



MD201 LIONS JUNIOR PUBLIC SPEAKING CHILD SAFE PROCEDURE

district 201V6

Celebrating 75 years in Australia 1947 - 2022





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JUNIOR PUBLIC SPEAKING – CHILD SAFE PROCEDURE

1. OBJECTIVES

The aim of this policy is to protect children and young people whilst they participate in the Lions Junior Public Speaking Program. This will be done by providing an explicit structure when working with children and young people.

It will explain:

- a) Procedures for working with children and young people.
- b) Education in child safe conduct for both children, young people, and Lions members.
- c) How allegations of abuse will be managed.
- d) How incidents are managed and reported.

2. PREAMBLE

This program has been running successfully since 2006 in the 201V6 District and in 2016 it became a Multiple District "Category B" project. It is a program for young people in primary school from grades 3 to 6, giving them the opportunity to develop their ability to speak in public. With encouragement and support from members, students can develop their self confidence when speaking in front of a group of people.

All stakeholders (students, teachers, schools, Lions clubs & members) reap the benefits through participation in this program.

Through this process, we should be aware that children undertaking the program are vulnerable and require us to take responsibility to ensure we subscribe to child safety procedures. Volunteers are also expected to adhere to the procedures.

Please note: this document should be read in conjunction with the Lions Australia Child Safe Policy and be adopted by the Club and included in its policy minutes.

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3. LIONS CONDUCT WHEN WORKING WITH CHILDREN

From MD201 Child Safe Policy

Lions Australia is a highly respected organisation through its excellent work in the community and overseas projects. Its logo is highly recognisable, and our members are often seen in the wider community performing much needed beneficial tasks and as members we are proud of our achievements. Given this, it is important for both our members and the community to maintain confidence in our activities. A significant part of maintaining this confidence is for all members to adhere to a Code of Conduct. Therefore, the following are reasonable expectations we put on ourselves when working with children.

Lion members and volunteers shall: -

- i. At all times whilst at a youth camp or other Lions organised youth events wear a Lions Identification Badge or Passes or lanyards.
- ii. At all times we will take all reasonable steps to protect children and young people in our care.
- iii. Not develop a relationship with child or young person that could be misconstrued as grooming behaviour by others.
- iv. Not develop a relationship with a child or young person that could threaten the child or young person's safety or wellbeing.
- v. Will not disclose children or persons private information other than within the obligations of the Child Safe Policy.
- vi. Be accepting of all children and young people in our care regardless of their ethnicity, religious beliefs, or gender identification.
- vii. Always treat children and young people in our care with respect.
- viii. Always act in accordance with Lions Australia child Safe policy.
- ix. Never offer alcohol or illicit drugs of any kind to a child or young person.
- x. Never be under the influence of alcohol or illicit drugs whilst in the position of care or responsibility of a child or young person.
- xi. Never expose children or young people to pornographic material from any medium.
- xii. Always know where the child or young person is when in your charge.
- xiii. Never intimidate a child or young person through tone of voice or verbally abusive language.
- xiv. Report any breach of the code of conduct through the Lions Feedback and Enquiries form located on the website here. <https://lionsclubs.org.au/keep-in-touch/feedback/>

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- xv. Uphold, respect, and protect those members and volunteers who in good faith report a breach of this code.
- xvi. Any breach of the Child Safe Policy may result in action by the Lions club to restrict the member's activities, suspend or cancel their membership.

4. RUNNING THE PROGRAM

Although the child safety risk may appear small with this program it nevertheless still requires us to be vigilant.

A permission form **MUST BE SIGNED BY A PARENT/GUARDIAN** and presented to Lions members **BEFORE STUDENTS CAN PARTICIPATE** in the program. If you do not have a permission form, verbal permission may be sought from a parent/guardian by the teacher/school only and a signed permission form sent to the club as soon as possible after the event.

During each level of the program, there should be at least 2 (two) Lions members, or one Lions Member and a teacher or parent/guardian, of differing genders, present when talking to JPS candidates.

NOTE: During the "short preparation speech" time – where students are taken to prepare for their speech – there must be 2 (two) Lions members, of differing genders, always present.

5. JUDGING PANELS & OTHER VOLUNTEERS

It is imperative that the highest standards of integrity are exhibited by all those associated with the Program, including Lions Clubs members, other volunteers, and the judges.

Judges will be required to provide a Working with Children Check and sign a Judges Code of Conduct prior to participation. This Code of Conduct is contained in the Junior Public Speaking manual.

6. WORKING WITH CHILDREN CHECK

All Lions and other adults, including Lions' partners/family members, volunteers, having **DIRECT** contact with young people under the age of 18 years involved in the Lions Junior Public Speaking program or who are directly involved in the Junior Public Speaking program as a timekeeper, chaperone or judge must obtain a Working With Children Check (WWCC) or the equivalent in their State or Territory and must comply with Section 8 of the MD 201 Child Safe Policy (see below).

The Club and District Chairpersons are responsible for ensuring WWCC compliance at the respective levels of the competition and that Risk Assessment documentation is completed and forwarded to the District Junior Public Speaking Chairperson, so

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that it can be archived for future reference noting that the District Child Safe Officer will maintain the WWCC Register.

Clubs must maintain a Working With Children Check Register, which contains the name, date of birth, registration number and expiration date of all members who have a WWCC. Any members who refuse to undergo a Working with Children Check, or their state or territory's equivalent, will not be permitted to be directly involved in this program, or any youth related programs, function or activity.

The appointed Child Safety Officer within the club is the person responsible at Club Level for ensuring a WWCC register is maintained.

The Club and District Chairpersons are responsible for ensuring WWCC compliance at the respective levels of the competition and that Risk Assessment documentation is completed and forwarded to the District Junior Public Speaking Chairperson, so that it can be archived for future reference noting that the District Child Safe Officer will maintain their own WWCC Register.

For any further clarification or information please refer to **Section 8 MD201 Child Safe Policy**.

7. CHILD SAFE OFFICER (CSO)

Each Lions Club and District needs to have a designated position of Child Safe Officer (CSO) and that a Lions member be appointed to that position.

Refer to **Section 15 & 16 of the MD201 Child Safe Policy**

8. COMMUNICATION

When communicating with a Junior Public Speaking candidate, it is important this communication is transparent at all times, appropriate in language, content and tone. **There should always be 2 (two) Lions members, or one Lions Member and a teacher or parent/guardian, preferably of differing genders, present when talking to JPS candidates.**

For written communication by email or hard copy, ensure your communication is on the appropriate club or Junior Public Speaking program letterhead and **IS ONLY** to be sent to the parent/guardian and/or teacher/school.

9. TRANSPORTING/ESCORTING JUNIOR PUBLIC SPEAKING CONTESTANTS

It is the responsibility of the parents or guardians of the candidate to ensure the participant arrives at the event in good time.

Transport should not be provided by Lions members.

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10. PHOTOGRAPHY AND SOCIAL MEDIA

Photos of young people involved in Lions activities are a valuable tool in promoting youth programs. However, photos are easily taken these days especially with the use of mobile phones. These images can be readily transmitted leaving young people vulnerable to online grooming and exploitation.

Therefore, any photos taken of children or young people involved in Lions activities shall only be done with the consent of the young person and if under 18 years of age also with a parent or guardian consent. This consent can be obtained as part of the initial application into a Lions youth program or through a specific documented photograph permission form for an event.

- i) Clubs need to check that the photography permission part of the Student Entry Form has been filled in and signed by parent/guardian prior to any photographs being taken. If any students do not have permission for photography – these students are not to be photographed and are to be removed from the group before any group photographs are taken.
- ii) Further guidance is taken from the **MD201 Child Safe Policy Section 10 – Photography and social media.**

11. RECORD KEEPING

It is a requirement of the MD201 Child Safe Policy that a record be kept of those directly involved with the program each year. The Junior Public Speaking program will maintain an annual register that contains:

- a. The name of each judge participating in Club, District, State and National Finals associated with the date and location of the final.
- b. The name of each participant participating in Club, District, State and National Finals associated with the date and location of the final.
- c. Incident reports.
- d. Such information will be archived at the National Office annually.

Note: At the conclusion of each level of judging, the respective Chairs are to forward via email, the Winner's Advisory Form to the MD Chairperson (currently the V6 District Chairperson) in addition to reporting the winners' details to the Chairperson of the next level.

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12. REPORTING ALLEGATIONS OF HARM / ABUSE / NEGLECT

During the course of the program, a Lions member may become aware of an allegation or incident of harm/abuse of a young person. It is the responsibility of all Lions Australia Club members, as a duty of care, to report abuse if they:

- a) Witnessed the alleged abuse.
- b) Were informed of the alleged abuse by another member and it had not been reported.
- c) Were informed of the alleged abuse by the child or young person who was the victim.
- d) Were informed of the alleged abuse by a child or young person who was not the victim.
- e) Were informed of the alleged abuse by a non-member of Lions Australia.

Report allegations of harm/abuse/neglect to the Child Safe Officer who should action the Child Safe Procedure – **refer to the MD201 Child Safe Policy for further details.**

All immediate safety concerns are to be reported to the Police by any Lion member as a matter of priority.

A Child Safe Incident Report will need to be completed – this form can be downloaded from the 201V6 Website or from the MD201 Child Safe Policy (appendix 3)

Please Note: So long as a report has been made in good faith, legislation in all states and territories protects reporters, therefore no criminal, civil or administrative proceedings can be brought against them.

13. RISK MANAGEMENT

It is strongly recommended that the Program Chairperson prepares a documented Risk Assessment for the relevant Level of Judging to ensure all Child Safe Policy requirements are met, as well as measures / controls put in place to cover other aspects of organising such an event.

14. CHILD SAFE TRAINING OR LIONS' MEMBERS & VOLUNTEERS

Each year it is highly recommended that District Chairperson conducts an information session with all Lions Members and volunteers involved with the program. It should include understanding of the Junior Public Speaking Child Safe Policy and relevant sections of the MD201 Child Safe Policy.

- a) Lions Code of Conduct – which includes conduct expected when working with children.

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- b) Ensuring the WWCCs are current, and their Register is up to date.
- c) Requirements for record keeping.
- d) Process for Risk Assessment and Reporting.

15. REVIEW DATES

Lions Australia currently understands some state and territory legislation is being reviewed in light of the Royal Commission into institutional responses to child sexual abuse (RCIRCSA). This procedure will operate on the understanding that all of the standards stated in the RCIRCSA shall be implemented nationally. This procedure shall be reviewed annually by the District Chairperson & cabinet members.

16. ADOPTION OF THIS PROCEDURES

This policy was adopted by the MD201V6 Cabinet on 26th February 2023.

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