



Rotary District 9815 Child Safety and Wellbeing Policy 2026

Authorisation

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Help for non-English speakers

If you need help to understand this policy, please contact your local Rotary Club, or telephone the Translating and Interpreting Service (TIS National) on 131 450.

1. Purpose

Rotary District 9815's Child Safety and Wellbeing Policy demonstrates our commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy details our approach to implementing the Victorian Child Safe Standards in all Rotary and Rotaract environments within our district. The Victorian Standards give effect to the National Principles for Child Safe Organisations, ensuring our practices align with the national framework while meeting our specific Victorian legal obligations.

It informs our community of everyone's obligations to act safely and appropriately towards children and young people and guides our processes and practices for the safety and wellbeing of children and young people across all areas of our work.

2. Scope

This policy:

- applies to all Rotary and Rotaract members, volunteers, and service providers whether or not they work in direct contact with children and young people.
- applies in all physical and online environments used by children during Rotary programs and those provided through third-party providers on behalf of the district
- should be read together with our other child safety and wellbeing policies, procedures, and codes — refer to the related policies section below.

3. Statement of commitment to child safety

Rotary District 9815 (our/the district), and all clubs within the district (our clubs), are child safe organisations which welcome all children and young people, and their families.

We are committed to providing environments where children and young people are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and young people.

We promote positive relationships — between children and young people and the adults who work with them, and among children and young people themselves. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to children and young people in our programs. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander children and young people, those from culturally and linguistically diverse backgrounds, international youth exchange students, students with disability, those unable to live at home, children and young people who identify

as lesbian, gay, bisexual, transgender, gender diverse and nonbinary, intersex, queer, asexual, and questioning (LGBTIQA+), and other children and young people experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting children and young people based on these or other characteristics, such as racism or homophobia, are not tolerated, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our district and clubs has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from children and young people, families, Rotary and Rotaract members and volunteers to inform our ongoing strategies.

4. Roles and responsibilities

Roles and terminology

This Policy uses the role names set out in the V3.0 Rotary Club and DIO Handbook 2026: the **District Youth Protection Officer (DYPO)** and the **Club Youth Protection Officer (CYPO)**, replacing the historic District terms "District Protection Officer" and "Club Protection Officer". The **District Insurance Officer (DIO)** and **Zone Insurance and Protection Committee (ZIPC)** are also Handbook-defined roles. Refer to the V3.0 Handbook for full role descriptions.

District Governor, Board, and District Leadership Team

The District Governor, Board, and District Leadership Team will:

- champion and promote a child safe culture within the district.
- ensure that child safety is a regular agenda item at youth program meetings.
- participate in an annual briefing on child safety and wellbeing.
- approve updates to child safety policies.
- act in accordance with the Code of Conduct.

District Youth Protection Officer (DYPO)

The District Youth Protection Officer (DYPO) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with the Victorian Child Safe Standards, as outlined in the [Child Wellbeing and Safety Act 2005](#) (Vic).

The District Youth Protection Officer (DYPO) is the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents within district organised meetings, events and/or programs.

The District Youth Protection Officer (DYPO) will:

- monitor compliance with the Child Safety and Wellbeing Policy in district organised meetings, events and/or programs.
- inform the District about this Policy and make it publicly available.
- ensure effective child safety and wellbeing governance, policies, procedures, codes, and practices are in place and followed.

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- model a child safe culture that facilitates the active participation of children and young people, families and Rotary and Rotaract members in promoting and improving child safety, cultural safety, and wellbeing.
- enable inclusive practices where the diverse needs of all children are considered.
- reinforce high standards of respectful behaviour between children and adults, and between children taking part in our programs.
- promote regular open discussion on child safety issues within Rotary including at district leadership team meetings, club board meetings and general club meetings.
- facilitate regular professional learning for Rotary and Rotaract members and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, wellbeing, and prevention of responding to abuse.
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

Rotary and Rotaract members and volunteers

All Rotary and Rotaract members and volunteers, where appropriate to their roles, will:

- participate in child safety and wellbeing induction and training provided by the district and/or the Rotary International, and always follow child safety and wellbeing policies and procedures.
- act in accordance with our Code of Conduct.
- identify and raise concerns about child safety issues in accordance with our Child Safety and Wellbeing Responding and Reporting Obligations Policy and Procedures.
- ensure children and young people's views are taken seriously and their voices are heard about decisions that affect their lives.
- implement inclusive practices that respond to the diverse needs of children and young people.

District Insurance Officer (DIO)

The District Insurance Officer is the District's first point of contact for insurance and risk-management matters under the Rotary National Insurance Programme. The role and responsibilities of the DIO are set out in the V3.0 Rotary Club and DIO Handbook 2026 (Section: District Insurance Officer). For the purposes of this Policy, the DIO reviews F13 and F14 submissions before any youth-related project or activity commences, is notified in parallel under the F11 fan-out, and liaises with Aon Risk Services and the Zone Insurance and Protection Committee (ZIPC) as required.

District Governance Chair

The District Governance Chair chairs the District 9815 Governance Chair's Advisory Committee [provisional name — to be confirmed], which manages policy development for the District. In relation to this Policy, the Governance Chair supports the District Board on governance compliance and policy oversight for the child safety and wellbeing suite, and supports the District Governor on any escalated complaint or incident, including matters that fall within the Reportable Conduct Scheme.

Club Youth Protection Officers (CYPOs) will be the Child Safety Champions

Rotary clubs within the district have nominated a Club Youth Protection Officer (CYPO) and it will be their responsibility to be the Child Safety Champion. In many Clubs this will be the club's youth services chair, and it is their role to support the District Youth Protection Officer (DYPO) to implement our child safety policies and practices, including Rotary member and volunteer training.

Club Youth Protection Officers (CYPOs) are the first points of contact for child safety concerns or queries and for coordinating responses to child safety incidents within their club.

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- The Club Youth Protection Officer (CYPO) is responsible for monitoring compliance with the Child Safety and Wellbeing Policy in their clubs.
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety and Wellbeing Code of Conduct, Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety and Wellbeing Risk Register.

Club Youth Protection Officers (CYPOs) work with their club's board, Rotary members, children and young people, volunteers, and the District Youth Protection Officer (DYPO) to create a child safe environment in their club by taking the following actions:

Promote child safety culture

- Promote child safety and wellbeing. For example, at club meetings and through newsletters.
- Promote a culture of listening to children, young people and families and acting on their child safety concerns.
- Focus the attention of Rotary members and volunteers on the child safety needs of vulnerable children and young people.

Provide support and guidance

- Be a point of contact for child safety concerns for Rotary members, volunteers, and children and young people in the club.
- Provide guidance to children and young people, Rotary members, and volunteers on child safety policies and procedures.
- Work with the District Youth Protection Officer (DYPO) to respond to child safety incidents.

Monitor, review, and report

- Record child safety complaints and concerns, and analyse trends as needed.
- Coordinate reviews following significant safety incidents and recommend improvements.
- Maintain any club-specific child safety risk register for club-specific youth programs with the club's board.
- Maintain detailed, accurate, secure written records of concerns and referrals.
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5. Code of Conduct

Our Code of Conduct sets the boundaries and expectations for appropriate behaviours, including between adults, and children and young people. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that children and young people also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the district.

The Child Safety and Wellbeing Code of Conduct also includes processes to report inappropriate behaviour.

6. Managing risks to child safety and wellbeing

We identify, assess, and manage risks to child safety and wellbeing in our physical and online environments. These risks are managed through our child safety and wellbeing policies, procedures, and practices.

Our district's Child Safety and Wellbeing Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. For any project or event involving young

people, the club must also complete a Project and Event Notification Form (F13) and a Project Risk Assessment Form (F14) and submit these to the District Insurance Officer (DIO) before the event commences — this is a precondition for insurance cover under the Rotary National Insurance Programme. Our district governance and youth services committees meet at least annually to monitor and evaluate the effectiveness of the actions in the Child Safety and Wellbeing Risk Register. The committees submit the risk register to the District Leadership Team for consultation and formal approval.

Where individual clubs organise their own programs for children and young people, they shall develop a club-specific risk register for their programs and evaluate the effectiveness of the actions in the risk register at least annually. These risk registers shall be developed in consultation with and approved by their club board and submitted to the District Youth Protection Officer (DYPO).

Volunteers and members are covered under the Rotary National Insurance Programme (RNIP) for events that are approved Rotary activities. The District Insurance Officer (DIO) is the first point of contact for any insurance question, claim, or potential claim, and notifies Aon Risk Services as required by the V3.0 Rotary Club and DIO Handbook 2026. Detail on cover, exclusions, and claims procedures is in the Handbook.

7. Establishing a culturally safe environment

At Rotary, we are committed to establishing an inclusive and culturally safe environment where the strengths of Aboriginal culture, values and practices are respected.

We consider how every child and young person can have a positive experience in a safe environment. For Aboriginal children and young people, we recognise the link between culture, identity, and safety. We actively create opportunities for Aboriginal children, young people, and their communities to have a voice and presence in our planning, policies, and activities.

We have a zero-tolerance approach to racism, discrimination and bullying in Rotary, including in our youth programs, as outlined in our Code of Conduct.

8. Empowerment of children and young people

To support child safety and wellbeing, we work to create an inclusive and supportive environment that encourages children and young people, and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between children and young people are reinforced and we encourage strong friendships and peer support in our programs to ensure a sense of belonging through the Four-Way Test, our Code of Conduct, our commitment to diversity, equity, and inclusion, and Rotary's core values of fellowship, integrity, diversity, service, and leadership.

We inform children and young people of their rights and give them the confidence to recognise unsafe situations with adults or other children and young people, and to speak up and act on concerns relating to themselves or their peers. We ensure children and young people in our programs know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Children and young people, and families can also access information on how to report concerns in our Code of Conduct and Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures.

When the District or clubs are gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take it seriously, check our understanding of the complaint, support the child or young person, and keep the child or young person — and their parents and carers, where appropriate — informed about progress.

9. Engagement with communities

The community has an important role in monitoring and promoting children and young people's safety and wellbeing and helping children and young people to raise any concerns.

To support engagement, we are committed to providing the community with accessible information about our child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for the community to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- all our child safety policies and procedures will be available for Rotary and Rotaract members and our communities on the District's website.
- seeking feedback from Interact members, youth exchange participants and youth program alumni.
- the district newsletter will inform Rotary and Rotaract members, and clubs about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure the safety of children and young people.
- child safety posters will be displayed in areas used by children and young people at our district's residential youth programs.

10. Diversity, equity, and inclusion

As a child safe organisation, we celebrate the rich diversity of our children and young people, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child and young person has unique skills, strengths, and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people.
- Children from culturally and linguistically diverse backgrounds.
- Children and young people with disability.
- Children unable to live at home or impacted by family violence.
- International students.
- Children and young people who identify as LGBTIQ+.

The [diversity, equity and inclusion page](#) on the Rotary International website provides more information about the measures we have in place to support diversity, equity, and inclusion in our organisation.

11. Rotary and Rotaract members and volunteers — Screening for Suitability

Two terms used in this section have specific meanings. **Child-connected work** is work performed by an adult in an environment in which children and young people are present, or are reasonably expected to be present. **Child-related work** is work that usually involves direct contact with a child or young person

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(in person, by phone, in writing, or online) as a central part of the person's duties; it does not include work that involves only occasional contact incidental to the work.

All volunteers are required to comply with our Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

We apply robust child safe induction, training, and supervision practices to ensure that all Rotary and Rotaract members, contractors, and volunteers are suitable to work with children.

When inducting a new member into clubs in our district, we:

- sight, verify and record the person's Working with Children Check (WWCC) or equivalent background check such as a Victorian teaching registration.
- complete a Rotary/Rotaract Youth Volunteer Information and Declaration Form (F8).
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with children
 - check the references listed in the Rotary/Rotaract Youth Volunteer Information and Declaration Form (F8) that address suitability for working with children, completing the Rotary/Rotaract Youth Volunteer Reference Check Form (F9) for each referee.

The Club Youth Protection Officer (CYPO) submits the completed F8 form (with attached F9 reference checks) to the District Youth Protection Officer (DYPO) for District record retention. Each Rotary club within the District also maintains a Register of Youth Volunteers (F10), kept by the CYPO, which records every member or volunteer of the club who is approved to work with young people, together with the verified status of their Working With Children Check (WWCC) or Working With Vulnerable People (WWVP) and its expiry date. The CYPO updates the Register, and the volunteer's underlying F8 is completed afresh and re-signed by the Club President, whenever (a) a new member joins the club, (b) an existing member's WWCC or WWVP is renewed, or (c) a member transfers into the club from another Rotary club. The CYPO submits the current Register (F10) to the DYPO by email annually, by 31 August each year, following the commencement of the new Rotary Year on 1 July. Any clubs failing to submit this information will be considered non-compliant with the District's child safety policies and therefore forbidden to undertake *any* activities with children and young people.

Where a member's WWCC has been renewed and all other details on their F8 remain unchanged, the Basic Youth Protection Screening Statement of Renewal (F7, V2.0c Appendices) may be used in place of a full F8 re-complete. The signed F7 is attached to the existing F8 on file with the CYPO.

Induction

All people conducting child-connected work will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety and Wellbeing Policy (this document).
- the Code of Conduct.
- the Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, including completion of the Rotary Youth Protection Incident Report (F11) where required, or the Sexual Abuse Incident Report (F12) where the matter relates to suspected abuse; and
- any other child safety and wellbeing information that the District or the club considers appropriate to the nature of the role.

Training and reference check requirements

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Depending on the level of risk associated with child connected work, Rotary members and other volunteers are required to have a valid (verified with [Service Victoria](#) annually by the club) Working With Children Check (WWCC), complete training and have reference checks undertaken prior to working with children. The table below describes the actions that must be taken, and the District Youth Protection Officer (DYPO) can answer any questions.

Who	Training	WWCC
		Rotary/Rotaract Youth Volunteer Information and Declaration Form (F8) Reference Check (F9)
All Rotary members	Annual email reminder sent by district	Not required but strongly recommended
District Board and District Leadership Team members	Annual briefing on Child Safety and Wellbeing as part of District Assembly, plus the Rotary Youth Protection module on the Rotary Learning Centre	Required Includes at least 3 referees, one non-Rotary
District officials in roles that involve youth programs — including chairs and members of District Youth Committees, and District chairs of programs such as RYPEN, RYLA, MUNA, Interact, Rotary Public Speaking Competitions, Youth Exchange, and like programs	Annual training at District Assembly plus the Rotary Youth Protection module on the Rotary Learning Centre	Required Includes at least 3 referees, one non-Rotary
Club Youth Chairs and Club Youth Protection Officers (CYPO)	Annual training at District Assembly plus Rotary Youth Protection module	Required Includes at least 3 referees, one non-Rotary
Rotary members and other volunteers working directly	Annual email reminder of definition: Sent by the club / program chair	Required Includes at least 3 referees, one non-Rotary

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with children on low-risk activities		
Rotary members and other volunteers working directly with children on high-risk activities	Rotary Youth Protection module plus program-specific briefing.	Required At least 3 referees, one non-Rotary

Examples of low-risk activities include, but are not limited to:

- transporting a child in a car with multiple adults present
- supporting a child at a club meeting
- presenting an award at a school
- participating in a working bee or market alongside children with other adults present

Examples of high-risk activities include, but are not limited to:

- volunteer roles at RYPEN, RYLA, and other residential programs
- one-on-one mentoring of a young person without other adults present
- chaperoning at an overnight event
- managing confidential records of young people
- other direct caring or *in loco parentis* responsibility

If you are unsure of the risk level of an activity you are undertaking, you should contact the District Youth Protection Officer (DYPO) for further advice.

It is the responsibility of each Rotary club in the district to ensure the required reference checks and training are completed, except where the contractors and/or volunteers are directly engaged by a District committee, in which case it is the responsibility of the committee's chair or their delegate.

Where high-risk activities are undertaken, the following documentation must be supplied to the District Youth Protection Officer (DYPO) (or their delegate):

- Training completion certificate (downloadable from the Rotary Learning Centre following completion of the online module) — annual requirement.
- Completed Rotary/Rotaract Youth Volunteer Information and Declaration Form (F8) — required once.
- Completed Reference Check (F9) — required once.
- Evidence of the validity of the WWCC (report, screenshot, or confirmation email from Service Victoria) — annual requirement.

Any person who does not have a current WWCC clearance or a valid exemption, where required under this policy, will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

Ongoing supervision and management

All people engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our policies and our legal obligations. Child safety and wellbeing will be paramount.

12. Child safety knowledge, skills, and awareness

Ongoing training and education are essential to ensuring that Rotary and Rotaract members, where relevant to their role, understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, Rotary and Rotaract members will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our child safety and wellbeing policies, procedures, codes, and practices.
- recognising indicators of child harm including harm caused by other children and young people.
- responding effectively to issues of child safety and wellbeing.
- how to build culturally safe environments for children and young people.
- information sharing and recordkeeping obligations.
- how to identify and mitigate child safety and wellbeing risks.

Clubs who fail to ensure a member, preferably their Club Youth Protection Officer (CYPO), attends this annual training will be considered non-compliant with the District's child safety policies and and therefore forbidden to undertake *any* activities with children and young people.

Other training is tailored to specific roles and responsibilities and to any identified or emerging needs.

District committee training and education

To ensure our district leadership team, and governance and youth services committees are equipped with the knowledge required to make decisions in the best interests of safety and wellbeing of children and young people, and to identify and mitigate child safety and wellbeing risks in our environment, training is provided at least annually.

Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse.
- child safety and wellbeing risks in our environment.
- child safety and wellbeing policies, procedures, codes, and practices.

13. Complaints and reporting processes

Anyone in our community should approach their Club Youth Protection Officer (CYPO) or the District Youth Protection Officer (DYPO) if they have any concerns about compliance with the Child Safety and Wellbeing Policy.

Our district fosters a culture that encourages members, volunteers, children and young people, families, and the community to raise concerns and complaints. This makes it more difficult for breaches of the Code of Conduct, misconduct, or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding to them. The procedure for handling complaints is set out in our *District 9815 Procedure: Complaints*, which sits beside this Child Safety and Wellbeing Policy as a general-purpose District procedure.

If there is an incident, disclosure, allegation or suspicion of child abuse, all Rotary and Rotaract members and volunteers (including youth exchange host families) must follow our Child Safety and Wellbeing Responding and Reporting Obligations Policy and Procedures, including completion of the

Rotary Youth Protection Incident Report (F11) and, where the matter relates to suspected abuse, the Sexual Abuse Incident Report (F12). The District Insurance Officer (DIO) is to be notified in parallel of any matter that may give rise to an insurance claim. Where a matter falls within the Reportable Conduct Scheme, the Social Services Regulator (SSR) must be notified by the head of the organisation within three business days, via the SSR's online form at rccs.ssr.vic.gov.au, with detailed information to follow within 30 calendar days. Failure to comply is a criminal offence. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or young person, Rotary member, volunteers, contractors, service providers or any other person while connected to a Rotary club or program.

14. Communication

Our district is committed to communicating our child safety strategies to the community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety and Wellbeing Code of Conduct, and the Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures.
- displaying child safety posters at Rotary residential programs that involve children and young people.
- regular updates in our District newsletter on child safety matters.
- ensuring that child safety is a regular agenda item at youth program meetings.

15. Privacy and information sharing

The district and clubs collect, use, and disclose information about children and their families in accordance with privacy laws and other relevant laws. For information on how we collect, use, and disclose information refer to our [privacy policy](#).

Information about a child or young person can and should be shared between Rotary and Rotaract members, and with relevant volunteers, where the sharing is needed to:

- support the child or young person's education, wellbeing, and health.
- reduce the risk of reasonably foreseeable harm to the child or young person, to other children or young people, or to Rotary and Rotaract members or visitors.
- make reasonable adjustments to accommodate disability.
- provide a safe and secure environment.

16. Review of child safety practices

We have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every two years or after any significant child safety incident.
- analyse any complaints, concerns, and safety incidents to improve policy and practice.
- act with transparency and share pertinent learnings and review outcomes with our clubs.
- encourage clubs to use the Club Youth/Student Protection Compliance Checklist (F6, V2.0c Appendices) as an annual self-assessment of their child safety practices.

17. Legislative and policy context

This policy operates within four overlapping frameworks.

Australian context

- Royal Commission into Institutional Responses to Child Sexual Abuse — final report December 2017 (409 recommendations).
- National Office for Child Safety — established July 2018; Attorney-General's Department.
- National Principles for Child Safe Organisations — 10 principles, endorsed by COAG February 2019.

Victorian context

- Child Wellbeing and Safety Act 2005 (Vic) — establishes the 11 Victorian Child Safe Standards (in force from 1 July 2022) and the Reportable Conduct Scheme (5 categories: sexual offences; sexual misconduct; physical violence; significant emotional or psychological harm; significant neglect — each against, with, or in the presence of a child). Notification to Social Services Regulator within three business days. Both schemes transferred from CCYP to SSR on 23 February 2026.
- Children, Youth and Families Act 2005 (Vic) s.182 — mandatory reporting. Reporters: teachers, principals, early childhood teachers and workers, registered medical practitioners, nurses, midwives, registered psychologists, school counsellors, police, out-of-home care workers, youth justice workers, and people in religious ministry.
- Worker Screening Act 2020 (Vic) — Working with Children Check; five-year validity; administered by SSR.
- Crimes Act 1958 (Vic) — s327 failure to disclose; s49O failure by a person in authority to protect; s49M grooming.
- Limitation of Actions Amendment (Child Abuse) Act 2015 (Vic) — no time limit on civil claims.

Rotary International context

- Rotary Code of Policies (January 2026): s2.120 Youth Protection (s2.120.1 Statement of Conduct; s2.120.2 Abuse and Harassment Prevention and Reporting Procedure, including 72-hour reporting to RI); s41.040 Rotary Youth Exchange; s41.050 Rotary Youth Leadership Awards.
- Rotary Youth Protection Guide.

Zone 8 (Rotary South Pacific) and Rotary Australia context

- Rotary Club Insurance, Risk Management and Youth Protection: Club and District Insurance Officer Handbook (V3.0, January 2026).
- Rotary Club Insurance, Risk Management and Youth Protection Handbook: Appendices — Forms (V2.0c, January 2026).
- Zone Insurance and Protection Committee (ZIPC).
- Aon — Rotary's broker for Australia and Oceania.

18. Related policies and procedures

This Child Safety and Wellbeing Policy is to be read in conjunction with other related policies, procedures, and codes. These include our:

D9815 Policies

- *D9815 Child Safety and Wellbeing Risk Register* (maintained by the District Leadership Team and DYPO).
- [Commitment to Diversity, Equity, and Inclusion](#).
- D9815 Privacy Policy (rotary9815.org.au/privacy).

D9815 Codes and Procedures

- *Child Safety and Wellbeing Code of Conduct*.
- *Child Safety and Wellbeing Procedure: Responding and Reporting*.
- *Child Safety and Wellbeing Procedure: Online Interactions with Young People*.
- *Child Safety and Wellbeing Volunteer Accreditation Procedure*.
- Forthcoming D9815 consent form (in development): *Parent or Guardian Consent — Images, Stories and Video Recording* (a single combined form capturing both the use of images and stories and, where the program runs video calls, the recording of those calls).

District 9815 Procedures

- *District 9815 Procedure: Complaints* — sits beside the Child Safety and Wellbeing suite as a general-purpose District procedure.

Plain Language Guides

- *D9815 Child Safety and Wellbeing Infographic: Online Interactions with Young People*.
- *D9815 Club Guide* (forthcoming).

Rotary International, Zone, and broader governance

- [Rotary International's governance documents](#), including the Rotary Code of Policies, Manual of Procedure, and Rotary's constitutional documents.
- V3.0 Rotary Club and DIO Handbook 2026 (issued by the Zone Insurance and Protection Committee in conjunction with Aon Risk Services).
- V2.0c Club Rotary Handbook Appendices 2026 — Forms F1 to F14.
- Rotary Zone 8 Youth Protection Policy Summary.
- Rotary International Youth Protection Guide.
- Rotary Code of Policies (January 2026), particularly s2.120 (Youth Protection), s41.040 (Rotary Youth Exchange) and s41.050 (Rotary Youth Leadership Awards).

19. Policy status and review

The District Youth Protection Officer (DYPO), supported by the District Insurance Officer (DIO) and the District Governance Chair, is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from children and young people, families, and the community. Volunteer Declaration Forms (F8) and records of any incident, disclosure, allegation or suspicion of child abuse must be stored confidentially and indefinitely — in Victoria there is no time limit on civil claims for personal injury arising from physical or sexual abuse of a minor (Limitation of Actions Amendment (Child Abuse) Act 2015 (Vic)).

Appendix A — A note for volunteers

Thank you for putting your hand up. Almost everything we do with children and young people in District 9815 is done by volunteers, and the young people who come through our programs remember the people who showed up for them for a long time.

Before you start, we ask you to read this Policy, the Child Safety and Wellbeing Code of Conduct, and the Child Safety and Wellbeing Responding and Reporting Obligations Policy. The Volunteer Accreditation Procedure tells you what you need to do to be approved as a volunteer — Working with Children Check, Volunteer Declaration Form (F8), and reference checks. Your Club Youth Protection Officer (CYPO) or program organiser will guide you through it.

Three things matter most.

You are part of how we keep children and young people safe. We expect you to act in ways that protect them, treat them with respect, and follow the Code of Conduct.

We celebrate the diversity of every child and young person in our programs — Aboriginal and Torres Strait Islander young people, children and young people from culturally and linguistically diverse backgrounds, those with disability, international students, those unable to live at home, and young people who identify as LGBTIQ+. They are all welcome and we expect you to make them feel welcome.

If something does not feel right, speak up. Tell the program organiser, your Club Youth Protection Officer (CYPO), or the District Youth Protection Officer (DYPO) at protection@rotary9815.org.au. We would rather hear about a small concern early than a big problem late.

Where to get help.

Inside Rotary — the program organiser, the CYPO, or the DYPO. Outside Rotary, free and confidential help is available 24 hours a day, every day:

- Kids Helpline (for anyone aged 5 to 25) — 1800 55 1800.
- 1800RESPECT (sexual assault, family and domestic violence) — 1800 737 732.
- eSafety Commissioner (online safety concerns) — esafety.gov.au.
- Victoria Police, in an emergency — 000.

Appendix B — Conventions

This Appendix captures the structural conventions that apply across the D9815 Child Safety and Wellbeing Policy and Procedures suite. These conventions are referenced from each cascading policy and procedure, and the master Policy is their reference implementation.

Cross-reference convention

Cascading documents in the suite refer to this master Policy by its actual title on first reference, followed by the stable filename stub in brackets and the short-form label in italics. First reference reads: *Rotary District 9815 Child Safety and Wellbeing Policy 2026* (the *Child Safety and Wellbeing Policy*). Subsequent references use the italicised short form *Child Safety and Wellbeing Policy*. Cross-references to specific sections use 'Section' followed by the number, for example *Child Safety and Wellbeing Policy* Section 13. The bracketed filename uses the stable stub (no date prefix), so cascading documents do not need to be re-issued when the master is re-versioned. Italic only — no bold, no highlighting.

Compression pattern for procedural sections

Cascading policies that carry procedural content use a compression pattern: a lead-in paragraph in the body of the policy names the Appendix where the full step-by-step detail lives; numbered sub-sections

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(Section X.1, Section X.2, ...) each carry one or two bullets covering the substantive principle or high-level action; and the Appendix carries the step-by-step procedure as a flowchart, a triggered-actions table, or a conversation arc, depending on the procedure shape. The body of the policy reads as a normative reference; the Appendix reads as an operational tool.

Audit-appendix pattern for Version History

Pre-approval drafts retain a verbose Version History row in the front-of-document table because that audit trail is the basis on which the Board approves the changes. On Board approval, the verbose row is condensed to a one-line summary — “Reissue for District 9815. Full change detail at Appendix [letter].” — and the detailed rationale moves to an end-of-document appendix titled “Source notes for v[X.Y] changes.” The two most recent approved versions are kept in condensed-but-current form in the front-of-document table; older versions collapse to a single line each.

Five-tier related-policies structure

The master Policy Section 18 and the equivalent section in every cascading document use the same five-tier structure:

- D9815 Policies — this master Policy, the Risk Register, the DEI Commitment, and the D9815 Privacy Policy.
- D9815 Codes and Procedures — the Code of Conduct, the Online Interactions Procedure, the Volunteer Accreditation Procedure, and consent forms.
- District 9815 Procedures — the *District 9815 Procedure: Complaints*, which sits beside the Child Safety and Wellbeing suite as a general-purpose District procedure.
- Plain Language Guides — Infographics, the Club Guide, and any other plain-language artefacts.
- Rotary International, Zone, and broader governance — the Rotary Code of Policies, the V3.0 Handbook, the V2.0c Appendices, and the Rotary International Youth Protection Guide.

Within each tier, the items are listed in the order in which a reader is most likely to need them.

Filename and title convention

Filenames in the suite use the format *[YYMMDD] CSW [Policy | Procedure | Code] [document-name] v[X.Y].docx*. “CSW” is the filename abbreviation only and does not appear in the rendered cover or header text, which spell out “Child Safety and Wellbeing.” “D9815” is dropped from the filename; it remains in the cover, header, footer, and body text throughout. The District 9815 Procedure: Complaints follows the same filename pattern but with a “D9815” type-prefix in place of “CSW” (for example, “260513 D9815 Procedure Complaints v3.3.docx”) because it sits beside the Child Safety and Wellbeing suite as a general-purpose District procedure rather than inside the suite.

Appendix C — Version History

The table below records the full version history of this Policy. The most recent version is at the bottom of the list; the original version is at the top. The current authorisation block is at the front of this Policy.

Version	Date	Changes	Authorised
1.0	22 Sept 2022	First publication (District 9820 Board)	
2.6	April 2026	Refresh to D9815. Aligned with V3.0 Rotary Club and DIO Handbook 2026. Adopted Handbook role names (DYPO, CYPO, DIO, ZIPC). Added references to F8/F9/F10/F11/F12/F13/F14. Inserted DIO and District Governance Chair sub-sections. Updated regulator references from CCYP to Social Services Regulator (SSR). Updated terminology to LGBTIQ+ . Updated records-retention basis to the Limitation of Actions Amendment (Child Abuse) Act 2015 (Vic). Reformatted to Aptos 11pt with paragraph spacing 5pt before/after. Added two-row footer with filename, page numbers, version and date.	B.Rogers
3.0	1 May 2026	Aligned Purpose with the Victorian Standards / National Principles framework. Added section 4 sub-sections for District Governor and Board, and District Leadership Team. Renamed section 10 to “Rotary & Rotaract members, and volunteers — Screening for Suitability” and added Training and reference check requirements sub-section with WWCC/F8/F9 matrix and live links to Service Victoria and the Rotary Youth Protection module. Promoted Engagement with communities to standalone section 9; renumbered subsequent sections 10–19. Added Legislative and policy context section. Renamed District Protection Officer Heading 3 to District Youth Protection Officer (DYPO). Removed legacy review/approval table at end of document. Cover-page logo paragraph reset to Normal style to stop interfering with TOC. Privacy URL updated to rotary9815.org.au/privacy .	B.Rogers
3.1	2 May 2026	Folded essential content from the legacy Volunteers Policy into the parent Policy as the source-of-truth, ahead of retiring the	B.Rogers

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		Volunteers Policy as a standalone document. Section 11: added definitions of “child-connected work” and “child-related work” (terms used through the section but previously undefined). Section 11 matrix: added two new rows covering (a) District Board and District Leadership Team members, and (b) District officials in roles that involve youth programs (including chairs and members of District Youth Committees, and District chairs of RYPEN, RYLA, MUNA, Interact, Rotary Public Speaking Competitions, Youth Exchange, and like programs). Section 6: added a single-paragraph pointer to the Rotary National Insurance Programme (RNIP) and the DIO as first point of contact, with detail referred to the V3.0 Handbook. Section 15: added the four legitimate purposes for sharing information about a child or young person between members and volunteers. Section 18 restructured into tiered sub-headings (D9815 policy documents; Rotary International, Zone, and broader governance), Code of Conduct renamed to Child Safety Code of Conduct, Volunteers Policy struck through (to be retired), D9815 Child Safety Risk Register added. No restatement of Handbook content; pointers only. Added Appendix A: A note for volunteers (volunteer-facing introduction in second person, cross-referencing the forthcoming Volunteer Accreditation Procedure).	
3.2	4 May 2026	Section 18 expanded to a three-tier structure: added a new D9815 Procedures and Plain Language Guides sub-heading between the D9815 policy documents and Rotary International tiers. Volunteer Accreditation Procedure moved into the new procedures tier. D9815 Child Safety Infographic and D9815 Club Guide added as forthcoming items in the procedures tier. Section 11 retention paragraph: F7 (Basic Youth Protection Screening Statement of Renewal, V2.0c Appendices) added as the lighter-touch alternative to a full F8 re-complete where the WWCC has been renewed and other F8 details are unchanged. Section 16 Review of child safety practices: F6 (Club Youth/Student Protection Compliance Checklist, V2.0c	B.Rogers

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		Appendices) added as the recommended annual self-assessment instrument for clubs.	
4.0	13 May 2026	Pass 5b rebuild under the CSW naming convention. Filename adopts the new convention (Decision 39): date prefix, type code “CSW”, document-class word, document name, version; “D9815” removed from the filename (it remains in cover, header, footer, and body text). Cover title rendered in proper case (Decision 40). Cross-references to sibling documents renamed throughout the body to their Child Safety and Wellbeing forms (Decision 38): Code of Conduct, Responding and Reporting Obligations Policy and Procedures, Risk Register, Infographic. Section 18 restructured into the five-tier related-policies structure (Decision 41): D9815 Policies; D9815 Codes and Procedures (merged tier, covering the Code of Conduct, Online Interactions Procedure, and Volunteer Accreditation Procedure); Plain Language Guides (Infographic and Club Guide); Rotary International, Zone, and broader governance. Section 18 list items italicised per the suite cross-reference convention (Decision 29). Two D9815 consent forms in development listed under Codes and Procedures (Decision 42): Parent or Guardian Consent — Video Conferencing and Recording; Parent or Guardian Consent — Use of Images and Stories. Stale Heading 3 cached in the table of contents (“District Protection Officer”) updated to match the current heading text (“District Youth Protection Officer (DYPO)”); reader prompted to refresh the table of contents on opening. Residual green underline highlighting from earlier tracked-change passes removed across the body. Appendix B — Conventions added, capturing the suite-wide patterns established in this refresh.	B.Rogers
4.1	13 May 2026	Language and flow review applied throughout the body. Specific corrections include: removal of “sport coaching” from the high-risk activities list (Rotary does not run sport coaching); “RYPEN and other residential program supporters” rephrased to “volunteer roles at RYPEN, RYLA, and other residential programs”; red text in the Section 11 training	B.Rogers

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		matrix low-risk row reset to black; F8 form name canonicalised throughout to “Rotary/Rotaract Youth Volunteer Information and Declaration Form (F8)”; Section 10 heading commas added; recurring “Rotary and Rotaract members, and volunteers” comma corrected throughout; “Rotary International District 9815” corrected to “Rotary District 9815”; “as so forbidden” corrected to “and therefore forbidden”; “Complaint Policy” corrected to “Complaints Policy”; “Working with Children clearance” corrected to “Working with Children Check (WWCC)”; “peoples” apostrophe corrected to “people’s”; “four-way test” corrected to “Four-Way Test”; lowercase “code of conduct” corrected to “Code of Conduct” in Section 13; en-dashes replaced with em-dashes per suite convention; numbers under ten spelled out in formal prose; duplicate paragraphs removed in Section 3 and Section 11; Section 4 sub-sections “District Governor and Board” and “District Leadership Team (Board and other District Officials)” merged into a single sub-section “District Governor, Board, and District Leadership Team” with bullet 4 split into two; CYPO Section 4 bullets corrected for syntax and broken sentences; Section 6 committees paragraph reworked; Section 7 Aboriginal sentence rebalanced; Section 8 listening paragraph clarified for antecedent; Appendix A CYPO acronym made consistent; Appendix B four-tier paragraph reformatted as a bulleted list; reference to the retiring Volunteers Policy at Section 11 highlighted yellow pending its replacement with the forthcoming Volunteer Accreditation Procedure; “in loco parentis” italicised; next scheduled review date corrected to April 2027.	
4.2	14 May 2026	Section 10 Related policies and procedures restructured to a five-tier model: new “District 9815 Procedures” sub-heading inserted between “D9815 Codes and Procedures” and “Plain Language Guides”, with the renamed District 9815 Procedure: Complaints (formerly listed as the Complaints Policy) moved into the new sub-heading. The Responding and Reporting Procedure also moved from “D9815 Policies” to “D9815 Codes and Procedures”	B.Rogers

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		(where Procedures belong), and its short title (“Child Safety and Wellbeing Procedure: Responding and Reporting”) used in place of the long regulatory title. Section 13 narrative rewritten to refer to the renamed Procedure. Appendix B Conventions paragraphs, tier list, and filename-convention footnote updated to reflect the new five-tier structure and the renamed Procedure. All earlier tracked changes from the v4.0/v4.1 editing pass formally accepted; the document no longer carries unaccepted insertion/deletion marks.	
4.3	15 May 2026	Front-of-document restructure (suite-wide): the combined Version History and Authorisation table has been split. The Authorisation block now sits at the front of the document (so readers can see who signed off this version immediately). The full Version History is now a back-of-document appendix (Appendix C). No change to substantive content. Filename version stamp bumped to v4.3 and cross-references to other suite documents re-pointed to their current version numbers (Code v3.3, VA v2.7, R&R v3.4, Complaints v3.3, Risk Register v1.1, PLGs v1.2).	B.Rogers
4.4	15 May 2026	Cross-reference update: hyperlink to the Online Interactions Procedure re-pointed from v1.5 to v1.7 (the live version after the suite-alignment rebuild of 15 May 2026). Filename version stamp bumped to v4.4. No substantive content change.	B.Rogers
4.5	15 May 2026	Suite-wide cross-reference rule change. All hyperlinks pointing at sibling suite documents removed; each cross-reference now appears as the document title only, plain text with a light-grey placeholder highlight, indicating where a working link will be inserted once the District website hosts the suite. Working external URLs (legislation, Service Victoria, Rotary International learning, rotary.org/dei, rotary9815.org.au/privacy) are unchanged. The body-text parenthetical filename references that previously sat beside each cross-reference have been removed; the Registry of CSW Documents (in preparation)	B.Rogers

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		is the canonical record of filenames and versions across the suite.	
4.6	28 May 2026	Related-documents list updated to reflect the merge of the two forthcoming parent or guardian consent forms into one combined form, “Parent or Guardian Consent — Images, Stories and Video Recording”, aligning the Policy with the Online Interactions Procedure (v1.9, Section 7). The combined form keeps the two consents as distinct sections. No change to the substance of the Policy.	B.Rogers