



DeMolay Australia Ltd
ABN 27 618 445 444

**CHILD PROTECTION
&
YOUTH MANAGEMENT STRATEGY**

Version: 17 February 2021



CONTENTS

INTRODUCTION	1
OVERVIEW	2
SECTION 1 – DEMOLAY AUSTRALIA YOUTH PROTECTION POLICY	3
Registration with DeMolay Australia	5
Trained Advisor (TA) Training	8
Trained Advisor (TA) Renewal.....	8
Denial Notification and Appeal Process	9
Drugs and Alcohol, Illicit Media and Appropriate Activities Policies.....	9
Official Reporting Policies.....	9
Policy for Reporting Child Abuse.....	10
Policy for Reporting Violations of this DeMolay Australia Child Protection and Youth Management Strategy.....	12
SECTION 2 – DEMOLAY AUSTRALIA YOUTH PROTECTION PROGRAM GUIDELINES	13
Accommodation Guidelines.....	13
Activity Guidelines.....	14
FORMS	18

INTRODUCTION

This policy applies to the Australia-wide operations of DeMolay Australia Ltd ABN 27 618 445 444 (hereinafter called “DeMolay Australia”) and all of its subsidiary and other bodies whether currently in existence or formed in the future and also to its members, officials, officers, employees, servants and agents.

The goal of DeMolay Australia is to help young men grow and prosper through their teen years so that they may develop into successful and responsible adults. DeMolay members experience a wide variety of activities while they learn leadership, responsibility, civic awareness and important life skills.

DeMolay adult leaders foster an environment that is safe and supportive; filled with quality role models and positive experiences.

The purpose of this Strategy is to provide an environment to support the growth and safety of the young men in the organisation.

To help create this environment, adult leaders will be provided with training and pass a background screening process to help ensure the safety of our youth.

DeMolay Australia deeply appreciates the adult leaders and their service to the youth in our organisation. We have confidence in their ability to serve as excellent role models for these young men.

The important key to our success has been, and always will be, the quality of our adult leadership.

Throughout our long history, DeMolay Australia has attracted the highest calibre of adult leaders.

Adult leaders, Senior DeMolays, parents and family of DeMolay Australia members all share responsibility for positively affecting the lives of our youth members.

The policies and procedures contained in this document have been created for the safety of our youth and include a certification process for the adults working with them. All adult leaders are required to meet and abide by the policy and programme guidelines contained in this document.

OVERVIEW

There are two (2) parts to this Strategy:

1. The **Youth Protection Policy**:
 - The requirements for becoming a Trained Advisor;
 - The official policies regarding drugs and alcohol, illicit media and appropriate activities; and
 - The official reporting policy for DeMolay Australia.
2. The **Youth Protection Programme Guidelines** outline best practice principles in key areas of:
 - Accommodation;
 - Activities; and
 - Chaperones and transportation.

These two (2) parts were designed with the following objectives in mind:

1. Provide a healthy environment for youth and prevent any incidents of child abuse within DeMolay Australia;
2. Demonstrate DeMolay Australia's resolve to protect the rights of young people to live and mature normally in a nurturing environment;
3. Encourage DeMolay Australia members and adults to properly report any situations that result in probable abuse;
4. Ensure all adult leaders become Trained Advisors;
5. Maintain the reputation of DeMolay Australia and retain community support; and
6. Serve as a model among youth-serving organisations for youth protection efforts.

Youth Protection is an ongoing process, and this document represents our efforts to provide the best and safest possible environment for our members.

DeMolay Australia Executive Director

Any questions or concerns should be directed to:

Bob Jenkinson
Executive Director
DeMolay Australia Ltd
GPO Box 2204
Brisbane Qld 4001

or via email to coy-sec@demolay.org.au.

Executive Director, Bob Jenkinson, mobile 0400 840 939, is available during office hours to assist with any aspect of this Strategy.

SECTION 1 – DEMOLAY AUSTRALIA YOUTH PROTECTION POLICY

This Policy requires all adult leaders to be a **Trained Advisor (TA)**.

To become a TA an applicant must be at least 21 years of age, complete the *Trained Advisor Application Form* which provides step-by-step instructions and successfully complete DeMolay Australia's Trained Advisor Training. TA status is available to both males and females who meet the qualifying criteria.

An adult leader will be known as a Trained Advisor (TA) upon successful completion of the training requirements and the registration process.

In confirmation, the applicant will be issued a *Trained Advisor Confirmation Letter* and *Card*. The *Cards* to be kept on the TA's person when attending a DeMolay function in that capacity and must be produced on request.

TA status is granted until expiry of state / territory based Working with Children or similar approval (e.g., if your Queensland Blue Card expires on 15/09/2018 then your TA Status with DeMolay Australia will also expire 15/09/2018).

An adult cannot serve in a leadership capacity for DeMolay Australia until their TA status is official (this includes TA's whose TA status has lapsed).

TA status is granted, suspended or denied under the authority of DeMolay Australia.

DeMolay Australia has the authority to suspend TA status or deny TA renewal to anyone for a violation of this *DeMolay Australia Child Protection and Youth Management Strategy*.

Trained Advisor requirements:

1. Registration with DeMolay Australia

- New Trained Advisor - complete and submit *Trained Advisor Application Form* for your state/ territory together with information / documentation required as set out in the *Application Form*.
- Existing Trained Advisor extension –no earlier than ninety (90) and no later than thirty (30) days prior to expiry of Trained Advisor status complete and submit *Trained Advisor Application for Renewal Form* for your state/ territory together with information / documentation required as set out in the *Application Form*.
- Applicant must submit *Application Forms* together with information / documentation required as set out in the *Application Form* as detailed above.

2. Trained Advisor (TA) Training

Both new TA's and existing TA's wishing to extend their TA status must successfully complete:

- DeMolay International eScribe / Education / Advisor Training at <https://escribe.demolay.org/login>.
There is a cost for this Training to be paid by the Applicant. DeMolay Australia will make the necessary arrangements with DeMolay International for you to complete this Training).
- DeMolay Australia Trained Advisor Training (to be arranged and conducted by DeMolay Australia) covering all aspects of DeMolay Australia's Policies and Procedures, Chapters activities and administrative functions followed by the DeMolay Australia Knowledge Quiz.

3. Who needs to apply?

DeMolay Australia requires all adults serving in any leadership positions to become Trained Advisors prior to assuming those roles. Such positions include, but are not limited to, the following examples (note – Mothers' Circles and similar are excluded from this provision):

- Members of DeMolay Australia Ltd ABN 27 618 445 444;
- Members of the Board of DeMolay Australia Ltd ABN 27 618 445 444;
- Members of any sub-committee of the Board of DeMolay Australia Ltd ABN 27 618 445 444;
- Members of an Advisory Council; and
- Members of an Advisory Council Committee.

Additionally, DeMolay Australia has established that any adult taking an active part in a closed Chapter meeting is considered to be acting in a leadership capacity. Such activities include, but are not limited to, the following examples:

- A Senior DeMolay who assists by filling a Chapter position at a meeting;
- An adult playing the piano at a meeting; and
- An adult filling in for a missing Advisory Council member at a meeting.

4. Youth members turning 18

To remain an active DeMolay youth member when they turn 18 years old the DeMolay youth member must obtain "Working with Children Check" approval applicable to their state / territory (see "State / Territory "Working with Children Check" systems "and forward a copy to DeMolay Australia Executive Director – see page 4 "Overview" for contact details.

Applicable youth members will be reminded just prior to their 18th birthday of this requirement.

Completed *Adult Youth Member Application Form* together with required attachments must be received by the DeMolay Australia Executive Director no later than 3 months after the youth member turns 18 years old.

If the *Application Form* and required attachments are not received within the above timeframe then the youth member will be temporarily suspended as an active member and cannot take part in any DeMolay meeting, ceremony or activity as an active member until same are received by the DeMolay Australia Executive Director.

Additionally, all questions regarding the interpretation or clarification of this program and policy are to be directed solely to the DeMolay Australia Executive Director (see page 4 "Overview" for contact details).

State / Territory "Working with Children Check" systems

Complete *Adult Youth Member Application Form* and visit the following website for your State / Territory – before submitting please clarify DeMolay Australia's requirements with the DeMolay Australia Executive Director (see page 4 "Overview" for contact details):

- Queensland – <https://www.bluecard.qld.gov.au/>;
- New South Wales – <https://www.service.nsw.gov.au/transaction/apply-working-children-check>;
- Australian Capital Territory – <https://Form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1318>;

- Victoria – <http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/>;
- Tasmania – http://www.justice.tas.gov.au/working_with_children/application;
- South Australia – <https://screening.dcsi.sa.gov.au/screening-process/how-to-apply/apply-online>;
- Western Australia – <https://workingwithchildren.wa.gov.au/resources/publications/glossary/#childrelatedwork>;
and
- Northern Territory – <https://workingwithchildren.wa.gov.au/resources/publications/glossary/#childrelatedwork>.

In confirmation, the applicant will be issued an *Adult Youth Member Confirmation Letter* and *Card*. The *Card* is to be kept on the Adult Youth Member's person when attending a DeMolay function in that capacity and must be produced on request.

Registration with DeMolay Australia

The DeMolay Australia adult leader screening process is designed to maintain the high quality of our adult leaders.

The primary purpose of our screening process is to ensure that the highest level of safety is afforded to our members.

To ensure the privacy of our adult leaders any *Application Forms* or similar are to be submitted directly to the office of the DeMolay Australia Executive Director by the applicant (see page 4 "Overview" for contact details).

Applications are to be submitted directly by the individual making the application and **at no time should those applications and background investigation paperwork be handled at the Chapter level**.

As an example, an applicant should not turn in their application paperwork to their local Chapter Dad for mailing.

The registration process includes general information on the applicant as provided with the *Application Forms* and details of attendance at, and successful completion of, the Trained Advisor (TA) Training as prescribed by this strategy document.

State / Territory "Working with Children Check" systems

Complete *Trained Advisor Application Form* and visit the following website for your State / Territory – before submitting please clarify DeMolay Australia's requirements with the DeMolay Australia Executive Director (see page 4 "Overview" for contact details):

- Queensland – <https://www.bluecard.qld.gov.au/>;
- New South Wales – <https://www.service.nsw.gov.au/transaction/apply-working-children-check>;
- Australian Capital Territory – <https://Form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1318>;
- Victoria – <http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/>;
- Tasmania – http://www.justice.tas.gov.au/working_with_children/application;
- South Australia – <https://screening.dcsi.sa.gov.au/screening-process/how-to-apply/apply-online>;

- Western Australia – <https://workingwithchildren.wa.gov.au/resources/publications/glossary/#childrelatedwork>; and
- Northern Territory – <https://workingwithchildren.wa.gov.au/resources/publications/glossary/#childrelatedwork>.

DeMolay Australia Executive Director will maintain a register of all TA's.

Exclusion Criteria

The conviction for a crime unrelated to the applicant's responsibilities for DeMolay Australia will not automatically result in disqualification from service as a TA. DeMolay Australia will consider all factors available when evaluating criminal history records. The totality of the record will be evaluated to determine if an applicant should be disqualified. DeMolay Australia has the final authority to accept or reject an application.

In addition to the legal matters listed in this section, an individual who was terminated from a paid or volunteer position due to misconduct with a child will be excluded from working with DeMolay Australia regardless of the amount of time since the offense. Additionally, DeMolay Australia reserves the right to refuse attendance at a Chapter meeting or DeMolay function to anyone.

Falsification or omission of any information or criteria on the Trained Advisor Application Form are grounds for exclusion.

An applicant will have the opportunity to give information and explanation of any item found during the background investigation through the Denial Notification and Appeal Process as outlined at the end of this section.

A person may be prohibited from serving as a TA of DeMolay Australia if the person has been found guilty of the following crimes:

Definition of Guilty

"Guilty" means that a person was found guilty following a trial, entered a guilty plea, entered a no-contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This does not apply if criminal charges resulted in acquittal, Nolle Prose or dismissal.

Sex Offences

All sex offences regardless of the amount of time since the offence. Examples include, but are not limited to, the following:

- Child molestation;
- Child pornography;
- Child rape;
- Child sexual assault;
- Child sexual battery;
- Child sodomy;
- Child prostitution;
- Child solicitation;
- Indecent exposure to a child; and
- Indecent dealing with a child.

Felonies

All felony violence regardless of the amount of time since the offence.

Examples include, but are not limited to:

- Murder;
- Manslaughter;
- Aggravated assault;
- Kidnapping;
- Robbery;
- Aggravated burglary;
- All domestic violence offences.

All felony offences (other than violence) regardless of the amount of time since the offence.

Examples include, but are not limited to:

- Drug offences;
- Theft;
- Embezzlement;
- Fraud; and
- Child endangerment.

Misdemeanors

Misdemeanor violence offences within the past seven (7) years.

Examples include, but are not limited to:

- Simple assault;
- Battery; and
- Hit & run.

Misdemeanor drug and alcohol offences within the past five (5) years or multiple offences in the past 10 years.

Examples include, but are not limited to:

- Driving under the influence;
- Simple drug possession;
- Drunk and disorderly;
- Public intoxication; and
- Possession of drug paraphernalia.

Any other misdemeanor offences within the past five (5) years.

Examples include, but are not limited to:

- Contributing to the delinquency of a minor;
- Providing alcohol to a minor; and
- Theft – if person is handling monies.

Driving Infractions

Any record or convictions in the past five (5) years or multiple offences in the past ten (10) years that would be considered a potential danger to children or those directly related to the functions of that leader.

Examples include, but are not limited to:

- Driving under the influence;
- Driving with a suspended or revoked licence; and
- Reckless driving.

Pending cases

Anyone who has been charged for any of the disqualifying offences or for cases pending in court will not be permitted to be a Trained Advisor (TA) or attend any DeMolay Australia sanctioned meetings or events until the official adjudication of the case.

As a general rule, DeMolay Australia will rely on the Trained Advisor (TA) application, training and approval to complete background checks but reserves the right to engage private organisations to complete background checks where considered necessary at the sole discretion of DeMolay Australia.

Trained Advisor (TA) Training

DeMolay Australia Trained Advisor (TA) Training is designed to provide adult leaders knowledge and skills to better work with DeMolay members.

Full training is required for all TA applicants (new and those wishing to extend their TA status).

Continuing education may be required periodically at the absolute discretion of DeMolay Australia.

Contact the DeMolay Australia Executive Director for a schedule of Trained Advisor (TA) Training classes – see page 4 “Overview” for DeMolay Australia Executive Director contact details. Training topics will include (but not be limited to):

- DeMolay International eScribe “Education” / “Advisor Training” at <https://escribe.demolay.org/login>;

[There is a cost for this Training to be paid by the Applicant. DeMolay Australia will make the necessary arrangements with DeMolay International for you to complete this Training\).](#)

- DeMolay Australia Trained Advisor Training is online and covers all aspects of DeMolay Australia’s Policies and Procedures, Chapters activities and administrative functions. You must then sit and pass the DeMolay Australia Knowledge Quiz which is also online.

Trained Advisor (TA) Renewal

DeMolay Australia requires each TA to renew his or her registration on expiry of their TA status using the ***Trained Advisor Application for Renewal Form***.

Application Forms are due no earlier than ninety (90) and no later than thirty (30) days prior to the TA expiration date.

If a person’s TA status expires the person will be removed from any leadership position in DeMolays immediately.

Both periodic and random background investigations are performed on each TA by DeMolay Australia.

The renewal and confirmation process is the same as for new Trained Advisor applicants (including training) except that two (2) personal referees are not required for renewals.

Denial Notification and Appeal Process

The *Denial Notification Letter* will include instructions on the process for appeal.

The applicant may file a written appeal with the DeMolay Australia Executive Director (see page 4 “Overview” for contact details) within 90 days from the date of the *Denial Notification Letter*.

The appeal must be emailed or mailed to the DeMolay Australia Executive Director.

The DeMolay Australia Executive Director form an appropriate Committee of Enquiry which will investigate the reason for denial and make a final decision on the application or renewal within 45 days of the receipt of the appeal.

The decision of the Committee of Enquiry is final.

An applicant who has been denied TA status must wait a minimum of one (1) year after the denial before they may reapply.

In the event TA status has been suspended due to a violation, or a reprimand issued, the above appeal process will also apply.

Drugs and Alcohol, Illicit Media and Appropriate Activities Policies

Drugs and Alcohol

The use or possession of illegal drugs or alcohol, or the abuse of over-the-counter or prescription drugs, or any other substance for non-medicinal purposes while serving in a TA capacity of DeMolay or at a DeMolay function is strictly prohibited.

Illicit Media

Sexually oriented and / or violent videos, magazines, photographs, games or other media are not permitted as part of any DeMolay activity.

Appropriate Activities

DeMolay members engage in activities that are positive and foster growth and development at age appropriate levels.

Activities involving group nudity or public exposure, such as “skinny dipping or mooning” etc. are not permitted as part of any DeMolay activity.

Attendance at DeMolay Functions

DeMolay Australia reserves the right to refuse attendance at any DeMolay function to anyone.

An example would include, but not limited to, persons who appear on a Registered Sex Offender list.

Official Reporting Policies

DeMolay Australia has two (2) reporting policies:

1. Policy for reporting child abuse; and
2. Policy for reporting violations of this **DeMolay Australia Child Protection and Youth Management Strategy**.

Policy for Reporting Child Abuse

If you believe a child is in immediate danger or in a life-threatening situation, contact the Police immediately by dialling 000.

If you have a reason to suspect that a DeMolay youth member is experiencing harm, or is at risk of experiencing harm, **from any source** (ie., within or outside the DeMolay organisation) you must report the matter to your local Child Safety Services or equivalent or to the Police for independent investigation.

Queensland

- **During normal business hours** - contact the Regional Intake Service:

Regional Intake Services	Phone number	Fax number
South East	1300 679 849	3884 8801
South West	1300 683 390	4616 1796
Far North Queensland	1300 684 062	4039 8320
North Queensland	1300 706 147	4799 7273
North Coast	1300 703 921	5420 9049
Brisbane	1300 682 254	3259 8771
Central Queensland	1300 703 762	4938 4697

- **After hours and on weekends** - contact the Child Safety After Hours Service Centre on **1800 177 135** or (07) 3235 9999. This service operates 24 hours a day, seven days a week.

Ring the above numbers and be guided by them.

New South Wales

- Ring the Child Protection Helpline on 132 111 and be guided by them.

Australian Capital Territory

- Ring Care and Protection Services Centralised Intake Services on 1300 556 729 and be guided by them.

Victoria

- **Child Protection business hours: 8.45am - 5.00pm (Monday - Friday)**

During business hours, ring the number covering the local government area (LGA) where the child lives.

- North Division Intake - 1300 664 977

North Division has one child protection intake located at DHHS Preston covering the following areas and LGAs:

Banyule, Buloke, Darebin, Campaspe, Central Goldfield, Gannawarra, Greater Bendigo, Hume, Loddon, Macedon Ranges, Mildura, Moreland, Mount Alexander, Nillumbik, Swan Hill, Whittlesea, Yarra.

- South Division Intake - 1300 655 795

South Division has one child protection intake located at DHHS Dandenong, and covers the following areas and LGAs:

Bass Coast, Baw Baw, Bayside, Cardinia, Casey, East Gippsland, Frankston, Glen Eira, Greater Dandenong, Kingston, Latrobe, Mornington Peninsula, Port Phillip, South Gippsland, Stonnington, Wellington.

- East Division Intake - 1300 360 391

East Division has one child protection intake located at DHHS Box Hill covering the following areas and LGAs:

Alpine, Benalla, Boroondara, Greater Shepparton, Indigo, Knox, Manningham, Mansfield, Maroondah, Mitchell, Moira, Monash, Murrindindi, Strathbogie, Towong, Wangaratta, Whitehorse, Wodonga, Yarra Ranges.

- West Division Intake - Rural and regional only - 1800 075 599

West Division has one child protection intake located at DHHS Geelong covering the following rural and regional areas and LGAs:

Ararat, Ballarat, Colac-Otway, Corangamite, Glenelg, Golden Plains, Greater Geelong, Hepburn, Hindmarsh, Horsham, Moorabool, Moyne, Northern Grampians, Pyrenees, Queenscliff, Southern Grampians, Surf Coast, Warrnambool West Wimmera, Yarriambiack.

- West Division Intake - metropolitan only - 1300 664 977

West Division Metro area reports are managed by North Division Intake located at DHHS Preston for the following areas and LGAs:

Brimbank, Hobsons Bay, Maribyrnong, Melbourne, Melton, Moonee Valley, Wyndham.

- **After hours Child Protection Emergency Service - 13 12 78**

(5.00pm - 9.00am Monday - Friday, 24 hours on weekends and public holidays)

A state-wide after hours emergency service that receives new reports, as well as concerns for existing child protection clients who are considered to be at immediate risk and require urgent after hours service.

Tasmania

- Ring Department of Health & Human Services on 1300 739 639 and be guided by them.

South Australia

- Ring Child Abuse Report Line (CARL) 131 478 and be guided by them.

Western Australia

- Ring:
 - *Business hours* – Department for Child Protection & Family Support on (08) 9222 2555; or
 - *After hours* – Crisis Care (08) 9223 1111and be guided by them.

Northern Territory

- Ring:
 - Child Abuse Hotline on 1800 700 250; or
 - Crime Stoppers on 1800 333 000and be guided by them.

When you make a report to Child Safety Services (or equivalent) or the Police, your details are kept confidential and your identity is strictly protected.

Please note that child abuse includes emotional and verbal abuse as well as physical abuse.

Also note that you do not need to have proof that the abuse occurred. The only requirement for reporting is that it is suspected. You are immune from liability for reports of suspected child abuse provided that the report is made in good faith.

In addition to the above general reporting requirements, if you have a reason to suspect that a DeMolay is experiencing harm, or is at risk of experiencing harm **from within the DeMolay organisation** (e.g., from another TA or other adult or at a DeMolay activity or function), this must also be reported to the DeMolay Australia Executive Director (see page 4 “Overview” for contact details) using the ***Child Abuse Report Form***.

This **Form** provides a timely documentation of all factual information reported and the allegations that have been made. The written report should state the allegations, suspicions and disclosures of child abuse that are the basis of the report.

The report should also state all factual information a TA has gathered that supports or rebuts the allegations, suspicions and disclosures.

For example, if the allegation is that “*Adult physically abused a child*”, the report should state the facts that tell who, what, when, where and how the TA came to this conclusion.

It is not appropriate for a TA to investigate an issue, but only to document suspicions, allegations and disclosures.

This report should be prepared as soon as possible following the incident.

DeMolay Australia will keep the details of those making the report private and confidential except as required by law.

The DeMolay Australia Executive Director will make a complete and confidential report to the Board of DeMolay Australia Ltd, will ensure that the Police have been advised and will advise DeMolay Australia’s insurers. It is not appropriate for TA’s, members or others to discuss suspected or reported abuse with other people outside of this policy process.

DeMolay Australia will not tolerate any form of child abuse in any of its programs.

Pending completion of the independent investigation, DeMolay Australia will take all necessary steps to remove those under investigation from adult leadership, and to prohibit them from any participation in any DeMolay activity or program.

Should the investigation exonerate or clear those under investigation, they will be reinstated to adult leadership, and readmitted to participation in any DeMolay activity or program should they so desire.

DeMolay Australia will take necessary steps to remove convicted offenders from adult leadership, and to prohibit them from any participation in any DeMolay activity or program permanently.

Further, DeMolay Australia will not tolerate any attempt to cover up abuse, attempts to discourage proper reporting, or failure to report disclosed abuse.

Reporting an incident of suspected abuse can be difficult. If there is ever a question as to whether or not something needs to be reported, please contact the DeMolay Australia Executive Director (see page 4 “Overview” for contact details) or call the government agencies above / the Police for guidance.

<p style="text-align: center;">Policy for Reporting Violations of this DeMolay Australia Child Protection and Youth Management Strategy</p>
--

A TA is required to immediately report any known or suspected violations of **DeMolay Australia Child Protection and Youth Management Strategy** to the DeMolay Australia Executive Director (see page 4 “Overview” for contact details) using the ***Child Protection and Youth Management Strategy Violation Report Form***.

This **Form** provides a timely documentation of all factual information with specific information.

For example, if the allegation is that “*Advisory Council Member X allowed a non-TA to serve in a leadership role*”, the report should state the facts that tell who, what, when, where and how the TA came to this conclusion.

If there is ever a question as to whether or not something needs to be reported, please contact the DeMolay Australia Executive Director (see page 4 “Overview” for contact details).

SECTION 2 – DEMOLAY AUSTRALIA YOUTH PROTECTION PROGRAM GUIDELINES

These Guidelines are best practices for our Trained Advisors (TA's) to follow and are designed not only to protect DeMolay members, but also to protect TA's from unfounded allegations of abuse.

All adults have the responsibility to observe the boundaries between acceptable and unacceptable behavior.

DeMolay Australia has taken great care to prevent even the appearance of impropriety between TA's, other adults and our youth members.

Strict adherence to these Guidelines will help assure that DeMolay will be able to conduct its programs safely.

First and foremost, it is imperative that TA's present themselves as positive role models for DeMolay youth members.

Positive role models are respectful of themselves and others at all times. They are responsible and reliable, and serve as examples to our members.

A TA should always be conscious of their responsibility as a role model.

Failure to follow the recommended best practice could result in disciplinary action taken by DeMolay Australia.

Any person who continues to ignore best practice and is reported to DeMolay Australia be investigated and appropriate action taken, including possible loss of TA status and exclusion from the Order.

Accommodation Guidelines

Adults must sleep in separate quarters from youth except in genuine emergencies when the health or wellbeing of a DeMolay youth member may be at risk, when the ages of the DeMolay members involved make this a justifiable condition or when travel accommodations necessitate room sharing.

DeMolay youth members should not be housed with adults other than their family members.

Housing younger DeMolay youth members with significantly older DeMolay members should also be carefully considered prior to making room assignments.

Under no circumstance should unrelated adults stay alone with DeMolay youth members or other youth other than as described below.

If a DeMolay youth member will be traveling alone with one male TA who is not a member of his family (e.g., a State Master Councillor travelling with the DeMolay Australia Supreme Grand Master), the DeMolay member must have his parent's or legal guardian's written permission to stay in overnight accommodations in the same room as the male TA. This section does not apply to female TA's who are never to share accommodation with a DeMolay youth member.

If the parent or legal guardian's written permission has not been obtained beforehand, and if in the male TA's best judgement it is safer to share a room with the DeMolay youth member than to have separate rooms for the DeMolay youth member and the male TA under the circumstances of the particular trip, the two may share the same room. The TA shall immediately contact the DeMolay youth member's parent / s or legal guardian / s to let them know that this decision was made.

Activity Guidelines

- **Weapons**

Weapons of any sort are not permitted at any DeMolay Australia function.

- **Ceremonies**

Only ceremonies approved by DeMolay Australia may be performed.

“Secret” activities, unofficial organisations and unapproved ceremonies are not permitted.

Hazing is forbidden absolutely. “Hazing” is defined as activities or conversations which endanger the physical, mental and / or emotional well-being of a member or other youth or adult; violates local, state or federal law; or is mentally or physically degrading.

- **Private Homes**

It is recommended that all DeMolay activities, including those in private homes be approved by the Chapter Advisory Council or DeMolay Australia where the activity involves more than one (1) Chapter with notice provided to the youth members’ parents. As with all DeMolay activities, proper chaperoning guidelines should be followed.

- **Co-ed Activities**

For activities involving both male and female participants, at least two (2) TA’s must be present.

- **Parental Notification of Activities**

Parents are always welcome and should be encouraged to participate in all DeMolay activities.

Parental notification via email, letter or phone call (in urgent circumstances only) of official DeMolay activities (excluding normal monthly Chapter meetings where formal notice will issue) should communicate the activity type, date, place and start and finish times. Parents must be advised in the notification that they must decline consent via email, letter or phone call for their DeMolay youth member to attend the activity otherwise consent will be considered to have been granted.

Where the Advisory Council or DeMolay Australia considers that the activity is “high risk” (e.g., go-karting, water skiing, etc) then a ***Risk Management Plan for High Risk Activity Form*** is to be completed and assessed:

- If the risk is assessed as “unacceptable” the activity must be cancelled; or
- If the risk is assessed as “acceptable” parental notification as above is to be given. Parents must also complete and sign the ***Permission to Attend Activity Form*** giving their consent for their DeMolay youth to attend the activity. Without this completed and signed ***Permission to Attend Activity Form*** the DeMolay youth member **must not attend the activity** under any circumstances. It is acknowledged that, in extreme circumstances, the activity may need to be cancelled.

- **Incident Reporting**

All adverse incidents at a DeMolay activity are to be reported to the Executive Director using the ***Incident Report Form***.

- **Organisation / Club Standards**

Activities of affiliate organisations approved by DeMolay Australia (eg, DeMolay Alumni Associations, Priory, etc) must meet the same standards of conduct expected of DeMolay Chapters.

- **Changing / Ablution Facility Guidelines**

The privacy of DeMolay youth members in any changing / ablution facility must be respected. Health and safety needs may require the presence of a male TA.

Adult males and DeMolay youth members must not use these facilities at the same time – i.e., separate times for use by each must be established and policed by a male TA.

Recording equipment (eg., cameras, video equipment and cell phones equipped with cameras, etc) are not be permitted in any changing / ablution facility used by DeMolay youth members.

- **Chaperone Guidelines**

- **Safety of Three**

For the safety of our DeMolay members, Chapters must implement the “Safety of Three” strategy which stipulates that no fewer than three individuals:

- * Two (2) adults one of whom is a TA and one of whom is a male and one (1) DeMolay youth member; or
- * One TA (of either gender) and two DeMolay youth members travel together on trips and outings.

Take a mobile phone or other communication device in case of accident or emergency.

- **Two-Deep Leadership**

Two (2) adults one of whom is a TA and one of whom is a male must be present for all DeMolay youth activities from start to finish.

Additional TA's may be required depending on the size of the group and event.

One TA for every 10 DeMolay members is the mandatory minimum ratio remembering that the minimum is two (2) adults one of whom is a TA and one of whom is a male as detailed above.

A parent / legal guardian who is not a TA is always welcome to chaperone, but they only count as the single chaperone for their own DeMolay member / s and do not count as a chaperone for any other youth.

- **One-on-One Contacts**

One-on-one adult / DeMolay youth member activities (including, but not limited to, simple conversations) ***are strictly and absolutely forbidden.***

If a conversation between a TA and a DeMolay youth member needs to be confidential, the TA must speak with the DeMolay member in an open setting where they are out of hearing range but can still be seen by others.

- **Online Media Usage Protocols**

1. DeMolay Australia is the owner of the DeMolay Brand and all associated logos, slogans and other identifying material within the Commonwealth of Australia.
2. For the purpose of these Protocols, the term “web page / s” refers to all web pages, social media pages and similar media (including updates and changes) published by or on behalf of DeMolay Australia or its affiliate or subordinate bodies.
3. Applications for all web pages sought be made in writing to the Supreme Webmaster (email to the Supreme Webmaster’s email address is acceptable), providing the following information as applicable:
 - For websites – domain names;
 - For Facebook and / or similar social media sites – name of page or group; whether closed or open status;
 - For ALL – a “mock up” of the proposed web page;

- For ALL – full name of administrator, contact details including email address and contact number; and
- For ALL – applications from active DeMolays must include name and contact details of an Adult Advisor as joint administrator for the application being considered.

Where there is any difficulty in preparing the application, please refer to the Supreme Webmaster for guidance.

4. Supreme Webmaster details:
 - Executive Director;
 - email – coy-sec@demolay.org.au; and
 - m – 0400 840 939 (for enquiries).
5. All web pages must comply with all applicable Australian local, state and Federal Government laws.
6. Images or artwork featuring DeMolay logos or emblems must be current and approved by DeMolay Australia.
7. All web pages must pass a “good taste” test and must not contain text, images or links depicting or promoting, including but not limited to:
 - sexual activity;
 - any illegal or distasteful activity;
 - violence in any form;
 - political slogans or messages; and
 - religious slogans or messages.
8. Photographs or videos and / or personal details (for example, but not limited to, name, residential or postal address, telephone contact details, email address, date of birth and / or similar) of any person must not be published without the written permission (an email from the known email address is acceptable) of:
 - the Supreme Webmaster as detailed in 1. above; and
 - the person concerned if that person is 21 years of age or older; or
 - a parent, guardian, foster carer or other responsible adult if the person concerned is less than 21 years of age.

When seeking the above written permission, the person concerned or their parent, guardian, foster carer or other responsible adult must be:

 - given a copy of DeMolay Australia Privacy Policy; and
 - advised that they may withhold their permission should they so desire.
9. It is acceptable to publish, with the permission of the Supreme Webmaster as detailed in 1. above, details of coming events, i.e.,
 - Date;
 - Venue;
 - Start time;
 - Finish time;
 - Type of event; and
 - Target audience.
10. The Supreme Webmaster will monitor all web pages on a regular basis to ensure ongoing compliance and will contact the applicable administrator / s to resolve any issues.

11. In any dispute between a person wishing to publish anything on any web page, social media page or similar media (including updates and changes) published by or on behalf of DeMolay Australia or its affiliate or subordinate bodies and the Supreme Webmaster the matter may be referred to DeMolay Australia whose decision shall be final and binding.

- **Physical Contact Guidelines**

All adults must avoid inappropriate physical contact with DeMolay youth members. This includes, but is not limited to:

- Touching legs, buttocks, breasts and genitals;
- Tickling;
- Wrestling; and
- Bear hugs.

If a DeMolay youth member objects to any physical contact, the adult must stop immediately.

- **Transportation Guidelines**

There must be a minimum of three (3) people in the vehicle:

- One (1) adult (not necessarily a TA) and two (2) DeMolay youth members; or
- Two (2) adults (not necessarily TA's) and one (1) DeMolay youth member.

All drivers must have a current open driver's licence and minimum compulsory third party insurance.

FORMS

The following forms are used in conjunction with this Strategy and are available by accessing the Member Resources page of our website www.demolay.org.au via Members Login:

- Child Abuse Report Form
- Child Protection & Youth Management Strategy Violation Report Form
- Incident Report Form
- Trained Advisor Application Form
- Trained Advisor Application for Renewal Form
- Adult Youth Member Application Form
- Risk Management Plan for High Risk Activity Form
- Permission to Attend Activity Form