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Scouts NSW Update on Youth Protection Policies and Procedures

Scouts NSW takes child safety seriously. The way we screen and recruit Leaders, the guidance we provide through our code of conduct, risk management procedures, behavioural management processes and record keeping policies all strive to support our Members and to ensure all adults in Scouting in NSW understand the high standards we expect of them.

This Update contains

- Details of some changes to the **A1** and **A2** form on the website that Group Leaders, Leaders in Charge and Section Leaders need to know. Please share this information with your Section Leaders.
- A reminder to renew your WWCC if it is expiring.
- A reminder to keep your mandatory e-learning up to date.

Youth Safety Policies and Procedures

As Leaders in Scouting, it is important to review and acquaint or re-acquaint yourself with the various youth safety policies and procedures all of which can be found on the [Youth Protection](#) page of the Scouts NSW website.

Working With Children Checks (WWCC) Procedure and Changes to the online A1 and A2 forms

The [Working With Children Checks Procedure \(WWCCP\)](#) introduced in May 2019 provides all adults in Scouting with a better understanding of who needs a Working With Children Check (WWCC), when they need it, and which form they need to complete.

The Procedure incorporates the legislation requiring any Adult attending an overnight activity to hold a current and valid WWCC.

Remember, *an adult is required to obtain any WWCC clearance and/or submit any form/s indicated in Annex A before engaging in many types of involvement with a Scouts Australia activity, including at Group, District, Region, Branch, National and International levels.*

As Leaders, you are responsible for ensuring that each adult participating in the activity holds the appropriate clearance to engage with children and meets all other requirements specified in Annex A of the WWCCP.

A review of the number of adults who have submitted their online application using only an APP number has prompted the need to adjust the online form.

To assist Leaders to make sure the correct procedure has been undertaken, a change has been made to the online **A1** and **A2** forms on the Scouts NSW website.

How is the A1 and A2 form being modified?

The **A1** and **A2** forms have been modified by asking the WWCC question first.

If an adult holds a WWCC, they can submit their WWCC number and proceed with the rest of the application.

If they do not hold a WWCC, all further questions will be hidden and the following text displayed:

All Adult Members and Adult Helpers must have a cleared and current Working With Children Check Number as per the Scouts NSW Working With Children Check Procedure. Click here to apply for a Working With Children Check through Service NSW. Once you have received your WWCC number you will be able to proceed with your application.

This means, applicants can no longer submit an APP number in the place of the WWCC.

What does this mean for our parents or other adults who want to become Adults Helpers or Leaders?

Adults applying to be Adult Helpers or Leaders will need to have their WWCC number prior to applying. It will be important to advise potential members of this so they can plan and manage their application process.

When will this change in the online form take place?

The online form has been modified and is live on the Scouts NSW website.

Expired Working With Children Checks

The Office of the Children's Guardian (the OCG) introduced Working With Children Checks (WWCC) in 2013. Each check is valid for a period of 5 years, which means that for some of our members, their WWCCs have now expired or will expire shortly.

Membership with Scouts NSW is contingent on a series of stringent screening mechanisms, including holding a valid WWCC. It is the personal responsibility of each to renew their WWCC and to inform Scouts NSW of the renewal. Any adult Member who does not hold a current, valid WWCC cannot maintain membership with Scouts NSW.

If your WWCC has expired, or is due to expire soon, please renew it at <https://wcccheck.cyp.nsw.gov.au/Applicants/Renewal>.

Forward your renewed WWCC to wcc@nsw.scouts.com.au so that it can be processed in ScoutLink. Group Leaders please take time to regularly review your Group's membership.

Mandatory E-learning Training Modules: Keep Up to Date

All adult members of Scouting are required to complete 'Childsafe Scouting' and 'WHS for Scouting' eLearning modules every 3 years. This is to keep up to date with new legislation changes and best practice.

You will receive automated reminder emails from 12 weeks before your previous module expires, so there is plenty of time to re-complete the module. Failure to complete the modules will likely result in immediate membership suspension.

ScoutLink will be updated accordingly with completion records. Group Leaders please take time to regularly review your Group's membership.

Child Protection and Workplace, Health and Safety are high priorities for Scouts NSW and we thank all Members for keeping up to date with these important areas of Scouting.

If you require assistance, or have any questions please contact your local Training Team member, your Region Team, or training@nsw.scouts.com.au.

Thanks for your help in keeping up to date with these important requirements for successful and safe Scouting.

Youth Safety in Scouting

Scouts NSW is committed to operating as a youth safe organisation and implementing youth safe policies and practices in accordance with the elements of a child safe institution outlined by the Royal Commission into Institutional Responses to Child Sexual Abuse report entitled Creating Child Safe Institutions.

Remember

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Deputy Chief Commissioner (Youth Safety, Compliance and Support), the CEO or the Child Protection Officer at the Scouts NSW Service Centre. To make a report use the [online youth protection form](#), call 02 9735 9000 or email youthprotection@nsw.scouts.com.au.

Imminent Danger

If someone is in danger NOW, the matter should be reported directly to NSW Police on 000. Where a report is made to the Police, you must also subsequently notify Scouts NSW Service Centre.

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