



CHILD SAFE DOCUMENT

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1- Statement of Commitment to Child Safety

Sapphire Coast Historic Vehicle Club Inc. (SCHVC)

At SCHVC, every child and young person has the right to be safe, supported, and treated with respect. We are committed to the safety, inclusion, and wellbeing of every child involved in our activities, including public events, club programs, club Junior Members and our high school Mentor Program.

To keep children safe, we commit to:

- Implementing and embedding the **10 Child Safe Standards** across all aspects of our club
- Providing a safe, respectful, and inclusive environment for all children and young people
- Ensuring children are protected from any form of harm, abuse, neglect, or inappropriate behaviour
- Encouraging children to actively participate in decisions that affect them and feel confident to speak up
- Ensuring children and students know **who they can talk to** if they feel unsafe or have concerns

As a child safe organisation, SCHVC also commits to:

- Educating all mentors, members, and volunteers about what it means to be a **child safe organisation**, and how to **prevent, identify, and respond to abuse or harm**
- Ensuring all adults involved in our programs know how to respond to complaints, disclosures, and breaches of our **Child Safe Code of Conduct**
- Welcoming feedback from children, families, schools, and the broader community to **continually improve our child safe practices**
- Making sure that everyone who interacts with SCHVC, including at events and displays, understands that **child safety is everyone's responsibility**, and that their behaviour must align with our commitment to children's wellbeing

This commitment reflects our values as a community organisation and our role in nurturing a culture of safety, trust, and learning for all young people involved with SCHVC.

2 - Child Safe Policy & Reporting Procedures

Purpose

All children at Sapphire Coast Historic Vehicle Club (SCHVC) have a right to feel safe, protected and included.

This policy is part of our club's ongoing commitment to protecting the children in our care from harm and abuse. It:

- outlines the child safe practices our organisation has put in place to minimise the risks to child safety
- sets out what is required from Club Members including visitors and others who interact with our organisation, so they know what is expected from them to keep children safe.

Our commitment to child safety

At SCHVC we commit to the safety and wellbeing of every child in our care. Please read our Statement of Commitment to Child Safety, which is available on our website www.schvc.com.au and is displayed within the club's premises.

Our Club ensures services and activities are inclusive of all children, including children with diverse needs.

Scope and audience for this policy

This Child Safe Policy applies to all members of the SCHVC, including committee members, contractors, and any individuals taking part in activities, events, or services delivered or supported by the Club that involve children or young people.

The policy outlines the responsibilities and expected standards of behaviour for everyone representing SCHVC when participating in club activities where children may be present. This includes public events, club meetings, displays, parades, and community engagement initiatives.

SCHVC is committed to being a child-safe and child-friendly organisation. All representatives of the Club are expected to understand and act in accordance with this policy to create and maintain a safe environment for children and young people.

Responsibilities for children's safety

At the SCHVC, everyone has a role to play in keeping children and young people safe—whether they're a member, a visitor, or directly involved in our mentor program.

Our commitment to child safety extends across all club activities, including public events, community displays, and mentoring programs for high school students. Responsibilities vary depending on the nature of the individual's involvement with the Club, as outlined below:

All Club Members

All SCHVC members are expected to:

- Support and uphold SCHVC's commitment to child safety and wellbeing
 - Be aware of and comply with all relevant child safe policies and procedures
 - Report any concerns, breaches of conduct, or suspected harm involving a child, in line with SCHVC's reporting procedures
 - Model respectful, inclusive, and appropriate behaviour around children at all times
-

Visitors (e.g. event participants, guests, or community spectators)

While visitors do not hold formal responsibilities under SCHVC policies, they are expected to:

- Behave respectfully and appropriately around children
 - Follow any directions given by SCHVC representatives regarding child safety during events or activities
 - Report any concerns to a club member, Committee Member or Child Safety Officer if they witness something inappropriate or unsafe involving a child
-

Mentors (involved in the SCHVC Eden Marine High School Student Mentor Program)

Mentors working with young people have specific and enhanced responsibilities, including:

- Meeting all Working With Children Check (WWCC) and child safe recruitment requirements
- Attending child safety and mentoring-specific training
- Creating and maintaining a physically and emotionally safe environment for student mentees
- Establishing appropriate, professional boundaries and never engaging in one-on-one interactions in private or unsupervised settings
- Promoting a culture of respect, learning, and inclusion
- Reporting any incidents, concerns, or policy breaches involving their mentees or other children in accordance with SCHVC's reporting protocols

Mentors are also expected to serve as role models, demonstrating integrity, respect, and a clear commitment to child safety at all times.

By clearly understanding and fulfilling these responsibilities, we can ensure SCHVC remains a safe, trusted, and welcoming environment for children, young people, and their families.

Please contact the Child Safety Officer or a Committee member with any of your child-safety related questions or concerns.

Active participation of children, families and communities

Active Participation of Children, Families and Communities

At the SCHVC, we recognise that building a truly child safe environment involves meaningful participation from children, families, and the broader community. We actively encourage open communication, feedback, and shared responsibility to ensure all children involved with SCHVC—

whether through junior membership, mentoring, public events, or visiting the club —feel safe, respected, and heard.

To support this, SCHVC has adopted the following practices

- **Accessible Policies and Procedures**

All child-related policies and procedures, including our Child Safe Code of Conduct, Risk Management Plan, and Reporting Procedures, are made available on our website at www.schvc.com.au and in printed form at events or club meetings. This ensures that children, parents, carers, and visitors can easily access important information about our commitment to child safety.

- **Encouraging Feedback from Children and Families**

We actively invite feedback from children, families, and community members about how safe they feel at SCHVC events or during club activities. This includes structured opportunities through mentor sessions and informal conversations at events or displays. Feedback is welcomed on our policies, the mentor program, and general safety practices.

- **Child Participation in Safety Discussions**

Through our mentor program, high school students are encouraged to share what makes them feel safe, supported, and respected during their involvement with the club. Their feedback is shared with the committee and used to continuously improve our practices.

- **A Culture of Speaking Up**

All SCHVC members and visitors are encouraged to speak up if they see or hear anything that may place a child at risk. We foster a supportive, non-judgemental environment where concerns are taken seriously and followed up promptly and appropriately.

Definitions of harm and abuse

Definitions of Harm and Abuse – Glossary

Term	Definition
Psychological Abuse	Also known as emotional abuse. Includes bullying, threats, intimidation, name-calling, shaming, ignoring, isolating a child, and exposure to family violence.
Physical Abuse	Causing physical harm to a child, such as pushing, hitting, slapping, kicking, choking, or causing injury or burns.
Sexual Abuse	Involves any sexual activity with a child, including touching, exposure, grooming, and possession or distribution of child abuse material.
Grooming	A deliberate process where an adult builds trust with a child (and often their carers) to later facilitate sexual abuse.
Online Grooming/Abuse	Use of digital platforms to exploit or manipulate children—e.g., sending inappropriate messages, requesting images, or arranging in-person meetings.

Term	Definition
Misconduct	Inappropriate behaviour that may breach SCHVC's Code of Conduct, such as inappropriate conversations, showing children offensive content, or over-familiarity.
Neglect	Failure to meet a child's basic needs for food, clothing, supervision, education, or medical care.
Emotional Neglect	Failure to provide emotional support, love, or attention. Includes ignoring a child's emotional needs or consistent rejection.
Lack of Appropriate Care	Not providing proper supervision, nourishment, shelter, or safety during club activities or events.
Child Exploitation	Using a child for personal gain, including forced labour or sexual exploitation, either in-person or online.
Exposure to Inappropriate Content	Allowing or causing a child to see age-inappropriate material, such as violent, sexual, or drug-related media.
Boundary Violations	Behaviour that oversteps professional boundaries, such as giving personal gifts, sharing personal contact details, or unnecessary physical contact.
Mandatory Reporting	A legal obligation to report concerns of child abuse or neglect to authorities. In SCHVC, mentors and committee members are expected to follow reporting procedures.

What the policy covers

Mentor program conduct

Mentors must follow SCHVC's child safe procedures at all times. Mentors are not to be alone with a student unless it is in a public and visible space. All mentors must hold a valid Working With Children Check and complete child safe training before beginning mentoring. Mentors must model respectful behaviour and maintain appropriate professional boundaries.

Drop-offs and pick-ups

Overview

Students attending the SCHVC Mentor Program travel from school to the club venue via public bus, as arranged through the school. The school is responsible for coordinating student transport and liaising with SCHVC regarding student attendance and changes.

To ensure all students are accounted for, a school staff member must make direct phone contact with the SCHVC volunteer coordinator or nominated mentor at the time of student drop-off and again at pick-up. This confirms the safe arrival and departure of each student.

Upon arrival at SCHVC, mentors will meet students at the designated drop-off point. At the end of the session, students are either returned to school by bus or picked up by a parent, guardian, or authorised adult, as pre-arranged by the School.

All transport and attendance communication must be directed through the school. Any changes to pick-up or drop-off plans must be communicated via the school's official contact number. SCHVC mentors and members will not transport students in personal vehicles unless in a rare case of emergency, such as a fire evacuation.

Detailed instructions are contained within the EMHS Wellbeing Hub program (SCHVC Mentor Program) held in the mentoring area.

Use of personal electronic devices

Club members and mentors must not share personal or inappropriate content with children via mobile phones or other devices. Personal phones must not be used to photograph, record or communicate with children, unless in an emergency and with permission.

Social media use and online communication

Club members and mentors must never communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence.

Photography and the use of images

Photos or videos of children may only be taken with written permission from parents or carers. Parents & School must also approve any images used in club newsletters, displays, or on the SCHVC website or social media. It is unacceptable for club members to take photos or videos of children, other than their own, on personal devices, or to share images without permission.

Being alone with a child

Club members and mentors must avoid being alone with a child in any private or enclosed space, such as a room, vehicle, or shed. One-on-one interactions should always occur in open, visible areas where others can see and hear what is happening.

If a degree of privacy is needed (e.g., to separate a student from a group), the conversation must take place in a clearly visible location, or with doors open, and another adult must be nearby to provide supervision and support.

Maintaining visibility and accountability at all times helps ensure the safety and wellbeing of children and protects both the child and the adult.

Physical contact

Physical contact with children should be kept to a minimum. Everyone involved in the Club is expected to have healthy physical boundaries with children.

Gifts and benefits

Club Members must never give gifts to children, or bestow benefits of any kind to a child, unless they have direct permission from the child's parents or carers.

Conversations and personal boundaries

All communication with children must be age-appropriate and respectful. Private, overly personal, or inappropriate conversations are strictly prohibited. Club members and mentors must always maintain healthy physical and emotional boundaries.

Out of hours contact with children

Club Members and mentors must let us know about any out-of-hours contact they have with children in our care. It is unacceptable for Club Members and mentors to participate in the lives of children outside the organisation without a valid reason. Professional boundaries with the children in our care must be maintained at all times.

Illness and injury management

Injuries must be reported to the first aid officer on duty and first aid administered in a safe space within lines of sight of other adults.

Reporting requirements for different types of concerns or incidents

Reporting Requirements for Different Types of Concerns or Incidents

All SCHVC members, mentors, and committee representatives have a responsibility to report any concerns about the safety and wellbeing of children involved in club activities.

The following outlines the appropriate reporting pathways depending on the type of concern or incident:

1. Child is at immediate risk of harm

- **Action:** Call **000** immediately for police or emergency services.
- **Then:** Inform the Mentoring Coordinator, SCHVC Committee Member or Child Safety Officer as soon as it is safe to do so.
- **Also:** Notify the child's school liaison (Student Support Officer or Deputy Principal) if the child is part of the mentor program.
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2. Suspicion or disclosure of abuse (including physical, emotional, sexual or neglect)

- **Action:** Report the concern to the Mentoring Coordinator, SCHVC Committee member or Child Safety Officer.
- **Also:** Contact the NSW Child Protection Helpline (**132 111**) for mandatory reporting if required.
- **Note:** Reports can be made by any adult involved and should include facts, observations, and any disclosures.
- **Then:** Document the concern using SCHVC's Incident Report Form.

3. Breach of the Child Safe Code of Conduct or inappropriate behaviour

- **Action:** Report to the Mentoring Coordinator, Committee member or Child Safety Officer.
- **Examples include** inappropriate language, boundary violations, use of personal devices to contact children, etc.
- **Then:** SCHVC will assess the situation, take appropriate disciplinary action, and notify the school if the child is part of the mentoring program.
- **Documentation:** Complete an SCHVC Incident Report.

4. Minor concerns (e.g. student upset, minor disagreement, change in behaviour)

- **Action:** Notify the Mentoring Coordinator or Mentor Program Facilitators.
- **Also:** The school should be contacted (by phone or email) to keep parents or carers informed.
- **Note:** Even small concerns can be early warning signs and must be documented and monitored.

5. Concerns involving another adult (e.g. club member or visitor acting unsafely)

- **Action:** Immediately inform the Mentoring Coordinator, a Committee member or Child Safety Officer.
- **If urgent:** Remove the child from the situation and ensure their safety.
- **Then:** Investigate internally and escalate to police or child protection if needed.

Confidentiality and Support

All reports will be treated confidentially and with sensitivity. The wellbeing of the child is always the priority. Anyone making a report in good faith will be supported by the club and protected from any form of retaliation.

Other related child safe documents

SCHVC has a range of other key documents that relate to child safety. These can be accessed at www.schvc.com.au, and include:

Statement of Commitment to Child Safety

Our public commitment to prioritising child safety across our organisation.

Child Safe Code of Conduct

Guides the day-to-day behaviours of adults interacting with children at the organisation.

Child Safe Recruitment, Induction and Training Policy

Sets out what is involved in the recruitment process and the procedures to be followed before a person is considered for a role at the organisation. This includes the verification of their Working with Children Check. It also outlines what is involved in the induction process for new recruits in our Mentor program and any further training requirements.

Child Safe Risk Management Plan

Describes the specific risks at the service that could affect children's safety and identifies the protective strategies used to lower each risk.

Publication, communication and engagement

Our Child Safe Policy and other child safe documents can be found on our website at www.schvc.com.au. We also have printed copy accessible in the SCHVC Club House. Anyone involved in our community can request a copy via email at any time.

Related legislation, regulations and standards

SCHVC has to understand and comply with a number of NSW child protection laws and schemes. These include:

- NSW Child Safe Scheme
- *Children's Guardian Act 2019*
- *Child Protection (Working with Children) Act 2012*
- Child Protection (Working with Children) Regulation 2013
- *Children and Young Persons (Care and Protection) Act 1998*

Document review

The document will be reviewed annually

3 - Child Safe Code of Conduct

Commitment to child safety

The Sapphire Coast Historic Vehicle Club Inc. (SCHVC) is committed to the safety and wellbeing of all children and young people who participate in our activities, events, and mentoring programs. This Code of Conduct applies to all club members, committee members, mentors, visitors, and any other adults engaging with children in connection with SCHVC.

Everyone in our organisation is expected to follow this Code of Conduct at all times.

We are committed to supporting the safety of all children, with a zero-tolerance approach to abuse. This includes a culture where preventing and reporting abuse is encouraged and supported.

Our Child Safe Code of Conduct sets out how we expect adults in our organisation to behave around children to help prevent harm and abuse in our physical spaces and online. Our Child Safe Code of Conduct identifies:

- **‘I will’** child safe behaviours that we consider acceptable
- **‘I won’t’** behaviours that we consider unacceptable.

Engaging in unacceptable behaviour is a breach of our Child Safe Code of Conduct and may result in disciplinary action.

Different types of child harm and abuse

Child abuse takes many forms. It can include psychological, physical and sexual abuse, grooming, misconduct and lack of appropriate care as defined below.

Psychological abuse (also known as emotional abuse)

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

This includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

Sexual abuse

This includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.

Grooming

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of ‘trust’ so they can then later sexually abuse the child.

Misconduct

This is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of an organisation’s Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care

This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

Acceptable and unacceptable behaviours in our organisation

Acceptable Behaviour

All adults working with or around children must:

- Treat all children and young people with respect, regardless of race, gender, ability, religion, background, or personal circumstances
- Act as positive role models in all interactions with children
- Always prioritise the safety and wellbeing of children
- Follow all SCHVC policies and procedures related to child safety
- Maintain professional boundaries with children, including avoiding personal or overly familiar relationships
- Use positive and age-appropriate language and communication
- Supervise children actively and be vigilant at all club activities
- Ensure any physical contact is appropriate, minimal, and based on the child's needs (not the adults)
- Report all concerns, suspicions, or disclosures of harm, abuse, or misconduct immediately to the child safety officer, Committee member or the Mentoring Coordinator
- Engage only in child-safe communication, including use of mobile phones, email, and online platforms (with school and/or parental oversight)
- Work in open, visible areas and avoid being alone with a child whenever possible

Unacceptable Behaviour

Adults must **never**:

- Use language or behaviour that is abusive, intimidating, shaming, demeaning, or inappropriate
- Engage in any form of sexual behaviour with or towards a child, including grooming or suggestive comments
- Touch children in a way that is unnecessary, intrusive, or inappropriate
- Communicate privately with children via phone, text, email, or social media
- Take or share photos or videos of children without written permission from a parent or carer
- Give personal gifts to children unless approved by the child's parent/carers and the committee
- Show children offensive or age-inappropriate material (e.g. videos, websites, social media, memes)
- Smoke, consume alcohol, or use drugs around children or during events where children are present
- Transport children in personal vehicles unless pre-approved by the parent/carers and the committee
- Fail to report information to police or other relevant authorities if I know a child has been harmed or abused (see reporting obligations below).

Mentor Program – Additional Expectations

Mentors at SCHVC play a unique and trusted role in supporting high school students through our Mentor Program. To ensure a child-safe environment, mentors must uphold the highest standards of conduct and actively contribute to a safe, respectful, and inclusive space for all participants.

Mentors must:

- **Treat all children with respect** in every interaction, regardless of background, ability, or personal circumstances
- **Prioritise the rights, safety and wellbeing** of each child above all other considerations
- **Listen to and value** children's ideas and concerns, and respond thoughtfully and respectfully
- **Promote a welcoming and inclusive environment** for all students and their families or carers
- **Encourage participation** from children and families in conversations related to safety and support
- **Support all children**, including those with disability or diverse needs, with patience, dignity, and care
- **Uphold and follow SCHVC's child safe policies, procedures, and Code of Conduct**
- **Complete all required screening and training before commencing mentoring.**
Mentors must participate in all compulsory child safety training and maintain a valid Working With Children Check (WWCC). In addition, before beginning mentoring duties, all mentors are required to complete the SCHVC mentoring screening process and attend **Eden Marine High School** to complete the **NSW Department of Education Volunteer Screening Procedure**, including identity checks. This process confirms that mentors are not listed on the **Not To Be Employed (NTBE)** register, as per Department of Education policy. More information on the screening process can be found at: [education.nsw.gov.au – Specified Volunteers](https://education.nsw.gov.au/Specified-Volunteers).
- **Include a child's parent, carer, or school contact** in all direct online communication—private messaging or social media contact is not allowed
- **Adhere to safe transport practices**—Mentors are not allowed to transport students. If transporting a child (in rare, approved cases of emergency such as a fire evacuation), ensure two adults are present, and the arrangement is agreed upon in writing by Eden Marine High School.
- **Inform SCHVC leadership** of any contact with a child outside of scheduled mentoring activities and ensure there is a valid, documented reason with parental awareness
- **Report any suspicion or disclosure of harm or abuse immediately**, and follow the correct reporting procedures
- **Raise any risks to child safety** or breaches of the Child Safe Code of Conduct with the Mentoring Coordinator, Child Safety Officer or a Committee Member, who will liaise directly with Eden Marine High School (Student support officer, Deputy Principal or Principal)
- **Take all concerns and disclosures seriously**, and treat children with compassion and care throughout the response process
- **Avoid conflicts of interest**, and disclose any prior relationships or personal connections with students that fall outside of the mentoring program
- **Protect the privacy and dignity of all students and families**, keeping all sensitive information and concerns strictly confidential

By committing to these expectations, mentors help build a culture of trust, learning, and safety—ensuring every student involved in the SCHVC Mentor Program feels safe, supported, and respected.

Concerning behaviours

Concerning behaviours are behaviours that on their own may not constitute a breach of our Child Safe Code of Conduct but when viewed together may indicate grooming behaviour.

These include:

- Showing favour to one child over others
- Babysitting children without prior consent from the organisation (babysitting outside the organisation is only allowed in exceptional circumstances when the child and their family or carer is known has a pre-existing relationship with the club member outside the organisation)
- Participating in the lives of children outside the service without a valid reason
- Crossing professional boundaries with the children in our care
- Spending time alone with children
- Being ‘child centric’, which means showing a preference for hanging out with children rather than adults.

Internal and external reporting obligations

You must follow all internal and external reporting obligations set out in our organisation’s Child Safe Policy & Reporting Procedures

Criminal offences for not acting to protect children

Some breaches of this code of conduct may need to be reported to NSW Police, the Office of the Children’s Guardian or the Department of Communities and Justice.

It is a criminal offence for adults not to report to police if they know or believe that a child abuse offence has been committed.

The adult concerned should reach out to a SCHVC Committee Member, Mentoring Coordinator or the Child Safety Officer if they are unsure of what may need to be reported externally.

Penalties for staff or volunteers who breach our Child Safe Code of Conduct

Club Members who breach our Child Safe Code of Conduct but do not commit a criminal offence may still be subject to disciplinary action. This can include increased supervision, appointment to a different role, additional training, suspension or termination of SCHVC Club membership, in line with our SCHVC Constitution & Code of Conduct.

Concerning behaviours

If a club member shows patterns of concerning behaviour but do not commit a criminal offence, this may result in increased supervision and/ or additional training. If these behaviours of concern continue, club member may be subject to disciplinary action, including appointment to a different role, suspension or termination of SCHVC Club membership.

4 - Child Safe Mentor Recruitment, Induction & Training Policy

SCHVC Mentor program - Mentor screening

Before commencing, Mentors working or interacting directly with children in our SCHVC Mentor Program must have a cleared and verified Working with Children Check, unless they are exempted.

Before commencing Mentoring, we make sure the applicant has.

1. a cleared WWCC and we verify it on the OCG's website.

We keep records for each verified worker, including:

1. Full name
2. Date of birth
3. WWCC number
4. Verification date
5. Verification outcome
6. Expiry date of WWCC

We continue to monitor and act to:

- keep all Mentor's WWCC details up to date
- remind Mentors to renew which they can do up to 3 months before their WWCC expires, and
- remove anyone whose WWCC status is barred, interim barred, whose WWCC cannot be found or has expired from child-related work.

2. Department of Education Volunteer Screening

- Visit Eden Marine High School to complete the official Department of Education Volunteer Screening Procedure.
This includes:
 - Identity verification
 - Checking your status against the Not To Be Employed (NTBE) list
- This step is mandatory to work with students under NSW Department of Education policies.
- More info: education.nsw.gov.au – Specified Volunteers

1. Conduct a robust interview process for new Mentors.

At Sapphire Coast Historic Vehicle Club to assess an applicant's suitability for working with high school students in a hands-on mentoring capacity while ensuring they align with SCHVC's values and Child Safe standards and conduct a robust interview process. This involves:

- a. **Setting up an interview panel:** we decide who will take part in the selection process to help pre-assess the applicants and conduct the interviews.
- b. **Having the interview:** we decide the questions we want to ask and use an adapted OCG interview template – See Appendix A

- c. **Assessing candidates and making the final selection:** the panel discusses the interviews and makes notes on strengths and weaknesses to help them decide on the best candidate.

2. **Completed the SCHVC Mentor Induction Checklist:** To ensure the safety and wellbeing of students, all mentors participating in the SCHVC Mentor Program must complete the Mentor Induction Checklist, which is recorded with the SCHVC Mentor Program Facilitator. This is required to be completed before starting their role as Mentor.

What to do if our organisation is notified that someone is barred from working with children

Managing Barred Individuals – SCHVC Mentor Program

At **SCHVC**, we are committed to maintaining a child safe environment in our **SCHVC Mentor Program** with high school students.

It is a **serious offence** to allow a **barred person** to engage in child-related work. A person is **barred** from working with children if the **NSW Office of the Children's Guardian (OCG)** has assessed them as posing an **unacceptable risk to children**.

If the OCG bars a person who is volunteering with SCHVC, they will notify the **designated contact person** registered in our Working With Children Check (WWCC) employer account. This notification will ask whether the individual is currently engaged in our organisation and whether they are involved in **child-related work**, such as mentoring students in our program.

SCHVC Response Procedure:

1. **Prompt Verification**

Upon receiving a notification from the OCG, SCHVC must promptly confirm whether the individual:

- Is currently a club member &/or mentoring within the club, and
- Is participating in any **child-related activities**, such as the SCHVC Mentor Program.

2. **Formal Notification from OCG**

If it is confirmed that the individual is engaged in child-related work, the OCG will issue a **formal direction** requiring SCHVC to immediately **remove the individual from all child-related roles**.

3. **Immediate Action Required**

Once this notice is received:

- SCHVC will take **immediate action** to ensure the individual is no longer involved in the Mentor Program or any activities involving children.
- A written response will be sent to the OCG confirming that the person has been removed from child-related work/ Mentor Program.

4. **Recordkeeping and Confidentiality**

- A **confidential record** of the action taken must be kept by SCHVC.
- Only those directly responsible for compliance and safety management within SCHVC will be informed.
- This information must be handled in line with our privacy and child protection policies.

More Information:

Further details on managing a barred worker can be found in the OCG's Child Safe Recruitment and WWCC Handbook and on the Office of the Children's Guardian website.

Child safe induction

At SCHVC we recognize that making sure a Mentor is safe and suitable for working with children is an ongoing process. Inductions for Mentors include:

- an overview of all our child safe documents, including our Child Safe Code of Conduct (to be read and signed), the Child Safe Risk Management Plan and our Child Safe Policy, ensuring that that new mentors are advised of their reporting obligations and how to identify and raise a child safety concern
- a tour of our premises explaining any physical risks new mentors should be aware of (which are included in our Child Safe Risk Management Plan) and relevant behaviors on site as set out in our Code of Conduct, including the use of personal devices.
- ensuring new mentors to the SCHVC Mentor Program complete required child safe training (see below), and
- monitoring and supervision.

We support SCHVC Mentors with appropriate instruction and feedback when needed, including regular oversight as they become familiar with the Club and or their new role as Mentor.

Child safe training

New SCHVC Mentors should complete child safe training delivered by Eden Marine High School.

We encourage Mentors and Committee members to complete Child Safe eLearning - Keeping children safe in organisations on the [OCG's website](#).

Child Safe Code of Conduct review

Club Members are told when we are reviewing our child safe policies, and we invite them to contribute.

Appendix A

Mentor Interview template

Name of applicant	
Interviewers	
Date	

1. Welcome and Introduction

- Welcome the applicant and thank them for applying.
- Introduce the interview panel (e.g. SCHVC, Mentoring Coordinator, Committee Member, or Club Mentor Lead).
- Provide a short overview of SCHVC:

“SCHVC is a volunteer-run community organisation with a passion for historic vehicles and community involvement. Our Mentor Program partners with Eden Marine High School to give students practical skills in automotive restoration, tool handling, and workshop safety in a supervised and child-safe environment.”

- Briefly describe the mentor role:

“As a mentor, you'll work one-on-one or in small groups with students in our club workshop or display settings. The role is hands-on and involves guidance, supervision, and positive engagement with young people. We are also a child safe organisation, which means all Mentors must follow strict child protection practices.”

1. What interests you about the mentor role at SCHVC ?
(Look for genuine interest in youth development or historic vehicles.)
2. What skills or experience do you have that are relevant to this mentoring role?
(This might include mechanical skills, teaching, working with youth, or other volunteer work.)
3. Can you tell me what you understand about Child Safe policies? What do you think of them?
(Assess their awareness and attitude toward child protection responsibilities.)

2) Behavioural questions

(Use to understand how they've handled real-life situations.)

4. Can you describe a time when you have worked well with children. What happened and what was the outcome?

5. Can you describe a time when you have had to respond to a child with challenging behaviour, what happened and how did you deal with it?
6. Can you describe a time when you have helped a child achieve something, what happened and what was the outcome?

3) Scenario-based questions

(To assess judgment, boundaries, and adherence to child safety policies.)

7. **You walk into the workshop and see two students becoming frustrated over a tool. One has a history of behavioural issues and may become aggressive. What would you do?**

Looking for de-escalation, safe supervision, and calling for help if needed.

8. **A fellow club member tells you they've been taking photos of students on their personal phone and texting them to parents. What do you do?**

Look for awareness of privacy and consent rules, and willingness to report it appropriately.

9. **You witness another mentor strongly disciplining a student for something minor. What's your response?**

Looking for calm, appropriate intervention and willingness to escalate if needed with it?

4) Other comments:

Panel member	Position	Signature	Date
Name			
Name			
Name			

Appendix B

SCHVC Mentor Program - Mentor Induction Pack

Section: Screening and Training Requirements

To ensure the safety and wellbeing of students, all mentors participating in the SCHVC Mentor Program must complete the following **before starting their role**:

☒ 1. Child Safety Training

- Attend and complete all **compulsory child safe training** provided or approved by SCHVC.
- Training and/or induction covers your responsibilities under the Child Safe Code of Conduct, how to identify risks, and how to respond to concerns or disclosures.

☒ 2. Working With Children Check (WWCC)

- Hold a current and valid **NSW Working With Children Check** (Volunteer classification).
- SCHVC to carry out WWCC verification

☒ 3. Department of Education Volunteer Screening

- Visit **Eden Marine High School** to complete the official **Department of Education Volunteer Screening Procedure**.
This includes:
 - Identity verification
 - Checking your status against the **Not To Be Employed (NTBE)** list
- This step is mandatory to work with students under NSW Department of Education policies. More info: [education.nsw.gov.au – Specified Volunteers](https://education.nsw.gov.au/Specified-Volunteers)

☒ 4. Induction Confirmation

- Mentors must not begin any work with students until all steps above are completed.
- You will be notified by SCHVC once your screening and induction are confirmed and approved.

Need help?

If you have questions about the screening process, documentation, or training requirements, please contact the SCHVC Program Volunteer Coordinator or Club Secretary.

SCHVC Mentor Induction Checklist

Screening and Training Requirements – Before You Begin Mentoring

Requirement

Completed Date Notes

1. Complete SCHVC Child Safety Training and Code of Conduct

☐

- Attend and complete all compulsory child safe training provided by SCHVC, this training may take place at a later date. Ref Note 1

- Read, and understand the SCHVC Child Safe Code of Conduct and sign the declaration below

2. Hold a Current Working With Children Check (WWCC)

☐

- Apply for or provide a valid WWCC (Volunteer classification)

WWCC Number:

- Submit copy to SCHVC for SCHVC verification including proof of identity documents

3. Complete Department of Education Volunteer Screening

☐

- Attend Eden Marine High School in person

- Complete identity verification

- Confirm clearance from the NTBE (Not To Be Employed) register

DET Screen completion
Number: _____

- For details: [Specified Volunteers – DoE](#)

4. Induction Confirmation

☐

- Await confirmation from SCHVC Program Volunteer Coordinator

Confirmed by:

- Do not begin mentoring until all steps are completed and approved

I Name: _____

have read and understand the SCHVC Child Safe Code of Conduct:

Signature: _____

SCHVC Mentoring Coordinator Approval: _____

Date: _____

NOTE 1:

A new mentor may start mentoring before completing the child safe training provided by EMHS, subject to a qualified mentor being present.

5 -Child Safe Risk Management Plan

Purpose of the Plan

At the Sapphire Coast Historic Vehicle Club (SCHVC), we are committed to providing a child-safe environment. This risk assessment identifies settings, potential child safety risks, and the strategies in place to mitigate those risks across our programs and physical venues.

Nature of our settings and services provided

Activity & Setting Overview

- ✓ **Programs Involving Children:** Junior membership, Eden Marine High School Mentor Program, public displays/events involving children and families.
- ✓ **Children's Age Range:** Typically, high school students aged 13–17. □ **Locations:**
 - SCHVC Clubhouse (main kitchen, Smoko Room, workshop, mentoring workshop, conference room)
 - External event locations (car shows, displays) ○ Bus transport (via school)
 - Online communications (if applicable)

Responsibility for Risk Management Plan

Enter the person or people responsible for Risk Management Plan.

Responsible Officers

- ✓ **Risk Plan Oversight:** SCHVC Committee
- ✓ **Nominated Child Safe Officer & Volunteer Coordinator**
- ✓ **Review Date:** Annually (or immediately following any critical incidents) Our Risk Management Plan is available on our website

Review & Update

This risk assessment will be reviewed:

Annually and/ or Immediately after:

- A child safety incident
- Changes to SCHVC's physical or online environments ○ New child-involving programs or events

Linked Documents

- [Child Safe Code of Conduct](#)
- [Child Safe Policy & Reporting Procedures](#)
- [EMHS Wellbeing Hub Program Plan \(SCHVC Mentor Program\)](#)

Printed copies are available at the SCHVC Clubhouse or on request via info@schvc.com.au

Risk assessment matrix

Determine the overall level of risk using the risk matrix table.

Table 1 Risk assessment matrix

Likelihood	Insignificant impact	Minor impact	Moderate impact	Major impact	Severe impact
Almost certain	Medium	High	Very high	Very high	Very high
Likely	Medium	High	High	Very high	Very high
Possible	Low	Medium	High	High	Very high
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review
Toilet blocks	Inappropriate access or supervision	Possible	Major	High	Line-of-sight design; separate gendered facilities; visibility from kitchen window: Code of Conduct enforced.	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE]</p>
First aid care area	Posters placed over the windows, interfering with lines of sight to first aid area	Unlikely	Severe	High	First aid in open spaces or behind glass walls; monitored during care; posters removed	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE]</p> <p>Reviewed on _____ – no posters placed over the windows since last year</p>
Use of mobile phones	Adults may use their personal devices to take photos of children or young people without permission	Likely	Moderate	High	Code of Conduct prohibits photo-taking without written consent; regular reminders issued	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE] Reviewed on _____ – continue to remind everyone in the organization that taking photos of young children is not allowed</p>

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review
Mentoring	Yelling or inappropriate behaviour by mentors	Unlikely	Moderate	Medium	Mentor training and screening; work in pairs; behaviour standards in place A separate Child Safe Risk Management Plan by the school risk sets out plan for behaviour management.	Have these strategies been implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, include a reason for why not. [SIGNATURE OF PERSON RESPONSIBLE]
One-on-One Interaction	Adults alone with a child in an enclosed space	Possible	Major	High	Open/public spaces only; doors open; second adult present if needed; monitored by SCHVC and school	Have these strategies been implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, include a reason for why not. [SIGNATURE OF PERSON RESPONSIBLE]
Transport	Unauthorised travel in private vehicles	Rare	Major	Medium	Only school-arranged transport allowed; written parental/school consent required in emergencies	Have these strategies been implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, include a reason for why not. [SIGNATURE OF PERSON RESPONSIBLE]

Identify settings where interactions occur	Identify risks in these settings	Assess likelihood of risk	Assess consequence of risk	Determine risk rating	Identify and implement strategies to manage risk	Track progress and regularly review
Online Communication	Private or inappropriate contact online	Unlikely	Major	High	Online messaging must include a parent/school contact; no private social media use	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE]</p>
Photographs/Publicity	Unapproved image sharing	Possible	Moderate	High	Written permission required; media approvals by parents & school; no use of personal devices	<p>Have these strategies been implemented?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, include a reason for why not.</p> <p>[SIGNATURE OF PERSON RESPONSIBLE]</p>