Memorandum of Understanding

For the AUC Camporee (the Camporee)

held on 4th – 8th January 2023

between the AUC, Youth Ministries Department (the event organiser),

Adsafe Limited and

Pathfinder Clubs (the Clubs) from across Australia wishing to attend

# Responsibilities

## The event organiser will be responsible to:

1. Assess and manage risk (as per the Adsafe Risk Mitigation Guidelines) associated with
2. the event site including all child protection risks,
3. any high risk activities planned by organiser for attendees of the event,
4. equipment used in these high risk activities,
5. staff appointed to act on the organiser’s behalf (AUC staff) including ensuring that all staff have the qualifications and expertise to supervise these events, and
6. an incident when allegations are raised about the conduct of AUC Staff or visitors.
7. Screen all AUC staff with Adsafe prior to appointment. (See Screening instructions below)
8. Ensure that AUC staff have completed Adsafe Training and signed the Staff Code of Conduct.
9. Ensure that all appointed AUC staff do not have a WWC exclusion.
10. Establish in partnership with participating clubs a complaint handling system to address all types of concerns raised by stakeholders including Child Protection Concerns, and further, take active steps to promote to all attendees how concerns can be raised using posters, local club orientation and event wide orientations.
11. Investigate and resolve complaints relating to the services provided by the event organiser or alleged inappropriate conduct by AUC staff and any interclub complaints or allegations.
12. Ensure all members of the complaints handling team receive training.
13. Appoint key personnel to act as the Event Protection Team for the event. This team is responsible after consultation with Adsafe to make any required child protection notifications including but not limited to reporting:
	1. alleged criminal conduct to police
	2. children who have been harmed or at risk of harm to the appropriate child protection agency
	3. allegations of Reportable Conduct to the appropriate agency
	4. allegations of Investigable Conduct to Adsafe.
14. Ensure all members of the Protection Team receive appropriate training to carry out their role within this team.

## The Clubs will be responsible to:

1. Assess and manage risk (as per the Adsafe Risk Mitigation Guidelines) associated with
2. transport to and from the event,
3. supervision of their Club members unless supervision has been transferred to AUC staff for an AUC activity,
4. the Club site including all child protection risks,
5. higher risk activities including accommodation, changing, bathing and toileting risks,
6. Club equipment used during the event,
7. staff appointed by the Club (Club Staff) to supervise Club members and provide Club services, and
8. an incident when allegations are raised about the conduct of Club Staff or members.
9. Screen all Club staff with Adsafe prior to appointment (and arrival at the event).
10. Ensure that Club staff have completed Adsafe Training and signed the Staff Code of Conduct.
11. Ensure that all appointed Club staff have a WWCC clearance or equivalent.
12. Appoint a Club Complaints Officer to work in partnership with the AUC complaint handling team to address local club related concerns raised by stakeholders including Child Protection Concerns, and further take active steps to promote within a local Club orientation to all Club members on how Club concerns can be raised.

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| Nominated Club Complaints Officer: |  |

1. Investigate and resolve complaints relating to the club’s services or alleged conduct by Club staff or Members.
2. Appoint a senior leader of the Club to act as part of the protection team for the event who is responsible after consultation with Adsafe to make any required child protection notifications for the Club including but not limited to reporting:
	1. alleged criminal conduct to police
	2. children who have been harmed or at risk of harm to the appropriate child protection agency
	3. allegations of Reportable conduct to the appropriate agency
	4. allegations of investigable conduct to Adsafe.

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| Nominated Club Senior Leader: |  |

# Adsafe will be responsible to:

1. Screen the names of proposed AUC staff and Club Staff using its database of persons representing heightened risk for the AUC and local Pathfinder Clubs.
2. Provide training for prospective staff for the camporee.
3. Maintain records on staff who have completed Adsafe Training and signed the Staff Code of Conduct and provide assistance to Adsafe Compliance Assistants on accessing these records.
4. Develop resources and provide training to members of the Complaints Handling and Protection Team including appropriate responses to the handling of complaints and required notifications including the management of investigations.
5. Establish an Adsafe response team to provide advice to the event organiser on the handling of complaints, allegations and any required notifications before, during and after the event.

# The Agreed Parties

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| **Pathfinder Club Name:** |  |
|  |  |  |  |  |
| *Director Name* |  | *Signature* |  | *Date* |
|  |  |  |  |  |
| *Church Board Chair* |  | *Signature* |  | *Date* |
|  |  |  |  |  |
| **AUC Youth Ministries Department** |
|  |  |  |  |  |
| *Director Name* |  | *Signature* |  | *Date* |
|  |  |  |  |  |
| *Executive Board Chair* |  | *Signature* |  | *Date* |
|  |  |  |  |  |
| **Adsafe Ltd** |
|  |  |  |  |  |
| *Safeguarding Team Leader* |  | *Signature* |  | *Date* |
|  |  |  |  |  |
| *General Manager* |  | *Signature* |  | *Date* |
|  |  |  |  |  |

# Instructions

## Screening

1. Discuss with prospective staff the requirement to screen their name with Adsafe to assess risk around their appointment and seek their approval to undertake such screening.
2. If prospective staff agree to their name being screened, send a list of all prospective staff members to the Adsafe Risk Management and Investigations team at: sc@adsafe.org.au
3. The team will screen the names and give clearance for appointment or contact you regarding any risk associated with the appointment of a particular name.

## Learning Management Portal (LMP)

1. Adsafe Compliance Assistants for local churches will have access to the Training and Code of Conduct (CoC) records for their local church personnel via the LMP at <https://elearning.adsafe.org.au/>.
2. The Adsafe Compliance Assistant for the AUC will need to contact the Adsafe Safeguarding team to create a special Camporee Event account, plus appropriately named job positions which activate the Training and CoC.
3. AUC staff with existing Training and CoC records from other church entities will have their records linked by Adsafe to the Camporee Event account.
4. AUC staff with no existing Training and CoC records will need to create an account and complete the Training and sign the CoC. These accounts will then be linked by Adsafe to the Camporee Event account.
5. The Portal for the Camporee Event can then be used to verify completion of these requirements.

## WWCC or Equivalent

1. The Adsafe Compliance Assistants for local churches may maintain the WWCC records on the LMP or elsewhere.
2. Any newly appointed local Club staff will need to provide evidence of a WWCC clearance to the Adsafe Compliance Assistant at their local Church. Depending on the ‘home’ jurisdiction of the WWCC holder, the Adsafe Compliance Assistant is to verify the clearance of the WWCC with the relevant agency.
3. The Adsafe Compliance Assistant for the AUC will need to verify the WWCC clearance of any newly appointed AUC Camporee staff who do not have a local Church record and update the LMP record of each staff member.

## Risk Assessment and Management Plan

1. Local Clubs are to use the Adsafe Risk Mitigation Guidelines to prepare a Risk Management Plan for their involvement with the AUC Camporee. This includes a template of identified hazards and risk mitigation strategies to address these hazards.
2. Local Clubs will need to submit this plan to their Board for approval prior to departure for the Camporee.
3. The Event Organiser will use Adsafe Risk Mitigation Guidelines to prepare a Risk Management Plan for the AUC Camporee. This should address an assessment of environmental and activity risks planned for the camp as well as risks associated with the appointment of staff.
4. The Event Organiser will submit this plan to the appropriate body in the AUC for approval.