

ANNEXURE D

Serial	Element	Reference
1	The systems, policies and procedures in place within the AAFC to:	
1.1	Prevent child sexual abuse	<p>Suitability</p> <ul style="list-style-type: none"> • Conditions of Service - In order to ensure a person is suitable to supervise, or otherwise work with, minors, the applicant must: <ul style="list-style-type: none"> ○ hold or qualify to hold the Defence Purple Card within one month of appointment. To qualify for the Defence Purple Card a person must: <ul style="list-style-type: none"> ▪ complete Working with Children Clearance relevant to the applicant's state/territory jurisdiction and/or undertake a National Police Check; ▪ read and sign a Working with Child Declaration; ▪ complete the Safeguarding Children Awareness Package (SCAP); ▪ sign a statement that he/she has read the Defence Child Protection Code of Conduct and undertakes to comply with it. ○ have experience in or be commitment to youth leadership. <p>Induction</p> <ul style="list-style-type: none"> • Staff Induction Program <ul style="list-style-type: none"> ○ Volunteerism and Youth Development <ul style="list-style-type: none"> ▪ Becoming an effective AAFC volunteer ▪ Mentorship and modelling AAFC behavioural expectations ▪ Work effectively with young people and their parents / guardians <p>Training</p> <ul style="list-style-type: none"> • Safeguarding Children Awareness Package (SCAP) • Annual Behaviour Awareness training <p>Procedures</p> <ul style="list-style-type: none"> • 'Stop Fair Go' – A procedure developed to be used by personnel when they find themselves in an unsafe situation including bullying or harassment. AAFC SI(PERS) 8-1 - Behaviour refers. Manual of Management, Vol 2, Pt 1, CH10 - Behaviour • 6, b. Principle Two: All personnel must adopt measures to prevent and eliminate unacceptable behaviour, including child abuse and inappropriate fraternisation. AAFC SI(PERS) 8-1 - Behaviour
1.2	Identify child sexual abuse	<ul style="list-style-type: none"> • 16. Complaints of sexually offensive, unacceptable behaviour and reporting of such incidents are not to be discouraged or suppressed by any person for any reason. Child protection advice and procedures are detailed in the Youth Policy Manual (available on AAFC resource centre). The following principles apply: <ul style="list-style-type: none"> ○ a. All complaints involving sexual offence or sexual abuse of personnel under the age of 18 (minors/children), must be referred immediately to the appropriate State or Territory Police Service and their parent/guardian. Complaints of a sexual offence involving adults should be made to relevant civilian Police Service. ○ b. The wishes of a complainant in an allegation of a

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		sexual offence, whilst important in determining how the complaint is managed and resolved, cannot override responsibility of an AAFC executive in protecting all cadets and staff by the immediate reporting of a criminal offence.
		<ul style="list-style-type: none"> ○ c. All adult supervisors must have regard to the relevant legislation in the management of sexual complaints. Legislation varies across States and Territories. Confidentiality/privacy is important and must be protected in accordance with the relevant legislation. ○ d. Complainants and respondents are not to be blamed. To avoid issues of stereotyping, terms like 'perpetrator' and 'victim' are not to be used. Appropriate support should be provided to each parties, not just the complainant (such support must not impede or interfere with any Police inquiries).
		<ul style="list-style-type: none"> • 17. Adult Supervisors must be aware of their obligations in regard to Commonwealth, State and Territory legislation and personnel responsible for appointing Adult Supervisors must ensure screening processes are in accordance with relevant OIP.
1.3	Respond to allegations or complaints of child sexual abuse	Manual of Management, Vol 2, Pt 1, CH12 - Complaint Management AAFC SI(PERS) 8-3 - Making a Complaint AAFC SI(PERS) 8-4 - Managing a Complaint
1.4	Inform cadets or officers of instructors of cadets of:	Manual of Management, Vol 2, Pt 1, CH10 - Behaviour
1.4.1	The age of consent	<ul style="list-style-type: none"> • 25. Intimate personal relationships between adult supervisors and cadets are strictly prohibited as a breach of this policy and will result in action to terminate the adult supervisor's service with the AAFC and as an Officer or Instructor of Cadets in accordance with the Cadet Forces Regulations. Under no circumstance is it acceptable for any adult supervisor to conduct any form of personal relationship of an intimate nature with any cadet, regardless of age or consent of the cadet. The relationship between adult supervisors and cadets operates twenty four hours a day and seven days a week. AAFC SI(PERS) 8-1 - Behaviour
1.4.2	Special care provisions	<ul style="list-style-type: none"> • 9. A sexual offence is an action that is explicitly sexual in nature, which is normally carried out without the consent of the complainant. In some cases, for example, where the complainant is under 14 years of age, the law regards them as being too young to consent to the sexual act so any consent that they give is not lawful consent. A sexual offence should not be categorised as, or confused with, 'sexual harassment' and should be reported immediately to the relevant civil police authorities and in the case of a cadet under the age of 18 being involved, to their guardians. Manual of Management, Vol 2, Pt 1, CH12 - Complaint Management

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	<p>applicable to the officers and instructors of cadets</p>	<ul style="list-style-type: none"> • 5, e. Principle Five: All personnel involved in the complaint process are to be provided with support if they seek it. Cadets are to be supported by a responsible adult. AAFC SI(PERS) 8-4 - Managing a Complaint • 20, f. Arrange support. Provide support for the complainant, respondent and appoint an agent for cadets under 18 years of age. • 21. Sexual offences or serious complaints that constitute a criminal act must be reported to the relevant authorities immediately. The complaint manager may also need to ensure that any evidence or incident scene is preserved, dependent upon the circumstances of the complaint. The complaint manager is also to ensure that the complainant is provided with access to appropriate support including medical, psychological, social workers (through local AFLO and CB-AF) or chaplaincy support. A Hot Issues Brief should also be prepared for CB-AF. • 38. Interviews. Interviews should be conducted in private and records taken. Support persons may be present for adult members and must be present for cadets under 18 years of age. No AAFC member is to conduct a one-on-one interview between themselves and any cadet irrespective of age. For avoidance of doubt the requirement is that additional members, that is in addition to the CIO and the interviewee, will always be present at any interview. Any AAFC member may refuse to participate in interviews or provide information in an inquiry; however, refusal to participate may result in not all parties having their chance ‘to be heard’. Complaint managers and all other AAFC members must respect the choice of a member not to participate in an inquiry. Manual of Management, Vol 2, Pt 1, CH10 - Behaviour
1.4.3	<p>Any criminal sanctions applicable to persons involved in child sexual abuse</p>	<ul style="list-style-type: none"> • 28. Where it is evident that a criminal offence may have been committed, the matter must be immediately referred in writing to the next level in the supervisory chain and reported to the relevant civilian and or military police service. On receipt of knowledge of a criminal offence by a member, their supervisor must immediately inform DGCADETS-AF (through chain of command) and the parent/Guardian of a cadet under 18 years of age. AAFC SI(PERS) 8-1 - Behaviour • 16, b. The wishes of a complainant in an allegation of a sexual offence, whilst important in determining how the complaint is managed and resolved, cannot override responsibility of an AAFC executive in protecting all cadets and staff by the immediate reporting of a criminal offence.