



(F.T.C) Inc.

IA 19362

**CHILD PROTECTION POLICY AND
CODE OF CONDUCT**

– Interacting and working with young people

**VERSION 1
OCTOBER 2009**

COMMITMENT STATEMENT

Southern Cross Association (FTC) Inc holds the view that any sort of harm to a child or young person's physical, psychological or emotional wellbeing is unacceptable, and that every child has the right to feel safe, be respected and treated fairly. Southern Cross Association (FTC) Inc is also aware of the obligations placed on it under law to ensure the wellbeing and protection of children. To these ends, Southern Cross Association (FTC) Inc is committed to the safety and security of all children and young people who use its services and has developed this code for the purpose of clarifying the obligations placed on Southern Cross Association (FTC) Inc members when dealing with children.

This Code of Conduct applies to all Southern Cross Association (FTC) Inc members and all participants at Southern Cross Association (FTC) Inc events and sets out:

- Obligations and responsibilities of all members when working with children;
- The consequences of failing to comply with this P&P.

CODE OF CONDUCT

General Obligations:

To ensure the provision of a safe secure and supportive environment for young people in the care of Southern Cross Association (FTC) Inc the following obligations are placed on all members.

Members MUST:

- Act in accordance with the law which includes the Child Protection Act (1999), and Commission for Children and Young People and relevant regulations.
- Treat all children and young people with respect and accept their duty of care for the welfare, safety, health and happiness of young people:
- Respect, recognise and support and value the cultural and social diversity of all children and young people who are in the care of the Southern Cross Association (FTC) Inc.
- Avoid unaccompanied and/or unobserved activities with children and young persons less than 18 years of age; and
- Demonstrate a high degree of individual responsibility especially when dealing with children and young persons less than 18 years of age.

Members MUST NOT

- Use inappropriate language or profanities (swearing) in any dealings with children and young people;
- Engage in any inappropriate relationships with children and young people.
- Engage in any inappropriate behaviours including touching, solitary activities and viewing or showing of inappropriate materials from any source.

PROCEDURES

Recruitment, training and management procedures for staff

Only current financial members of Southern Cross Association (FTC) Inc. will be sent a Blue card application form and Southern Cross Association (FTC) Inc. Child Protection and Code of Conduct Policy. This will be sent by the Blue Card coordinator.

The Applicant will need to get a JP or Police officer to sign that they have sighted the applicants ID. Only when all documents are returned completed to the Blue Card coordinator will the application be processed.

At the beginning of each event procedures will be verbalised to members and involved public. All blue card participants will be asked to sign the Public Rides Risk Management form where it is stated they have understood the procedures of the Southern Cross Association (FTC) Inc. activity.

Reporting guidelines and directions for handling disclosures or suspicions of harm

Any incident involving a child suffering any sort of harm (i.e. any detrimental effect of a significant nature on a child or young person's physical, psychological or emotional wellbeing (as defined in section 9 Child Protection Act) must be reported in the form attached to this code to the management committee blue card coordinator of Southern Cross Association (FTC) Inc. If the incident involves the blue card coordinator of Southern Cross Association (FTC) Inc then the matter must be reported to the President of Southern Cross Association (FTC) Inc.

All reported incidents will be registered and submitted to Management Committee and will be dealt with in accordance with Southern Cross Association (FTC) Inc. constitution.

A person making a report must keep all matters relating to the incident confidential.

Managing breaches of non-compliance with the policy

A register of all incidents and outcomes will be maintained. Disciplinary action will be taken against any person who does not comply with this Code. In this Code discipline includes, but is not limited to, verbal warning, a written warning, or termination of membership.

Compliance with blue card legislation will include registers of staff strategies and plans for high-risk and special events, complaints registers, and forms to ensure consistent handling of incidents, disclosures of harm, permissions and approvals for related activities.

Southern Cross Association (FTC) Inc. will keep a current register of all Blue Card holders in a format as required by the Act.

Child Protection Policy – Risk Management Strategy will be reviewed and updated annually by the Southern Cross Association (FTC) Inc management and sub committees in preparation of the Southern Cross Association (FTC) Inc Annual General Meeting.

RISK MANAGEMENT

Southern Cross Association (FTC) Inc accepts that giving rides to young children puts the association and its member in a high risk position.

Activity Procedures Giving Rides to the public

An events coordinator is appointed for the event and will ensure that the event is held according to all Southern Cross Association (FTC) Inc policies and procedures.

All Southern Cross Association (FTC) Inc members helping on the day with the rides will have and display a current Blue Card issued by the office of Commission for Children and Young People and Child Guardian.

If the route takes the bikes out of site of the view of the marshalling area at least 2 bikes will leave and remain in sight of each other at all times.

The children and adults will be advised of the procedure for mounting and dismounting at the formal induction prior to the ride commencing or prior to the individual getting onto the bike or trike.

To mount the bike: The children will be verbally advised on how the blue card holder will interact with them to seat them on the bike and the correct grip holds.

Children will be asked to place left hand on the riders left shoulder, left foot on the footpeg. Stand up on footpeg and lift right leg over the seat. If children are unable to mount the bike safely in this manner the blue card holder will advise the child how they will lift them onto the bike. Eg under armpits. Children will be asked to hold onto the rear armholes of the riders vest. By holding the vest the rider is aware of the pillion on the back with the minimum amount of body contact.

To dismount the bike: The same procedure as mounting the bike but in reverse.

For children having rides on the side car: Hold one hand whilst the child steps up into the sidecar. If child is unable to enter the sidecar this way the blue card holder will inform the child he/she will pick them up under the armpits. The same will apply in reverse for dismounting the sidecar.

Children will be advised to remain seated once the ride has finished until a blue card holder assists them from the bike/sidecar.

Incident Report
Southern Cross Association (FTC) Inc

Any incident involving a child suffering any sort of harm (i.e. any detrimental effect of a significant nature on a child or young person’s physical, psychological or emotional wellbeing(as defined in section 9 Child Protection Act) must be reported to the management safety officer of Southern Cross Association (FTC) Inc. If the incident involves the safety officer of Southern Cross Association (FTC) Inc then the matter must be reported to the President of Southern Cross Association (FTC) Inc.

Incident:

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Venue where incident happened.....

Date incident happened.....

People involved in the incident.....

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Other witnesses details.....

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Your Name:.....

Contact Details.....

Signature:..... Date:.....

Agreement to Comply with Policy and Code of Conduct.

I, _____ have read the Southern Cross Association (FTC) Inc Policy and Code of Conduct – Interacting and Working with Young People.

Having read the document, I understand this organisation’s commitment to establishing and maintaining a safe, friendly environment for children and young people.

I agree to uphold the Policy and Code of Conduct, and to follow the guidelines and procedures outlined. I will work to contribute positively to the growth and development of the organisation, the children and young people it provides services to, and their parents and carers.

Name: (Please print)

Signed

Date

Witness Name: (Please print)

Signed

Date