



Child Protection Policy:

CCC Camps has a responsibility to provide a safe environment for all people on camp. CCC Camps is legally and morally obliged to maintain and enforce policies and procedures in accordance with the Children and Young Persons (Care and Protection) Act 1998.

All staff and volunteers of CCC Camps are required to understand and follow the policies and procedures of CCC Camps.

CCC Camps views child protection as a high priority. Our desire is to create an environment where attendees can enjoy all aspects of camp without the potential of being exposed to risk of harm.

Purpose of the Policy

Ensuring that CCC Camps:

- Is compliant with legislation in accordance to Children and Young Persons (Care and Protection) Act 1998, and related Acts.
- Delivers a safe environment for all children
- Maintains a high level of training to both staff and volunteers to ensure the protection and safety of both children and staff members, and
- Maintains a high standard of policies and procedures to ensure a safe environment.

Scope:

This policy applies to all personnel, other than visiting trades people, delivery drivers, site inspections and other contracted people.

Policy Statement

1. Positions, programs and activities that include staff and volunteers will be considered to be 'child related' (as defined in the Child Protection Legislation). Any exemptions may be warranted only by the Managing Director. An example of this would be volunteers attending a site meeting that involves staff only, and all attendees are above 18 years of age.
2. CCC Camps has a duty of care to the children on our sites to vet each and every potential staff member both paid and volunteer. A clearance number (WWCC) must be presented and verified before any work is started at our sites.
3. A character reference check also needs to be done prior to employment or starting as a volunteer.
4. Information concerning Child Protection and the need for a clearance number will be a part of all advertisements for new employees and volunteers.
5. CCC Camps will not employ, or allow the volunteering of, any person who fails to provide their screening data. Additionally any paid or volunteer staff that becomes

involved or part of an investigation because of an allegation or an unsafe act will be immediately suspended from child related employment until a safe and legal outcome has been reached.

6. All staff records will be kept for at least 5 years after the time employment has been terminated.
7. Staff or volunteers who are under the age of 18 (and thus not able to be checked under the working with children check system) will be reference checked, and this will normally occur by contacting their church, school or any other appropriate source.
8. Every staff member will be properly trained in child protection before starting any work with young people. Training will be required at the time the staff member/volunteer has their clearance number checked or renewed.

End of Policy Document