) Where it has been determined that reasonable grounds exist to suspect harm or risk of harm to a child or young person, ensuring that:
- (i) the allegation has been/is reported to the appropriate government authority as outlined above; and
 - (ii) appropriate interim actions* (including temporary revocation of the alleged offender's accreditation and that he/she is immediately removed from the role of working with children

- whilst the investigations are being conducted) are taken to ensure the safety of the victim and of other children and young people; and
- (iii) the matter is immediately reported to the National Assembly, which will provide further guidance on the principles and processes to follow, as outlined in training materials for Bahá'í institutions and agencies.

* Where the allegations have been reported to the appropriate government agency and criminal investigations are ongoing, it is recommended that the Assembly consult with the relevant government agency about the steps it will take to protect the community, in order to avoid inadvertently taking any action that could be seen as interfering with the criminal investigations.

The suspicion or belief of harm or abuse may be based on a number of concerns that form 'reasonable grounds'. For example: observation of a child's behaviour or injuries, disclosure by a child or allegations reported by a third party.

- (c) Where Reportable Conduct Schemes apply or similar reporting legislations (s19 report SA) apply, if an allegation falls under the State's Reportable Conduct Scheme or assessable information for S19 Report in South Australia — that is an allegation of significant misconduct, including child abuse and neglect, against an employee, as defined by the Scheme, — notifying the relevant body outlined by the Scheme within the required timeframe:

- ACT Ombudsman, as soon as possible and no later than 30 business days.
- NSW Office of the Children's Guardian within 7 business days.
- SA DHS Screening Unit (no time specified under legislation so as soon as possible and no later than 30 business days)
- Tas. Independent regulator (from 1 January 2024) within 3 business days.
- Vic. Commission for Children and Young People within 3 business days.
- WA Ombudsman (from 1 January 2024) within 7 working days.

The National Spiritual Assembly is also to be notified at the time this report is made, and is able to provide further guidance on investigating reportable conduct.

- (d) Handling allegations of child harm/abuse with a high regard for confidentiality and privacy (including separate confidential minutes) and with due consideration for the reputation of the alleged perpetrator, while also balancing the safety of the community.
- (e) Supporting the children, young people and families following a report. This might include referral to appropriate services, and/or monitoring their circumstances as they continue to participate in activities and events.
- (f) Keeping records about all child abuse, harm or risk of harm allegations and investigations, including the findings made, reasons for decisions, and actions taken, and storing such records securely. This is done at the national level.

The Auxiliary Board member who has received a report of harm, risk of harm or abuse of a child or young person or is consulted about such a report holds the same responsibilities as a person working with children and young people or serving on a Bahá'í institution as listed above.

Relevant Legislation
Crimes Act 1900 (ACT)

Children and Young People Act 2008 (ACT)
Ombudsman Act 1989 (ACT)
Children and Young Persons (Care and Protection) Act 1998 (NSW)
Children's Guardian Act 2019 (NSW)
Crimes Act 1900 (NSW)
Care and Protection of Children Act 2007 (NT)
Criminal Code Act 1899 (QLD)
Children and Young People (Safety) Act 2017 (SA)
Child Safety (Prohibited Persons) Act 2016 (SA)
Child and Youth Safe Organisations Act 2023 (Tas.)
Children, Young Persons and Their Families Act 1997 (Tas.)
Children, Youth and Families Act 2005 (Vic.)
Child Wellbeing and Safety Act 2005 (Vic.)
Crimes Act 1958 (Vic.)
Children and Community Services Act 2004 (WA)
Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022 (WA)

Flowchart Child safety reporting process



Annexure D: Identified risks to children and young people and actions to minimise risk

Identified risk	Possible Actions to minimise risk
<p>Culture of organisation has some challenges to be more child-safe focussed:</p> <ul style="list-style-type: none"> welcoming community with high levels of trust which may overshadow need for rigorous checks young people arise to serve and take responsibility for organising events however may lack risk management experience culture of shame/fear in some cultural groups around the disclosure and reporting of child harm/abuse 	<ul style="list-style-type: none"> Those serving on Bahá'í institutions and agencies are strongly encouraged to undertake level 1 training in creating safe environments and must complete the training prior to any contact with children on behalf of the institution or agency. The training includes child focused Code of Conduct that sets the behavioural standards expected, responding and reporting disclosures of harm. Those serving on Bahá'í institutions and agencies are supported to undertake level 2 and 3 training in creating safe environments, which includes assessing suitability, risk management and responding to child safety concerns. The National Principles for Child Safe Organisations are embedded in policies and procedures, including meeting legal requirements for child safe standards and Working with Children Checks.
<p>Those serving, assisting or volunteering at events and activities harm children/young people and/or do not understand their obligations to report harm and risk of harm to the Child Protection Authorities (or Police if child/young person is at immediate risk)</p>	<ul style="list-style-type: none"> Those working with children and young people have to be accredited under the Child Safe Environments Policy, which includes training in the code of conduct, risk management, responding and reporting harm or risk of harm, current and valid Working with Children Checks, and refresher training every 3 years. Those engaging others to work with children are supported to undertake training in assessing suitability. Child Safety Orientation is being introduced for all those assisting with activities and events Where possible, new members of the Bahá'í community are provided with a summary and link to the child safe environments policy.
<p>Those participating in a community activity or event harm a child or young person</p>	<ul style="list-style-type: none"> Children and young people are to be supervised by parents/guardians at all times at community and family events. Where children and young people are unaccompanied by their parents/guardians, the facilitator needs to be accredited under the Child Safe Environments Policy. Where possible, risk management measures need to be put in place to reduce the risk of harm to a child/young person; for example: 3 person rule when socialising in breaks, no unlocked unused rooms, accredited and identifiable child safety persons roaming, announcement how and to whom to raise a safety concern, pick up/drop off arrangements Specific risk management measures are put in place when a Person of Concern, e.g. of whom there is substantiated complaint of child sexual abuse, attends.
<p>Overnight activities</p>	<ul style="list-style-type: none"> Consent of parent or guardian must be given. All supervisors need to be accredited under the Child Safe Environments Policy and include at least 2 adults of the same gender as the children attending (e.g. camp parents). Risk assessment is required and should cover sleeping arrangements, bathing/ toileting/ dressing, and supervision. Compliance Checklist has been created for Camps.

Other risks	<ul style="list-style-type: none">• Guidelines for working with children and young people are available at www.cppt.bahai.org.au to assist in managing risks in relation to taking photos, transportation, online communication, outreach, excursions, supervision, injuries, residential functions and sleeping arrangements.