



Child Safe Policy

Purpose

All children at SCA Australia have a right to feel safe, protected and included.

This policy is part of our organisation'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 staff, including volunteers 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 the Society for Creative Anachronism Limited (the SCA Ltd, or SCA Australia) 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 <https://sca.org.au/documents/policy/children> [Children - SCA Ltd \(Australia\)](#). Our organisation ensures services and activities are inclusive of all children, including children with diverse needs.

Scope and audience for this policy

The policy describes what is required from all staff and volunteers in the organisation when taking part in any activities, services and events that involve children.

Responsibilities for children's safety

Everyone in our organisation is expected to carry out the requirements specific to their role to keep children safe. This includes:

- upholding our organisation's commitment to child safety
- reading, signing and upholding the behaviours set out in our Child Safe Code of Conduct
- meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management
- taking part in our regular reviews of our child safe documents
- reporting all breaches of our policies or any allegations of child harm or abuse, and meeting all external reporting obligations
- completing all child safe training.

Please contact your local youth Officer or Seneschal, or the kingdom Youth officer with any of your child-safety related questions or concerns.

Active participation of children, families and communities

- All our child-related policies and procedures are easily accessible on our website and offline for everyone who accesses our services and events, including children, parents, carers and community members.
- Children, parents and carers from diverse backgrounds and circumstances are encouraged to provide feedback on our child-related policies and procedures, including our Code of Conduct and Child Safe Code of Conduct that describes acceptable and non-acceptable behaviours and our Child Safe Risk Management Plan.
- We provide opportunities for children to provide feedback to our management, board or committee on what makes them feel safe, supported and included.

Definitions of harm and abuse

General definitions

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.

What the policy covers

Transporting children

Best practice is to always have two adults travelling with children. If this is not possible, a suitable arrangement must be made between the organisation and the parents of the children. If a child is alone with an adult in a car they must sit on the back seat. Every child should be accounted for at the end of a journey.

Social media use and online communication

Staff and volunteers 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 and videos of children can only be taken with the permission of parents or carers. Parents and carers must also approve any images used on our social media channels. It is unacceptable for staff or volunteers to take photos or videos of children, other than their own, on personal devices, or to share images without permission.

Physical contact

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

Where physical activities are being undertaken with children (such as boffer fighting, fencing or armoured combat training) parents or guardians should be present at training

Gifts and benefits

Staff and volunteers 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.

Illness and injury management

Injuries must be reported to the surgeon (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

Child Safe Reporting Policy

Our Code of Conduct sets out requirements of members and expected behaviours. The Lochac Issues Resolution Policy and Procedures Policy also outlines methods for reporting issues identified, and for reporting information to appropriate persons within the organisation. and procedures for complaints, allegations, disclosures and reports, and external reporting obligations. It can be accessed here

[Code-of-Conduct-2025.pdf](#)

<https://sca.org.au/wp-content/uploads/2025/04/Code-of-Conduct-2025.pdf>

<https://sca.org.au/wp-content/uploads/2024/08/Lochac-Issue-Resolution-Policy-and-Procedures-2024.pdf>

[Lochac-Issue-Resolution-Policy-and-Procedures-2024.pdf](#)

Other related child safe documents

SCA Australia has a range of other key documents that relate to child safety. These can be accessed at

<https://sca.org.au/documents/policy/children>, 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.

Background Check policy

As the SCA Australia has membership across all Australian states and territories, the requirements for appropriate background checks vary depending on local legislation. Consequently, this Background Check Policy outlines the procedures the organisation will follow to ensure compliance with the relevant legal requirements in each jurisdiction. This document details the steps that must be taken before an individual is deemed suitable to participate in or oversee youth activities at any SCA event or activity.

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

<https://sca.org.au/documents/policy/children>

Anyone involved in our community can request a copy via email at any time. We invite feedback whenever one of our organisation's child safe documents is up for review.

Related legislation, regulations and standards

SCA Australia has to understand and comply with a number of National and State child protection laws and schemes. These include:

Commonwealth (Federal)



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au> Email: chair@sca.org.au or secretary@sca.org.au

- Crimes Act 1914 (Cth) – Contains offences relevant to child abuse and exploitation.
- Working with Children (Risk Management and Screening) Act 2000 (Cth) – Limited federal scope; mainly state legislation applies for WWCCs.
- **National Principles for Child Safe Organisations** (endorsed by COAG)
- **Royal Commission into Institutional Responses to Child Sexual Abuse** – Final Report and Recommendations

NSW

- NSW Child Safe Scheme
- *Children's Guardian Act 2019*
- *Child Protection (Working with Children) Act 2012*
(NSW Working with Children Check – administered by the Office of the Children's Guardian)
- *Child Protection (Working with Children) Regulation 2013*
- *Children and Young Persons (Care and Protection) Act 1998*

Victoria

- *Working with Children Act 2005* (VIC)
(Victorian Working with Children Check – administered by the Department of Justice and Community Safety)

Queensland

- *Working with Children (Risk Management and Screening) Act 2000* (QLD)
(Blue Card System – administered by Blue Card Services)

Australian Capital Territory

- *Working with Vulnerable People (Background Checking) Act 2011* (ACT)
(WWVP Scheme – administered by Access Canberra)

Northern Territory

- *Care and Protection of Children Act 2007* (NT)
(Ochre Card system – Working with Children Clearance – administered by SAFE NT)

Western Australia

- *Working with Children (Criminal Record Checking) Act 2004* (WA)
(WA Working with Children Check – administered by the Department of Communities)

South Australia

- *Child Safety (Prohibited Persons) Act 2016* (SA)
(WWCC administered by the Department of Human Services)

Tasmania

- *Registration to Work with Vulnerable People Act 2013* (TAS)
(Working with Vulnerable People Registration – administered by Consumer, Building and Occupational Services)

Further Information

For further information on the above policy, please see the SCA Ltd Board website at:

sca.org.au/documents/policy or contact the SCA Ltd Secretary by emailing secretary@sca.org.au

Revision History

Adopted: August 12th, 2025

Last Reviewed: July 2025

Due for Revision: August 2029 or earlier if there are any critical legislation updates