

Cana Communities Child Protection Policy

Reviewed by Cana Board September 2017

Preamble

Cana Communities Inc. (**Cana Communities**) creates a community with people from all walks of life and focuses largely on assisting adults who are facing difficulties in their life. Children under the age of 18 are sometimes involved in Cana Communities when they:

- (a) accompany their parents, guardians or care givers (**Responsible Adult**) who are:
 - volunteering for Cana Communities; or
 - accessing Cana Communities' services; or
- (b) volunteer at Cana Communities' activities, unaccompanied by their parents or guardians.

Cana Communities has developed this policy to ensure, so far as reasonably practicable, the health and safety of the children involved in Cana Communities in the abovementioned way.

Scope

This policy applies to all employees and volunteers of Cana Communities, as well as to Responsible Adults.

Leader

Cana Communities will appoint an employee or a volunteer to be a 'leader' at every Cana Communities' activity the subject of this policy (**Leader**).

Parents or Guardians

Cana Communities recognises that from time to time children may wish to volunteer at a Cana Communities activity, in circumstances where neither their parent nor guardian can accompany or supervise them at the activity (**Unaccompanied Children**). In that circumstance, Cana Communities will only permit the Unaccompanied Children to volunteer at the activity if their parent or guardian has, prior to the activity, completed Form A attached to this policy and has submitted it to the Leader.

Responsible Adults

All Responsible Adults must complete and return the following documentation before they, the children accompanying them and any Unaccompanied Children they are asked to supervise at an activity, are allowed to participate in a Cana Communities' activity covered by this policy:

- Working with Children Check to be completed by Responsible Adults when requested to do so by Cana Communities or as required by law; and

- Responsible Adult approval form for all children under their supervision. This is FORM B attached to this policy.

Supervision by Responsible Adults

Children accompanying a Responsible Adult at or to a Cana Communities activity must be supervised by the Responsible Adult during the activity. In addition, from time to time, the Leader of an activity may ask a Responsible Adult to also supervise Unaccompanied Children during the activity. The Responsible Adult must accompany at all times any children under their supervision during the activity. The Responsible Adult must also ensure that the children under their supervision stay within the designated area of the activity (see below).

A record of all children on the premises must be kept in a book provided at the premises for this purpose. This record must be completed by the Responsible Adult before the child they are supervising (including any Unaccompanied Children) participates in the activity. The record must identify the date of the activity, the start time of the activity, the name of the child, the name of the Responsible Adult supervising the child, the nature of the relationship between the Responsible Adult and the child and whether, to the Responsible Adult's knowledge, the child has any relevant medical or health issues. The Responsible Adult must also sign the record at completion of the activity, and in doing so the Responsible Adult must record the time at which the Responsible Adult and the child or children they are supervising finish the activity in question and leave the premises. At the end of each month the Leader must forward a copy of this record to the office. This applies even if there were no children present.

A Responsible Adult cannot be responsible for more than four children at any one activity.

Leaders' Responsibilities

The Leader for an activity will be responsible for:

- obtaining from a parent or guardian of any Unaccompanied Children a completed Form A prior to letting the Unaccompanied Children attend or participate in the relevant activity;
- nominating a Responsible Adult to supervise Unaccompanied Children (bearing in mind that a Responsible Adult cannot supervise more than 4 children at a time at an activity);
- checking that Form B and the record book (except in relation to the signing out aspect) are completed by the Responsible Adult, prior to allowing any children being supervised by the Responsible Adult to participate in the activity.

The Leader will also be responsible for identifying the designated area of the activity within which all children must stay and must communicate that designated area to all Responsible Adults.

Reporting

All employees, volunteers and Responsible Adults must report to the Leader any incident involving children at Cana Communities activities (**Reportable Incidents**) and must complete, and immediately provide to the Leader, a completed Incident Report form in respect of a Reportable Incident. The Leader will immediately bring this to the attention of the Cana Communities office. The template Incident Report form is **attached** to this Policy at Form C. Reportable incidents include but are not limited to:

- actual or possible sexual, physical, psychological and emotional abuse or neglect of a child;
- attendance of police, ambulance or other services;
- loud or aggressive behaviour, witnessed by children present; and
- any behaviour outside normal activities for the group.

Cana Communities – Incident Reports

Upon receipt of an Incident Report, Cana Communities will take all reasonably practicable steps it considers appropriate to enquire into, or deal with, the matters the subject of the Incident Report. Cana Communities may implement, in its discretion, any appropriate measure it deems appropriate as a consequence of its enquiries.

Cana Communities may refer a matter the subject of an Incident Report to the Police, to a relevant government agency or as required by law, at its own initiative.

Confidentiality and Privacy

Cana Communities and all its employees, volunteers and Responsible Adults are required to keep any information relating to a matter the subject of an Incident Report confidential unless required to disclose that information by law (including to the Police) or a government authority or, in the case of Cana Communities, in so far as disclosure is necessary to enquire into or deal with an incident or to inform a parent/guardian of an Unaccompanied Child involved in an incident.

Cana Communities Inc. reserves its right to amend this Policy from time to time.

FORM A to Cana Child Protection Policy

Unaccompanied Children - for completion by Parent/Guardian

I

.....
..... am responsible for
[print name of parent/guardian]

.....
..... (Child/**Children**)
[print names of children]

in my capacity as their parent/guardian (circle the applicable option).

I give permission for the Child/Children to participate in and attend the Cana Communities Inc

activity at
.....
[insert location]

on (**Event**) at
..... without my supervision
[insert date] [insert time, including AM or PM]

I confirm that who is the
[insert name]
.....
[insert relationship to Children eg parent/guardian/school/family friend]

of the Child/Children will drop off and/or pick up the Child/Children from the Event

Between the drop off and pick up times, I will be contactable on
.....
[insert mobile number]

I understand that Cana Communities Inc will require the Child/Children to remain with, and be supervised by, a nominated Responsible Adult while they are participating in the Event, and I consent to that arrangement.

I will instruct the Child/Children to, between the drop-off and pick-up times, stay with the nominated Responsible Adult and within the designated area of the Event, and understand that if they do not do so, they will not be permitted to continue to participate in the Event and in that circumstance, I will immediately come and collect them.

FORM B

Responsible Adult Approval Form

I will
accompany the following child(ren),
[insert name of responsible adult volunteer]

.....
[insert names of up to four children].

at a Cana Communities Inc activity at

.....
[insert location]

on (**Activity**).
[insert date]

I confirm that I am a Responsible Adult in respect of the abovementioned child(ren) for the purposes of Cana Communities Inc's Child Protection Policy (**Policy**).

I acknowledge and agree that I have read, understood and will comply with the Policy, as amended from time to time, while present at, and participating in, the Activity.

I undertake to:

- (a) accompany, supervise, be responsible for and keep safe the abovementioned child(ren) at all times when the child(ren) is/are at or participating in the Activity;
- (b) ensure that the abovementioned child(ren) stay within the designated area of the Activity (as identified by the appointed 'leader' of the Activity (**Leader**)); and
- (c) report to the Leader any incident involving the abovementioned child(ren) at the Activity, including by providing as necessary a completed incident form to the Leader as per the Policy.

As per the Policy, I have completed the record book kept on the premises with the detail required by the Policy, and I agree to sign that record book and record the time that the abovementioned child(ren) and I finish the Activity, immediately before we leave the premises.

I also confirm that I have completed a Working With Children Check, where one has been requested by Cana Communities Inc or is required by law, and the results of that check do not preclude me working with children.

Name: _____
[Print]

Signature: _____

Date _____

**FORM C to the Cana Child Protection Policy
Incident Report**

Your name and contact number:	
Your position:	
House/Shelter:	
Date of incident:	
Time of incident:	
Location of incident:	
Details of the Incident (ie Who was allegedly involved and what allegedly happened):	
Details of witnesses to the Incident	
Signature:	
Date:	