



# KEEPING YOU SAFE

A BOOKLET FOR YOUTH MEMBERS  
ABOUT CHILD SAFETY IN ST JOHN



St John Ambulance Australia

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***Keeping You Safe: A booklet for Youth Members  
about child safety in St John***

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# GLOSSARY

**Adult or adult member.** Any person over the age of 18 years who is a staff or volunteer member of St John.

**Child abuse.** Is any act that causes or may cause physical, emotional, sexual hurt or neglect to a child. A child can be hurt by a care-giver or other adult or child that has a relationship, trust or power over a child. Child abuse includes witnessing domestic and family violence. Child abuse threatens a child's health, wellbeing, survival, development and dignity.

**Child.** Any person under the age of 18 years.

**Confidentiality.** Keeping information secret from others or talking about information with a small number of people. Adults in St John should never guarantee confidentiality to a child who discloses abuse.

**Policy.** A set of rules or actions that members of St John have to follow. If the rules aren't followed, there are consequences.

**Police check.** A formal check done by an organisation about a person with police in your state or territory (or nationally) that shows any criminal history, including convictions.

**Procedure.** Shows members of St John how to go about doing something or provides a step-by-step guide. For example, when recruiting for a position, a procedure will tell you what words to use in the advertisement, how to do referee checks and an interview.

**Responsibility.** The things that people are supposed or expected to do. It also means that you accept the consequences of your actions. For example, if you know you are meant to brush your teeth and floss twice a day and don't, you know the consequences of this may be cavities.

**Right.** Rights the things that every person deserves, no matter where they live, what they look like, how they dress or speak or any other difference. Rights exist to try to help make sure the world is a fair place for everyone and everyone gets equal treatment.

**Risk.** Is when someone or something may cause something bad or unpleasant to happen. Sometimes this is because of something that people have done or have not done, or something that exists in the environment. For example, its a really wet day and someone is running down the hall on the tiles. They are at risk of slipping and hurting themselves. Some people may choose to do something dangerous, even though they know they might get hurt.

**Safety.** Means being free from being hurt or in danger, or neglected. Being safe could mean being free from accidents and injuries as well as from people that may hurt or abuse a child. It also means kids are safe in the places they go, such as at home, school, St John and in the community. Adults play a big role in protecting kids and keeping them safe. Kids can also do things to keep themselves safe.

**Support.** To help you by doing something. Support in St John could mean things like telling someone who can help, giving emotional support, listening, giving information and showing kindness to help during a tough time.

**Working with children check.** Is an ongoing check performed by state or territory governments that tells an organisation that a person is safe to work or volunteer with children.

**Youth member.** Any St John member aged 18 years or under and is a participant of the St John Youth program. In some States or Territories, Youth Members are called 'Cadets'.

**KEEPING YOU SAFE**



# HI!

We're writing to tell you about child safety in St John. It's really important.

St John want you to always feel and be safe when participating in the St John Youth program.

We do a lot of things to make sure you stay safe while at St John. We want to tell you about them. This is what this booklet is about.

## Who is this booklet for?

This booklet is for any Youth Members involved in the St John Youth Program.

## What's this booklet about?

This booklet talks about:

- your rights and responsibilities as a Youth Member
- the things that St John adult members need to do to keep you safe
- child abuse
- how you can get help if you need to.

## Why talking about child safety is important

No adult or child should ever hurt you.

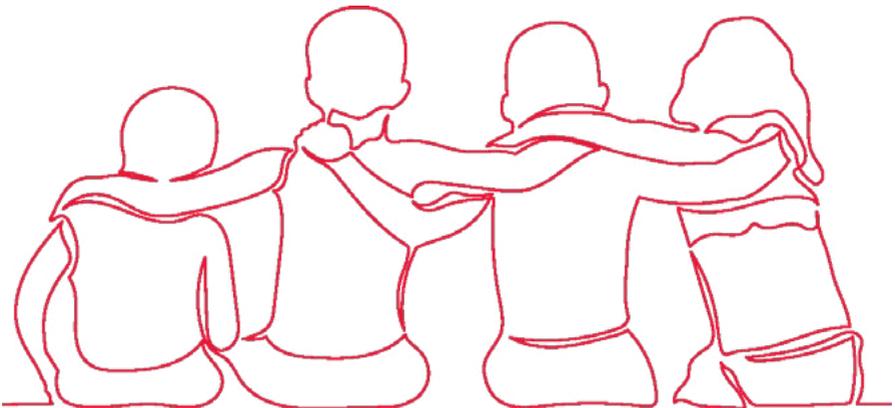
If you ever feel unsafe, uncomfortable or if you are hurt or abused by someone, it's OK to tell a trusted adult.

### **No problem is so big or small that it can't be talked about.**

If you tell a St John adult member about a problem or worry, they will:

- listen to you
- believe you, and
- offer to help and support you.

They're trained to help Youth Members who need support.



# YOUR RIGHTS

Nothing is more important to St John than your safety.

As a Youth Member you have the right to:

- be safe
- ask questions or for help
- be treated fairly and with respect
- talk when you feel angry, upset, worried or unsafe
- be listened to and believed
- feel like a valued member of St John.

Adult members should always behave in a way that doesn't hurt you.

**An adult member should never make you feel unsafe or uncomfortable!**



**CHILD SAFETY IN ST JOHN**

## Did you know...?

Child abuse is any behaviour by an adult or another child that harms a child. Even adults and other children—that a child knows well and trusts—can harm a child.

### It's never OK for an adult or another child to harm a child.

Child abuse can be:

- **through neglect.** Neglect happens when children are not given the things they need to live well and grow by their care-giver (e.g. parents). It includes things like giving a child food, shelter, clothing, medical attention, schooling or a safe place to be.
- **physical.** Physical abuse is about using physical force to hurt someone. For example hitting, kicking, biting, scratching, punching or burning.
- **emotional.** You don't have to be hit to be hurt. For example, when someone always says negative things about you, screams at you, says they wish you didn't exist, or threatens, shames, insults, bullies or ignores you, you can be hurt emotionally.
- **domestic and family violence.** Experiencing violence or bullying between family members or someone else close to you, or being threatened with violence by a family member or someone close to you, is called domestic and family violence. It's a type of emotional abuse.
- **sexual.** This is when someone invades your personal space (that is, touches your private parts or asks you to touch theirs), shows you rude photographs or videos, spies on you, does sexual things to you or makes you do sexual things you don't want to do.
- **through exploitation.** Exploitation is where a child is used by someone else to help them make money, gain power, work or to abuse them. Children who are exploited are treated unfairly and poorly. They're made to do things that they don't want to do or don't feel okay with.



# THINGS ST JOHN WILL DO

St John's policies and procedures create rules for adult members to follow. They also tell St John about the things it has to do as an organisation to keep children safe.

## Our policies and procedures

Policies and procedures might sound boring, but they're really important.

St John has child safety policies and procedures. These help make sure that St John is a safe place for youth members.

If an adult is worried about the safety of a child, the policies and procedures help them know what to do and who to talk to for extra help.

They also tell St John what needs to be done to make sure adults are safe to work with children and what to do with a report about child abuse.

Here are some other things that our policies say St John and its adult members should do.

### Checks & clearances

When we recruit adult members we do lots of checks to make sure they are good people and safe to work with children. When applying to become members, adult recruits must have:

- a valid police and working-with-children clearance. These are special government documents that tell us about a person's criminal history
- referee checks. This means we talk to people that know the adult well. We will ask them if the adult is a good person and if they have any worries about them working with children.

Adults cannot join St John if they have certain criminal convictions.

## Training

St John makes sure that all adult members do regular child safety training. This training teaches adults how to make children feel safe and learn what to do if a child is being hurt or abused. Adults learn that they must report abuse to people or places that can help.

## Manage risk

Adults working with Youth Members must think about any risks to Youth Members' safety. If someone finds a risk, St John will take action to make it safer or get rid of the risk.

## Behave safely

Adult members have to behave in a safe way around children. This means that there are things that they should and should not do. Here are some examples of do's and don'ts.

### Do—adults should:

- always have another adult with them or nearby when working with children. There should always be an appropriate number of adults to supervise children
- only communicate with children on social media, using the phone or email about issues relating to St John when it is part of their role
- Use appropriate language around kids. Adults should not swear or use language that is sexist, racist, sexual, intimidating or disrespectful towards children.

### Don't—adults should not:

- touch a child in an inappropriate way. Adults should never touch you in places that your bathers should cover
- use bullying or physical force to manage children's behaviour
- have favourite Youth Members. All Youth Members should be treated equally.

If you tell a St John adult about a worry or problem, they won't tell others or gossip. This is called confidentiality. The only time they won't keep what you say confidential is when they think you (or someone else) is not safe or may get hurt.

### Did you know...?



- Adult members get rechecked for criminal history every few years.
- Adult members have to do Child Safety Training *every year*.
- St John has **Child Safety Officers** in every state and territory. Child Safety Officers are there to help:
  - » youth members if they have been hurt or feel unsafe
  - » adults who are worried about the safety of a child.

If you (or someone you know) has been hurt or abused, you can talk to a St John Child Safety Officer.

- All St John adults have to report any concerns they have about child safety to their state or territory Child Safety Officer and/or child protection authority. This is part of their job.
- Adult members who think that a child's immediate safety is at risk must call **Triple Zero (000)**.

# THINGS YOU NEED TO DO

Youth Members have an important part to play in keeping themselves and others safe.

St John asks that you:

- know that it's your right to be and feel safe at St John
- know that no problem is so big or small it can't be talked about
- tell a trusted adult if you (or someone you know) has been hurt or may be hurt
- know that you have the right to take part in personal safety education every year. Our personal safety program will help you learn about safe and unsafe people and situations. You will also learn what to do if you are not feeling safe or have been hurt
- always treat others with respect and kindness. You should never tease, bully, physically hurt anyone, say nasty things, tell lies or spread rumours—it's hurtful and could make others feel unsafe
- know that you have the right to make a complaint or a report:
  - » if you are treated badly or in an unsafe way, or
  - » if you (or someone else) is not safe or has been hurt.

Go to [page 10](#) to learn more about making a complaint or report.

- know that if you, or someone you know, is in *immediate* danger, you can call **Triple Zero (000)**. Don't wait!

## Did you know...?



Grooming is where someone with a sexual interest in a child makes friends and builds trust with them or their family.

People who groom children and their families can spend a long time building these friendships. They don't have good intentions though. They wish to sexually abuse or hurt the child.

Grooming can happen anywhere. It can be face-to-face or online (for example, in chat rooms, social media sites and gaming platforms).

People that groom children might:

- ask the child when their parents are not home and for their address
- blackmail or threaten the child with consequences if the child doesn't do what they want. For example, they might threaten to share the child's secrets with others or rude selfies online if the child doesn't do what they say
- pretend to be someone they are not online. For example, tell them they are a kid but they are really an adult
- ask the child to keep what they are doing to them a secret
- tell the child that no one will believe them if they tell. This isn't true!

St John adult members will always believe you if you tell them that someone is hurting or threatening to hurt you.

**No problem is so big or small  
that it can't be talked about!**



# HOW TO TELL

If you hurt or feel worried or unsafe, you can tell St John. Here are some ways to tell.

- ✓ Talk to a trusted adult member.
- ✓ Make a complaint or report by emailing [childsafety@stjohnvic.com.au](mailto:childsafety@stjohnvic.com.au)
- ✓ Talk to your parent or carer, or another trusted adult.
- ✓ Contact the St John Child Safety Officer in your State or Territory— call **03 9483 4386** or email [childsafety@stjohnvic.com.au](mailto:childsafety@stjohnvic.com.au)

If you tell an adult member that you (or someone you know) have been hurt or may be hurt, they will listen and offer to help you. What you tell them will only be shared with people who can help.

Adult members should *never* tell you that what you say will be kept a secret or confidential. This is because sometimes, an adult member must tell because it's the law or it is St John's policy.

Adult members might have to tell:

- the St John head office in your state or territory
- the police
- your state or territory child protection authority, or
- your family.

**Telling people who can help  
is an important part of  
stopping child abuse.**



# WHERE TO LEARN MORE

Find out more about child safety in St John by reading the following St John policy documents (at [www.stjohnvic.com.au/community-programs/st-john-youth/information-for-parentscarers/](http://www.stjohnvic.com.au/community-programs/st-john-youth/information-for-parentscarers/)):

- Youth member Code of Conduct
- Prent Code of Conduct
- Child Safety Code of Conduct
- St John Ambulance Victoria Child Safety Organisational Statement.

**Thanks for reading this booklet. We hope that you learned a lot about child safety in St John!**





# CONTACTS

## Your National St John Child Safety Officer

Call **03 9483 4386** or email [childsafety@stjohnvic.com.au](mailto:childsafety@stjohnvic.com.au)

## Emergency

Call **Triple Zero (000)**. Don't wait.

## Who do you trust?

Write the names and phone numbers of 5 trusted adults here. These adults can be from St John, school, family members or other trusted people in your community.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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Contact your State or Territory  
Child Safety Officer on:

03 9483 4386