



MANAGEMENT SYSTEMS MANUAL



Working With Children & Child Safety

Any complaints or concerns about child abuse are to be directed to our National Child Safety Coordinator: Ms Astrid Fleay. E: astridfleay@gmail.com M: 0439 312 893

Many of Life Eternal Trust Australia (LETA's) Life Eternal Properties Australia (LEPA) activities involve participation by children.

These activities include teaching Sahaja Yoga and meditation in the participating school or at LETA/LEPA's premises and overnight Camps with children accompany their parents or with approved designated Guardians while attending the LETA/LEPA's premises, training and events.

It is of utmost importance to LETA/LEPA that every child attending its premises, training or event feels and remains safe at all times. LETA/LEPA is committed to ensure the safety, welfare and wellbeing of children and young people wherever they interact with LETA/LEPA's activities LETA/LEPA will endeavour to create and maintain a safe, positive, child-focused environment for children and young people at its premises, meditation and training venues and other LETA/LEPA events.

LETA will promote a spirit of cooperation and friendship amongst the children and youth that interact with the LETA/LEPA meditation and other programmes and actively discourage any bullying and intimidating behaviour.

LETA/LEPA will obtain written parental consent for their children to participate in outdoor recreational or overnight camp activities.

LETA/LEPA will not permit harsh or physical discipline for children or youth.

Prior to organising outdoor and/or overnight camp activities for children/youth, LETA/LEPA will conduct risk analysis and ensure that its supervisory staff is aware of risks and the mitigation methods.

LETA/LEPA will ensure that its activities where children are participating are supervised by at least two adult volunteers.

LETA/LEPA will only allow those volunteers to be involved in its children's programmes who have successfully completed a Working with Children Check and submitted their approval. LETA/LEPA will take immediate action as soon as it receives a complaint of child abuse or becomes aware of any incident of child abuse or sexual misconduct at LETA/LEPA premises, training venue or event and report the matter to appropriate authorities.

LETA/LEPA will keep confidential under the Privacy Act 1988, any information that it collects about the children that participate in its activities. However, if a child is at risk or subject of abuse/sexual misconduct, LET will be obliged to provide confidential information to the appropriate authorities as required by them.

Any complaints or concerns about child abuse are to be directed to our National Child Safety Coordinator: Ms Astrid Fleay. E: astridfleay@gmail.com M: 0439 312 893

LETA/LEPA will comply with its obligations under the Child Protection (Working with Children) Act 2012 and Child Protection (working with Children) Regulation 2013 and any succeeding amendments thereof.

In an endeavour to meet with the above policy objectives, LETA/LEPA will implement the following measures:

- Development of procedures and code of conduct for safety of children attending LETA/LEPA's premises, meditation classes and during participation in LETA/LEPA events;
- LETA/LEPA Trustees are to appoint a National Child Safety Coordinator with appropriate high-level training, expertise and experience to plan, assess risks, assign and manage State.
- Child Safety Coordinators and volunteers and be responsible for the safe and successful implementation of LETA/LEPA's children's programmes.
- The Trustees will provide full support and resources to all Child Safety Coordinators
- The National Child Safety Coordinator will stay in regular communication with the Trustees and State Child Safety Coordinators on relevant matters.
- To ensure confidentiality and proper management the National Child Safety Coordinator will be the ONLY contact point within Sahaja Yoga Australia to implement any action with any concerns or complaints regarding possible abuse of children.
- Any member of Sahaja Yoga Australia who has been advised by the National Child Safety Coordinator that they are the subject of a complaint will immediately cease attending any Sahaja Yoga events or anywhere where children are gathered until advised of any changes to the exclusion by the National Child Safety Coordinator.
- To ensure confidentiality for all parties, the subject of a complaint must not discuss the matter with other persons and not make any contact the person making the complaint, their family or acquaintances. Within Sahaja Yoga Australia they may only discuss the matter with the National Child Safety Coordinator.
- The person making the complaint and their family or acquaintances who may be aware of the complaint are not to discuss the matter with other persons apart from the National Child Safety Coordinator and are not to have any contact with the person whom the complaint is made about.
- LETA/LEPA Trustees to appoint appropriately qualified and trained State Child Safety Coordinators to implement plans, assess risks, assign volunteers and be responsible for the safe and successful implementation of LETA/LEPA's children's programmes at a local level.

- State Child Safety Coordinators may only refer those making complaints to the National Child Safety Coordinator to discuss the complaint directly.
- State Child Safety Coordinators are not authorised to question or seek any details or offer any advice to a complainant themselves and must do everything possible to ensure the confidentiality of all parties concerned.
- State Child Safety Coordinators will advise parents of young children who their local State Child Safety Coordinators are so the details can be passed on should the children need to approach the Coordinator to speak or ask about something.
- State Child Safety Coordinators will also regularly advise all members in their state of their names and contact details and that all complaints are kept highly confidential and only actioned by the National Child Safety Coordinator.
- Any messages sent to the Sahaja Yoga community regarding WWCC matters will have the contact details of all the State and the National Child Safety Coordinators included as a reminder.
- Any member of the Sahaja Yoga community who is aware of any issues regarding child safety is obliged to report the matter to the National Child Safety Coordinator or relevant authority.
- State Child Safety Coordinators will ensure all adults over 18 years of age who attend any events or gatherings involving children have received a Working With Children Check approval relevant to their state and that their approvals are kept up to date and current.
- State Child Safety Coordinators will ensure that any new members over 18 years of age joining the community will receive advice and assistance to apply for and obtain their Working With Children Check approval at their first attendance of any event or gathering.
- State Child Safety Coordinators will follow up to obtain proof of the required approval of new members and advise the National Child Safety Coordinator and State and National Councillors of the new members compliance within 30 days of the new members first attendance.

- Assess and designate volunteers for interacting/dealing with children at each location.
- Children under 18 years of age will not be in a situation with only one adult (apart from parents and their own children). To implement this requirement there will always be at least two adults present with children.
- Videos or photos of children's faces at Sahaja Yoga venues or events will not be filmed, photographed, recorded, stored, broadcast, or distributed by social media or live broadcast in accordance with advice from HH Shri Mataji and moral and legal reasons as a long-established practice in Sahaja Yoga.
- Make it mandatory for volunteers designated to interact with children to obtain a Working With Children Check Approval. LETA/LEPA will reassess the volunteers dealing with children for Criminal History every three years.
- Maintain a confidential register of Volunteer's Working with Children Check and Criminal history.
- Arrange and conduct regular annual workshops to ensure that all volunteers are aware of the Child Safe Policy, Code of Conduct, their responsibilities, Child Safe procedures for children/youth, attend to their needs, have knowledge of general and activity specific risks and supervise the children's activities. These workshops will be arranged by the National Child Safety Coordinator and the State Child Safety Coordinators with support and any required resources provided by the Trustees.
- Arrange and conduct awareness workshops for children on a regular basis
- Ensure that the Children/youth activities are conducted in areas that are open to inspection and are not behind closed doors.
- The National Child Safety Coordinator to approve all children/youth activities, overnight camps, outdoor recreational activities prior to activities taking place.
- Volunteers involved will provide documentation relating to attendance by children and volunteers to the State Child Safety Coordinators for record keeping.
- Ensure that play equipment and training or recreational venues are safe for children and young people.
- Plan and execute logistics and safe and supervised transportation for children/youth.

- Upgrade LETA's premises with video surveillance cameras in accordance with the Privacy Act. (not in inappropriate places eg. bedrooms)

The Procedures and Actions are in the following section.

This policy will be reviewed and updated every two years.

Signed.

A handwritten signature in blue ink, consisting of a stylized, cursive script that is difficult to decipher but appears to start with a capital letter.

Director / Trustee LETA/LEPA.

Date: 30/6/2019



LIFE ETERNAL TRUST AUSTRALIA

(SAHAJA YOGA MEDITATION AUSTRALIA)



MANAGEMENT SYSTEMS MANUAL

WORKING WITH CHILDREN AND CHILD SAFETY PROCEDURES

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
1	Confidentiality	Only Child Safety Coordinators are authorised to collect and have access to our required WWCC records. Any information regarding any members of Sahaja Yoga will remain confidential and in accordance with our Privacy Policy.	Trustees, National and State Child Safety Coordinators	Everyone	At all times
2	Develop a team of volunteers designated to work with children	<ul style="list-style-type: none"> • Appoint National / State Child Safety Coordinators • All Volunteers to apply and obtain Working With Children Check approvals • All Volunteers to provide a copy of WWCC clearance to the Child Safety Coordinator • All Volunteers to promptly renew their WWCC as required in each state • State Child Safety Coordinators to collect and record details of WWCC volunteers in the appropriate confidential WWCC records and regularly provide copies to the National Child Safety Coordinator (Ms Astrid Fleay) E: astridfleay@gmail.com M: 0439 312 893) whenever a new or renewed registration is received. 	Trustees, National and State Child Safety Coordinators	Everyone	Before the start of any Children's Activities Continuously
3	Train volunteers to work with children	<p>Training of WWCC approved volunteers to include the following aspects:</p> <ul style="list-style-type: none"> • Understand Working with the Children and Child Safety Policy and procedures • Assist with the selection of child safe venues 	Child Safety Coordinators	National and State Child Safety Coordinators	Prior to any Children's Activities

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
3	Train volunteers to work with children CONTINUED	<ul style="list-style-type: none"> • Understand Working with Children and Child Safety Policy and procedures • Assist with the selection of child safe venues • Always use polite and civil language • Do not touch children inappropriately • Wear appropriate clothes • Respect Sahaja Yoga dress code • Ensure all children participate in activities • No favouritism or discrimination by the volunteers • Prevent aggressive or bullying behaviour • Provide proper supervision • Obtain parental consent (if required) • Identify any child abuse symptoms • Report child abuse to the National Child Safety Coordinator (Ms Astrid Fleay) E: astridfleay@gmail.com M: 0439 312 893 who will report to the appropriate authorities 	Child Safety Coordinators	National and State Child Safety Coordinators	Prior to any Children's Activities
4	Children's indoor activities	<i>Conduct children's indoor activities with following consideration:</i> <ul style="list-style-type: none"> • Ensure there are minimum of two adult designated volunteers with WWCC supervising children's activities • Ensure that venue is not dark • Ensure that the venue/room is not closed or locked • Children have to be in full view of adults at all times and not left alone with other children unsupervised • Do not allow children to act in unsafe manner e.g. climbing windows or boundary walls or running up/down the stairs • Always use polite and civil language • Do not inappropriately touch children • Wear appropriate clothes • No favouritism or discrimination by the volunteers • Do not allow children to act in an unsafe manner 	Child Safety Coordinators	Designated Volunteers with WWCC	During children's indoor activities

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
4	Children’s indoor activities CONTINUED	<ul style="list-style-type: none"> Volunteers should always ensure children are supervised by the volunteers and not left alone Conduct a head count upon return and handover children directly to respective parents 	Child Safety Coordinators	Designated Volunteers with WWCC	During children’s indoor activities
5	Children’s outdoor excursion activities	<p><i>Conduct children’s distant outdoor activities e.g. day excursion or bushwalk as follows:</i></p> <ul style="list-style-type: none"> Pre-approval of the activity by State Child Safety Coordinator and Trustees Risk assessment for excursion activity must be carried out and shared amongst the Child Safety Coordinator and the Designated Volunteers Prepare a list of children attending outdoor activities and their parents contact phone numbers with two emergency numbers which will be carried by the State Child Safety Coordinator at all times Pre-visit the venue or bushwalk to ensure that the venue is child friendly and safe and basic amenities are available. Check weather forecasts and cancel the event if necessary due to hazardous unacceptable weather conditions Prepare an Excursion Parent Consent form and obtain Parental consent in writing with records kept Conduct regular head counts to ensure all participating are in attendance and have a plan to ensure an adult is available to locate anyone absent and if required to contact relevant authorities Ensure safe transport is available for transportation to the outdoor venue and that children enter and leave the vehicle safely Ensure two or more adult designated volunteers with WWCC approval are always supervising children’s activities 	Child Safety Coordinators	Child Safety Coordinator Team of Designated Volunteers	Prior and during children’s distant outdoor activities e.g. day excursion or bushwalks

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
5	Children's outdoor excursion activities CONTINUED	<p><i>Conduct children's distant outdoor activities e.g. day excursion or bushwalk as follows: CONTINUED</i></p> <ul style="list-style-type: none"> • Children have to be in full view of adults at all times and not left alone with other children unsupervised. • Ensure first aid is equipment readily available at least one trained volunteer is on hand • Teach children to be aware of snake and spiders and other dangers • Supervise campfire if any and do not allow children to play • Keep your eyes on the children and do not leave them • Ensure children are adequately clothed and wearing proper footwear • Ensure Children carry a water bottle, have a hat and sun protection • Ensure food and water will be available or carried if more than a two-hour activity is planned • Always use polite and civil language • Do not inappropriately touch children • Wear appropriate clothes • No favouritism or discrimination by the volunteers • Do not allow children to act in an unsafe manner e.g. climbing on boulders or entering in water body or running up/down the slopes • Volunteers should always ensure children are supervised by the volunteers and never leave them alone. • Conduct a head count upon return and handover children directly to their respective parents or approved guardians 	Child Safety Coordinators	Child Safety Coordinator Team of Designated Volunteers	Prior and during children's distant outdoor activities e.g. day excursion or bushwalks

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
6	Children’s outdoor Activities in backyards or parks	<p><i>Conduct children’s outdoor Activities in backyards or parks as follows:</i></p> <ul style="list-style-type: none"> • Pre-approval of the activity by the State Child Safety Coordinator and Trustees • Risk assessment for excursion activity must be carried out by the State Child Safety Coordinator and any risks or concerns advised to the Designated Volunteers • Pre-visit the venue or bushwalk to ensure that the venue is child friendly and safe and basic amenities are available. • Prepare a list of children attending outdoor activities. Their parents are to provide two emergency contact numbers which will be carried by the State Child Safety Coordinator at all times • A list of local Emergency numbers is to be carried by the State Child Safety Coordinator and Volunteers • Check weather forecasts and cancel the event if necessary due to hazardous unacceptable weather conditions • Prepare an Excursion Parent Consent form and obtain Parental consent in writing with records kept • Conduct regular head counts to ensure all participants are in attendance and have a plan to ensure an adult is available to locate anyone absent and if required to contact relevant authorities • Ensure safe transport is available for transportation to the outdoor venue and that children enter and leave the vehicle safely • Ensure two or more adult designated volunteers with WWCC approval are always supervising children’s activities • Provide a roster of Supervisors where appropriate 	Child Safety Coordinators	Child Safety Coordinator Team of Designated Volunteers	Before, during and after outdoor activity

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
6	Children’s outdoor Activities in backyards or parks CONTINUED	<p>Conduct children’s outdoor Activities in backyards or parks as follows: CONTINUED</p> <ul style="list-style-type: none"> • Children have to be in full view of adults at all times and not left alone with other children unsupervised. • Ensure first aid is equipment readily available and at least one trained volunteer is on hand • Ensure children are adequately clothed and wearing proper footwear • Ensure Children carry a water bottle, have a hat and sun protection • Ensure food and water will be available or carried if more than a two-hour activity is planned • Do not allow children to act in unsafe manner e.g. climbing on boulders or entering in water body or running up/down the slope • Volunteers should always ensure children are supervised and do not leave them alone • Always use polite language • Do not inappropriately touch children • Wear appropriate clothes • No bullying or aggressive behaviour • No favouritism or discrimination by the volunteers • Conduct a head count upon return and handover children directly to respective parents or approved guardians 	Child Safety Coordinators	Child Safety Coordinator Team of Designated Volunteers	Before, during and after outdoor activity
7	Children’s overnight camp	<p>Conduct children’s overnight camping:</p> <ul style="list-style-type: none"> • Pre-approval of the activity from the State Child Safety Coordinator and Trustees • Risk assessment for camping activities must be carried out by the State Child Safety Coordinator with any risks notified to parents and volunteer assistants • Parents of children are responsible for the safety and security of their children at all times 	Child Safety Coordinators	Child Safety Coordinator Team of Designated Volunteers	Before, during and after the camp

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
7	Children's overnight camp CONTINUED	<p>Conduct children's overnight camping: CONTINUED</p> <ul style="list-style-type: none"> • Prepare a list of children attending outdoor activities with parent's details with two emergency numbers • Pre-visit the camping venue or ground to ensure that the venue is child friendly and safe and basic amenities e.g. enclosed toilets and drinking water are available • Ensure Parental consent in writing is obtained including appropriate medical information on medical and permission forms • Conduct a head count upon commencement of the activity and at regular intervals • Parents of younger children will ensure their children are well behaved and remain within a distance so that they are able to supervise their children and don't unduly disturb others during organised events. • Children over 10 years of age should be sleeping with a parent or guardian in a family of collective tent or sleeping area away from younger children. • No one should be getting dressed or undressed in front of anyone else. • To assist with this requirement 'changing places' in the rooms and tents can be provided or showers can be used. • Ensure safe transport to and from the campground/venue is available • Ensure two or more adult designated volunteers with WWCC are supervising children's activities. • Include female volunteers if girls are participating • Children have to be in full view of adults at all times and not left alone with other children unsupervised. • Provide a roster of Supervisors where appropriate. • Ensure adequate camping gear e.g. tents etc are carried 	Child Safety Coordinators	Child Safety Coordinator Team of Designated Volunteers	Before, during and after outdoor activity

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
7	Children's overnight camp CONTINUED	<p>Conduct children's overnight camping: CONTINUED</p> <ul style="list-style-type: none"> • Ensure first aid equipment is available at all times • Ensure that at least one person attending has first aid qualifications • Ensure children are adequately clothed and wearing proper footwear • Ensure Children carry water bottle, hat and sun protection • Ensure adequate food will be available or carried for camp kitchen • Supervise children while pitching up and taking down the camping tents. • Always use polite and civil language • Do not inappropriately touch children • Wear appropriate clothes • No bullying or aggressive behaviour • No favouritism or discrimination by the volunteers • Do not allow children to act in unsafe manner e.g. climbing on trees or boulders or entering in water body or running up/down the slopes • Teach children to be aware of snake and spiders and other dangers • Supervise the campfire if any and do not allow children to play with the fire • Always keep your eyes on the children and do not leave them alone • Ensure no children go astray • Boys and girls over 10 years of age to sleep in separate supervised areas. • Children over 10 years of age should be sleeping with a parent or guardian in a family of collective tent or sleeping area away from younger children. • No one should be getting dressed or undressed in front of anyone else. To assist with this 'changing places' in the rooms and tents can be provided or showers can be used. 	Child Safety Coordinators	Child Safety Coordinator Team of Designated Volunteers	Before, during and after outdoor activity

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
7	Children's overnight camp CONTINUED	<p>Conduct children's overnight camping: CONTINUED</p> <ul style="list-style-type: none"> • Children to be supervised at ALL times. • Provide a roster of Supervisors where appropriate. • Head count at regular times and upon return • Handover children directly to respective parents or approved guardians 	Child Safety Coordinators	Child Safety Coordinator Team of Designated Volunteers	Before, during and after outdoor activity
8	Complaint or suspicion of child abuse	<p>The following actions must be taken:</p> <ul style="list-style-type: none"> • Any member of Sahaja Yoga Meditation Australia who receives a complaint or is suspecting child abuse must immediately refer the complaint objectively and impartially to our National Child Safety Coordinator: Ms Astrid Fleay E: astridfleay@gmail.com M: 0439 312 893 • If the complaint or suspicion is found to have valid ground, the National Child Safety Coordinator will follow up with action, advise of the processes to follow, and inform the appropriate authorities • When reporting any complaints or suspicions to the National Child Safety describe the child's conditions and symptoms • Refer to the Help Guide – 'Child abuse and Neglect' https://www.aihw.gov.au/reports/children-youth/australias-children/contents/justice-and-safety/child-abuse-and-neglect • Do not contradict the child or wave the complaint away • Do not interrogate the child • Reassure the child that he/she did nothing wrong • If the complaint is about an LETA volunteer, ensure no further contact occurs between the volunteer and children until the matter is investigated • Action will be initiated to immediately remove and prohibit the offending ACCUSED volunteer from all LETA premises and they will be advised of their rights and details of the accusation and actions to follow 	National Child Safety Coordinator All Sahaja Yogis	National Child Safety Coordinator All Sahaja Yogis	At all times

No.	PROCEDURE	ACTIONS	ACCOUNTABILITY	RESPONSIBILITY	WHEN
8	Complaint or suspicion of child abuse CONTINUED	<p><i>The following actions must be taken: CONTINUED</i></p> <ul style="list-style-type: none"> • Anyone accused of inappropriate behaviour will be advised not to make contact with the person/s concerned or their families • Confidentiality for all parties concerned is critical so any suspected abuse must not be discussed with anyone apart from the National Child Safety Coordinator, and if required official authorities, as discussion about unproven accusations against someone may cause unrepairable damage to reputations and exposure to legal action. 	<p>National Child Safety Coordinator</p> <p>All Sahaja Yogis</p>	<p>National Child Safety Coordinator</p> <p>All Sahaja Yogis</p>	At all times
9	Reinforce Child Safety Regime in LETA	<p><i>The following actions will reinforce Child Safety in LETA:</i></p> <ul style="list-style-type: none"> • Be proactive about the safety of children • WWCC is required for ALL volunteers • Initial training of volunteers designated to work with children • Ensure that the volunteers are aware of the child safety policy, procedures and code of conduct • Provide external resources to the volunteers e.g. website dealing with child abuse and neglect • Annual workshops on Child Safety • Feedback from designated volunteers to improve policy, procedure and code of conduct. 	<p>Child Safety Coordinators</p> <p>Trustees</p> <p>All Sahaja Yogis</p>	<p>Child Safety Coordinators</p> <p>Trustees</p> <p>All Sahaja Yogis</p>	At all times
10	Covid 19 Safety Practises	<p><i>The following actions will reinforce Covid Safety in LETA:</i></p> <ul style="list-style-type: none"> • All LETA events will comply with the relevant Covid 19 Safety Guidelines applicable at that time • Current Guidelines and Restrictions for group events are available on Government Health Department websites. • A Covid Safe Plan will be developed for one off events and explained to everyone at the beginning of the event. • Queues for food or other activities will be monitored with social distancing, 	<p>Child Safety Coordinators</p> <p>All Sahaja Yogis</p>	All Sahaja Yogis	At all times