



Child Safety Governance Toolkit

People in Positions of Authority – Camps, Overnight Activities and Live-In Situations

Who is this Guide For?

This guide applies to all members who hold a Position of Authority and are involved in:

- Leadership camps
- Development programs
- Interstate travel
- Competitions involving overnight stays
- Youth activities
- Exchange programs
- Live-in training environments
- Any activity involving overnight supervision of members under 18 years of age

Examples include:

- Chaperones
- Team Managers
- Coaches
- Youth Officers
- Program Coordinators
- Club Leaders
- Staff Members
- Other appointed supervisors

Your Responsibility

When participating in a camp or overnight activity, you are more than a volunteer.

You are a Person in a Position of Authority (PPA).

Children and young people, parents and the community place trust in you to:

- ✓ Keep children safe
- ✓ Maintain appropriate boundaries
- ✓ Supervise appropriately
- ✓ Act as a role model
- ✓ Report concerns
- ✓ Comply with SLSQ Child Safe requirements

The safety and wellbeing of children and young people must always be the primary consideration.



Before the Activity

You must ensure:

- ☐ You are a current SLSQ member.
- ☐ You hold a valid Blue Card or Exemption Notice.
- ☐ You have completed Child Safe Awareness Training.
- ☐ You understand the SLSQ Child Safe Policy.
- ☐ You understand the Chaperoning and Supervision of Minors Policy.
- ☐ Parent/guardian consent has been obtained.
- ☐ Emergency contact information is available.
- ☐ Medical information has been reviewed.
- ☐ Supervision arrangements have been confirmed.
- ☐ Accommodation arrangements have been approved.

These are minimum requirements under SLSQ Policy MS02.

Supervision Requirements

You are responsible for the wellbeing and safety of participants in your care.

You must:

- ✓ Maintain active supervision.
- ✓ Ensure participants know who to contact if they need help.
- ✓ Monitor behaviour and interactions.
- ✓ Create a safe and welcoming environment.
- ✓ Never leave children under the supervision of unauthorised persons.
- ✓ Ensure sufficient lighting and visibility when supervising.

Minimum Supervision Ratios

SLSQ requires:

- Minimum 1 supervisor/chaperone for every 8 participants.
- Appropriate gender representation where required.
- Additional consideration for non-binary and gender-diverse participants in consultation with the participant and/or parent.

One-on-One Situations

Avoid one-on-one situations wherever possible.

Remember:

- ✗ A chaperone must never be alone with a single participant.
- ✗ If only one participant is present, there must be at least two supervisors.



- ✓ Interactions should be observable and interruptible.
- ✓ Use open and visible environments whenever possible.

Accommodation Requirements

When staying overnight:

- ✓ Every participant must have their own bed.
- ✓ Adults and minors must have separate sleeping arrangements.
- ✓ Chaperones must not share a room with a minor.
- ✓ Chaperones must never be alone in a room with a minor.
- ✓ Appropriate privacy and dignity must be maintained at all times.

Professional Boundaries

As a Person in a Position of Authority, you must maintain professional boundaries at all times.

You must not:

- ✗ Develop exclusive relationships with participants.
- ✗ Provide ongoing welfare support outside your role.
- ✗ Contact children through personal social media.
- ✗ Communicate privately with children without an approved purpose.
- ✗ Provide gifts, special treatment or favours.
- ✗ Arrange unsanctioned transport.
- ✗ Spend time alone with a participant outside approved activities.

Alcohol and Drugs

While acting in a supervisory role:

- ✗ Do not consume alcohol.
- ✗ Do not use illegal drugs.
- ✗ Do not be under the influence of alcohol or drugs.

Your responsibility to supervise children remains in effect for the entire duration of the activity.

Mobile Phones and Contact with Parents

Children and young people:

- ✓ Have the right to contact a parent or guardian at any time.
- ✓ Must not have their access to communication removed.
- ✓ Must be supported to contact a parent if distressed or uncomfortable.

Change Rooms and Privacy

You must:

- ✓ Respect privacy and dignity.
- ✓ Avoid one-on-one situations.
- ✓ Ensure appropriate supervision.
- ✓ Ensure no photography or recording occurs.
- ✓ Maintain appropriate separation between adults and minors where required.

Recognising Warning Signs

Be alert to:

- Boundary violations.
- Favouritism.
- Isolating a child from peers.
- Excessive messaging.
- Inappropriate gifts.
- Inappropriate physical contact.
- Bullying or harassment.
- Sexualised comments or behaviour.
- Grooming behaviours.
- If something feels wrong, report it.

Reporting Responsibilities

You are not expected to investigate.

You are expected to report.

Immediately report:

- Child safety concerns.
- Suspected abuse or harm.
- Grooming concerns.
- Breaches of Child Safe policies.
- Inappropriate conduct by adults.
- Reportable Conduct matters.

If a child is at immediate risk:

- Contact emergency services.
- Ensure the child's immediate safety.
- Notify the relevant Club and SLSQ reporting contacts.



Questions to Ask Yourself

Before every decision ask:

- ☐ Would I be comfortable if a parent observed this interaction?
- ☐ Am I maintaining professional boundaries?
- ☐ Is this interaction observable and interruptible?
- ☐ Am I acting in the best interests of the child?
- ☐ Would this align with SLSQ's Child Safe expectations?

If unsure, stop and seek advice.

Key Message

Children and young people participating in SLSQ activities have the right to feel safe, respected and supported.

As a Person in a Position of Authority, your actions, decisions and behaviours directly influence the safety and wellbeing of every child in your care.