

Scouts Australia

Parent and Carer Guide to International Contingents

Edition Two - November 2025





Scouts Australia is a Child Safe organisation. Scouts Australia is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

This document is the culmination of many years of experience, volunteer hours and a drive for continuous improvement. It is reviewed regularly by the International team, the Child Safety Commissioner, the National Adviser – Diversity and Inclusion and parents/carers of Scouts. Should you have any suggestions for inclusions, please contact international@scouts.com.au



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INTRODUCTION

We are very excited that your Scout has shown interest in applying for or has applied to attend an International Scouting event!

This guide is best read prior to applying or before applications for the event/Contingent have closed to give you an insight into what an international event and Contingent could be like and the kind of things to prepare for. It is designed to help you gain an understanding of what is expected of you as a parent/carer in supporting your Scout to gain the most benefit from their participation in an Australian Contingent.

International Scouting events are a life changing experience for the young people who take part. They will meet new friends, visit new locations and try new things.

Scouts Australia is committed to supporting all young people to participate in Scouting, regardless of gender, sexuality, race, spiritual beliefs, abilities or socioeconomic status. The Contingent Management Team (CMT) and by extension, the broader Scouts Australia International Team, will do what we can to support everyone to participate in the Contingent and event/s. Any CMT space will always be a safe place for our members, and we will endeavour to work with our members to ensure they feel, safe, welcome and engaged.

There may be situations where the Contingent is limited in what can be done to make members feel welcome and included at an event. Barriers to doing so may include but are not limited to, geographical area/topography, infrastructure and/or social/cultural/religious norms or practices. In a situation where you think this may be the case, participants are encouraged to research the location/s and discuss their concerns with the CMT prior to submitting an application or in the months leading up to the event. If an alternative or solution cannot be found, a refund will be offered in accordance with the withdrawal policy for the Contingent/event.

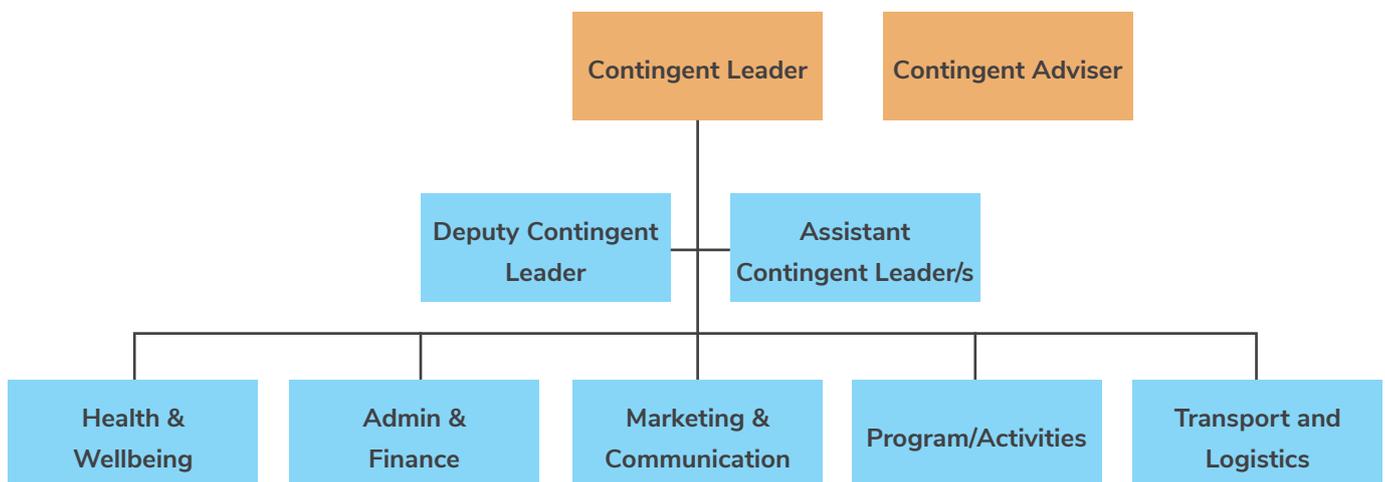


For many participants, this may be the first time they leave Australia, and for others, the first time they travel internationally without family. As a result, there may be many unknowns about the journey ahead.

Even if your Scout has travelled overseas without you before, there are things about International Scouting that you will need to understand.

Each Contingent is organised by a CMT who are Scouting volunteers from around Australia and who bring a wealth of experience to the planning and execution of a Contingent. See Figure 1 for an example structure of a CMT.

Figure 1 – Example Contingent Management Team (CMT) structure



This guide will take you through all the information you as a parent/carer will need to know to support your Scout through their International Contingent journey.

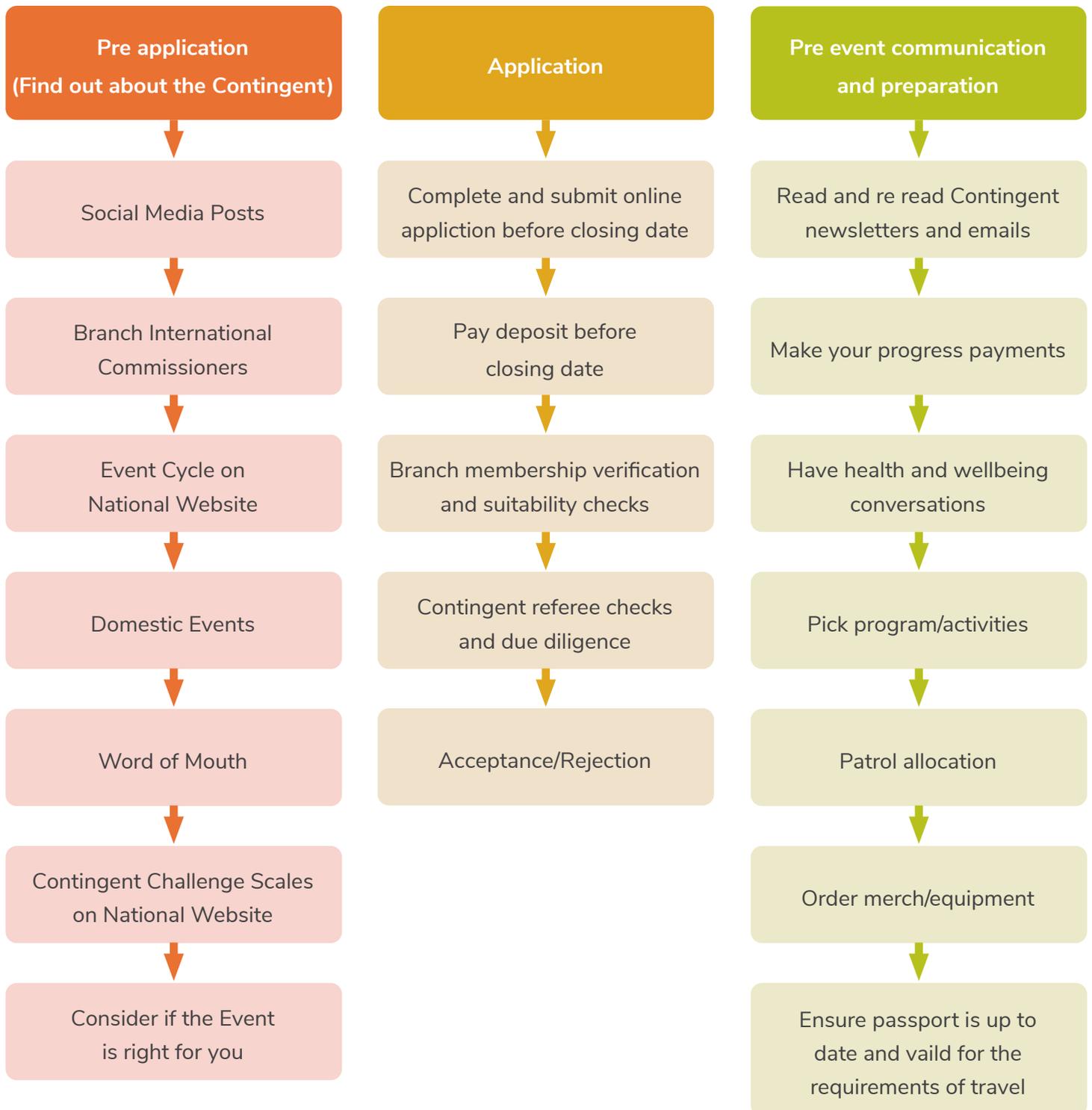
If you still have questions after reading this guide, you may find answers in our Frequently Asked Questions on page 43.

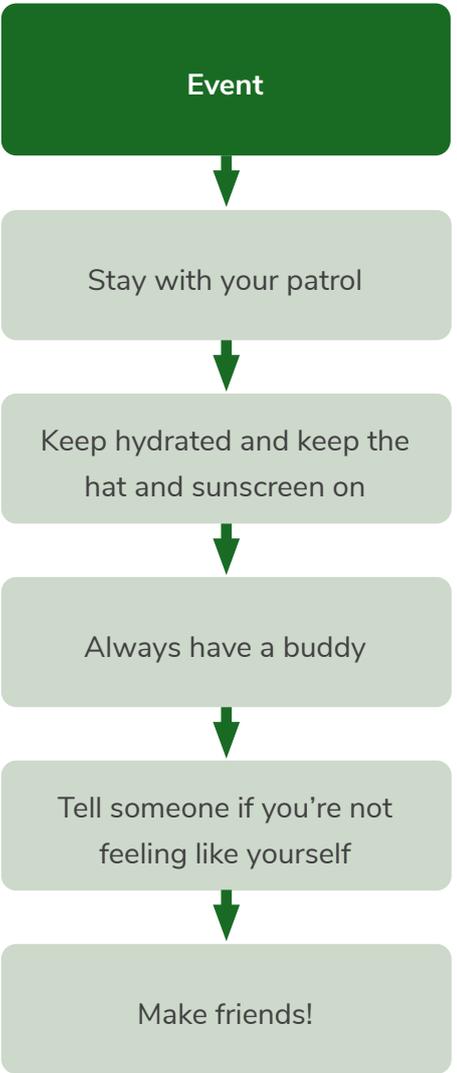
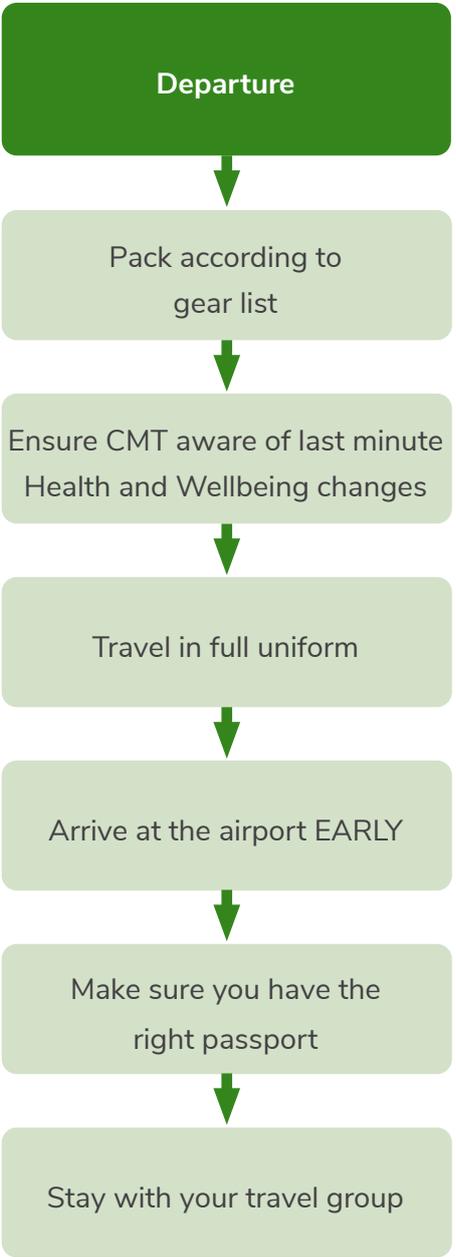
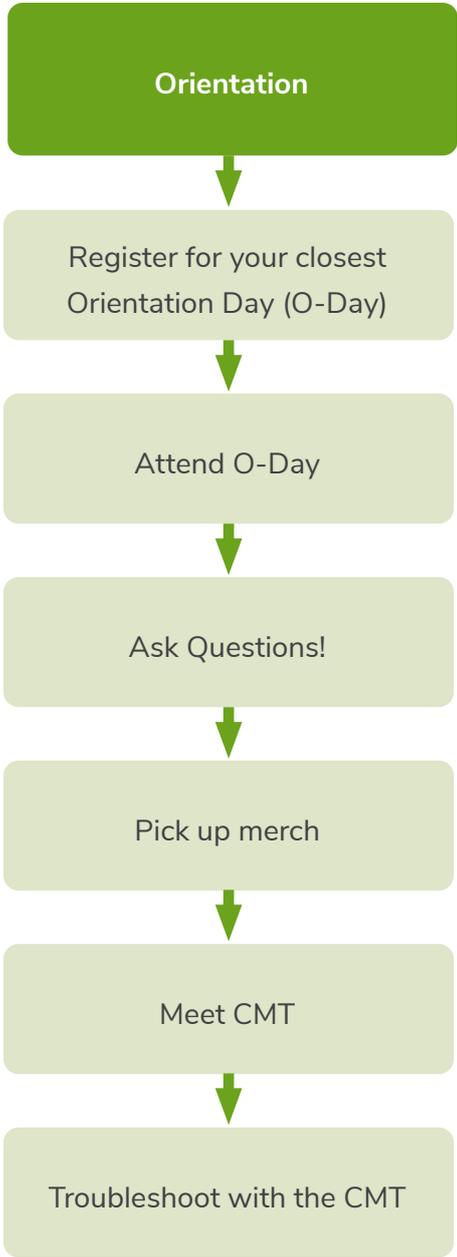
If you have other concerns or questions, please contact the Contingent Leader for the relevant event (via the Scouts Australia Contingent webpage) or the Branch International Commissioner in your state or territory (contact details at the back of this document).

The Scouts Australia International Team

Figure 2 - High level Contingent flowchart

Below is a high-level flowchart of each 'step' in applying for and becoming a member of a Contingent. The items under each heading are what you might encounter as part of each 'step'.





PERSONAL PREPARATION

Selecting the right event for your Scout

Scouts Australia coordinates opportunities to a wide range of different overseas events and strives to offer different international opportunities that all Scouts can participate in and enjoy regardless of their abilities. Nonetheless, some individual activities will have restrictions, including prior experience requirements, physical requirements, minimum qualifications, or a specific age range. It is therefore important to consider which event is most suited to your Scout's interests, abilities and individual needs.

The organisers of overseas events often set a minimum participant age and the CMT has no discretion to approve exemptions from these requirements. For example, the World Scout Jamboree has a minimum age of 14 years.

Additionally, an International Scouting event can be a very demanding and challenging experience for all members. Participants will be away from their family, friends, usual support structures and routines, and experience some very different cultures to their own. All these things can be a significant challenge for some members.

We recommend having an open discussion with your Scout prior to applying for the Contingent/event so they can consider other options and make the best decision for their situation, so they are prepared for their adventure. We also recommend researching the country the event your Scout is interested in attending on Department of Foreign Affairs and Trade (DFAT) [Smart Traveller website](#) to help you determine if an event/location is suitable for your Scout.

For more information regarding other events and International Scouting opportunities and what might suit your Scout best, please see this [link](#).

Additionally, when considering a particular event, parents/carers are encouraged to consult the Contingent Challenge Scale which provides advice on both the Physical and Cultural challenge of an event. You can find the challenge scale [here](#) on our website.

For information regarding a particular event or the event your Scout is interested in applying for, you can contact the relevant Contingent Leader or the International Team for more information.

Once-in-a-Lifetime Experience

Once your Scout has decided they want to participate in an International Scouting event and which one, there are some things you can do to help them “be prepared” for this adventure of a lifetime!

Preparation for your Scout’s overseas experience will differ from event to event, Section to Section and will depend on your Scout’s previous experiences travelling overseas. The following Sections may not all apply to your Scout’s situation, but we ask that you read them all to help us ensure everyone is prepared.

Scouts join International Contingents with a range of different experiences; some have never been on an aeroplane, let alone overseas, conversely some are well travelled, but this may be their first time travelling without family. No matter what the situation, it is only natural for you and for them to have some questions or possibly even feel some unease. Even if your Scout is very familiar with international travel, this Scouting experience will be very different.

An International Scouting event can feel similar to a local camp but:

- with more people.
- in a different country.
- with a different culture.
- living a new day-to-day routine with people from all over Australia and the world.
- often in more/different challenging circumstance.

For some young people, this can be quite intimidating.

If it is the first time your Scout has travelled without you, it is only natural that you may all be feeling a little anxious. We do our best to make sure the adult volunteers who accompany your Scout are well equipped and experienced and have usually often attended other similar Scouting events. Some of the accompanying adults are parents/carers themselves, so can understand your concerns!

Always feel free to reach out to the Contingent Leader or contact other parents/carers you may know from your local Scout Group or local area for any hints or tips on how you and your Scout can both prepare for this trip.

In preparation for the event, ask yourself “how can I help my Scout to be ready to travel overseas without me?” You may like to consider if your Scout is:

- mature
- responsible
- resourceful
- willing to ask for help and advocate for their needs
- have a reasonable level of self-reliance and resilience to home sickness
- aware of what’s going on around them
- able to follow instructions.

Additionally, please consider “what support might my Scout need on this adventure and how best can I communicate that to the CMT?” As excited as your Scout may be, we recognise they may also be nervous. We suggest:

- talking with them about what is going to happen.
- what is expected of them during the trip.
- reassuring them that everyone adapts to new environments at a different pace.
 - o Some Scouts may seem to be fitting in quicker and appear to be having a great time, and that is not unexpected.
 - o There is no shame in telling someone they are sad, homesick or struggling with the new situation.
 - o Please reassure your Scout that it is perfectly okay for them to reach out to a trusted friend, older Scout or one of the adults on the Contingent if they need to talk to someone.

It is very important that Scouts do talk to the adult Leaders if they have any concerns or are struggling. The Patrol and Unit Leaders, in addition to the adult Leaders are there to help and want to ensure that everyone enjoys this experience.



There will be multiple opportunities held by each Contingent for your Scout to attend and to help answer your questions. You will find out more about these events in the following section.

International travel can be tough but rewarding. International events take us all out of our comfort zones, away from our usual structures, routines, and support networks and mechanisms. However, it is in this new environment that we learn to adapt, be flexible, advocate for ourselves, persevere and build resilience. It's often the event that doesn't go to plan that creates some of the best stories and memories!

Every event that is run by Scouts Australia is always required to have a thorough Risk Assessment and Management Plan. Before the Contingent even departs, there has been many months or years of planning that has gone into the event.

There are many scenarios that the Contingent plans for that are very unlikely to occur, but we include these to be prepared. If you have any concerns, we encourage you to raise them with the CMT in the first instance. Contingent planning is very thorough, and our aim is to ensure your Scout has a safe and enjoyable experience!

For more information regarding raising concerns or making a complaint, please see page 52 or Appendix B.



BRIEFING & ORIENTATION

Town Hall Meetings

CMTs may choose to have an online meeting or 'Town Hall' (via online platform) just prior to applications opening or during the time applications are open. This allows prospective applicants to find an answer to any questions they may have before fully committing to the Contingent and submitting their application. It is very likely that a Contingent will not have all the answers for applicants yet but can take them on notice and answer them at a later time. These Town Halls will be advertised mostly via social media and email to prospective Contingent members.

Once applications have closed and applicants have been approved to be members of the Contingent (by their Branch/State Headquarters), Town Hall meetings may also be used by CMTs to keep participants up to date with relevant information during the planning phase.

Contingent Newsletters

In the lead up to your event, the CMT will share important information in a series of Newsletters. Contingent newsletters may be issued every few months or at other convenient times.

It is important that both you and your Scout read these as they often provide reminders for specific actions to be completed, including payment deadlines. They may also include handy tips about health and wellbeing reminders, fitness requirements, gear lists, upcoming meetings, passport reminders and more. We encourage Scouts to be as involved in reading these reminders as their family are, to ready them for the journey.

It is essential that all participants and their parent/carers read and re-read all Contingent Newsletters when they are published and again immediately prior to departure. If you're not getting emails from the CMT semi-regularly, please check your junk mail folders or get in contact to check that you are not missing out on any communications.

Many Contingents will also have a social media presence and webpage. Some updates will also be shared in these channels but most information will come via email and text. The Contingent Newsletters are the primary means of dispersing information with the Contingent. In very large scale events, there is often a dedicated social media channel for parents/carers (e.g. a World Scout Jamboree).

O-Days

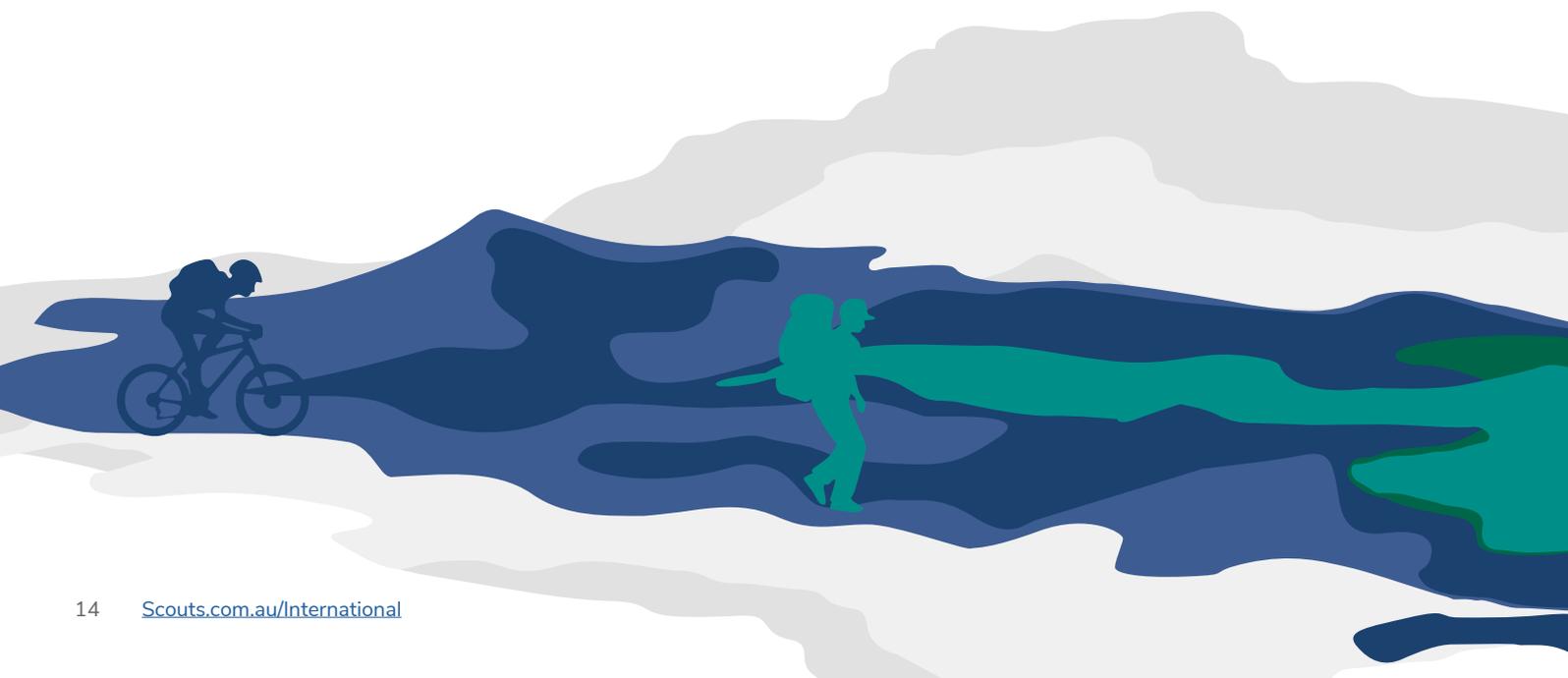
It is a requirement that all Contingent Members attend a Contingent Orientation Day (O-Day). Most large Contingents will host a series of O-Days in major capital cities (and major cities where relevant) prior to departing Australia. O-Days usually occur around 2-4 months out from the event.

The O-Day is an important opportunity for representatives of the CMT to meet participants and brief the participants and their families regarding the Contingent and event. It also provides you with an opportunity to meet the CMT and have any questions you may have answered. Some O-Days are also an opportunity for distribution of the merchandise for the event.

Your O-Day will usually begin with a presentation reviewing the important information for the event. You may notice some double up of information between the O-Day and what has previously been shared to the Contingent, but this is to highlight the importance of the information being shared, and place emphasis on vital details. It also provides you with an opportunity to meet the CMT and have any questions you may have answered.

In some instances, a recording of the O-day presentation will be made available after all O-Days are complete as a referral point.

If you are unable to attend face-to-face, you are required to attend an online O-Day. Attending an O-Day is a mandatory requirement of membership of the Contingent.



CONTINGENT EXPECTATIONS

Travelling as part of a Contingent

The Contingent will travel to and from the event together and in uniform through airports and in transit. The only exception to this are those over the age of 18 years of age who have been approved to travel independently to the country of the event or where the Contingent travel is not offered – most Rover Scout events do not include travel to and from the event to allow for personal travel either side. You will need to drop your Scout off and pick them up upon their return at the nominated airport/transit point. The Contingent will check in as a group and after going through Immigration and Security, will be expected to keep stay together at the gate until they are asked to board the plane.

Seating on board the aircraft is normally assigned by the airline. Allocations are completed by the airline and the Contingent has no influence in this decision. Please remind your Scout they may not be seated next to their friends, and that instead, this is a great opportunity to make new friends before they even reach their destination! Leaders are dispersed amongst Scouts on the flight so if there any concerns, your Scout can reach out for support.

Behavioural Expectations

As with all Scouting activities, youth members are expected to uphold the behaviours they commit to in the Scout Promise and Law. Members of the Australian Contingent are representing Scouts Australia when travelling overseas, and we want these members to be worthy ambassadors for the organisation and live up to our values.

Being part of an International Contingent can be challenging. If you think your Scout may need additional support when faced with things outside their comfort zone, it is important to let the CMT know so they can work with you and your Scout to develop strategies to help them get the most out of the event.



In addition to the Scouts Australia Code of Conduct for all people aged 18 years and over (found at Appendix D on page 67), most Contingents will develop a Code of Conduct specific to the event that details behavioural expectations by all Contingent members. This may be done at a Patrol, Unit or whole of Contingent level depending on the size of the Contingent. Poor behaviour is not tolerated at any International Scouting event, and there is zero tolerance approach to bullying, harassment, discrimination or harm to others of any kind.

Before the event, it is worth having an honest discussion with your Scout as to whether they will be able to abide by the Code of Conduct and live up to the Scout Law and Promise. If you both determine that it may not be possible, please seriously reconsider if an event is right for your Scout.

Serious or repeated breaches of the Event and Contingent rules, Code of Conduct or behaviours that are counter to the Scout Law and Promise will have consequences which may include expulsion from the event. In the case that your Scout is removed from the event or Contingent they will usually be returned home, with all alternative accommodation, flights meals etc, including the cost of any adults required to escort your Scout at your expense. Therefore, it is critical that this behavioural expectation is understood before committing to the event.

Should any Scout break any laws while in a Country, and the Contingent becomes aware of this, the Contingent has a requirement to report them to the local authorities. Should this situation occur, you will be contacted by the National General Manager or Chief Commissioner of Scouts Australia. In these scenarios, the CMT will endeavour to maintain a Duty of Care to your Scout during this time, and engage with the Australian Embassy or Consulate and the DFAT to support your Scout, you and the Contingent until the matter is resolved. The Contingent will always follow the advice of the Australian Embassy and DFAT.

Each Contingent member's behaviour impacts the wider community of the event; living up to the values of Scouting helps create a safe and supportive environment that enables positive events and memories that last a lifetime.



Health and Hygiene Responsibilities

Toilet and washing facilities at overseas events may be very different to what is available at Australian events. For example, a squat toilet may be common in some countries. In addition, cleanliness may not be to a standard expected in Australia. This is part of the challenge and adventure of travel internationally and is something you should discuss with your Scout.

Good personal hygiene is important for Contingent morale and health, and for wellbeing reasons. This includes regularly washing hands, showering, brushing teeth, using deodorant and washing clothes. Regular use of showers is an expectation during every overseas event and is an important necessity in maintaining good health and hygiene whilst away.

Also, it is critical to be mindful of water quality. In many countries only bottled water should be consumed. Your CMT will provide this guidance during the preparations for the event.

Facilities for washing clothes will usually be provided by the event or accommodation. Experience doing laundry at home (especially hand washing clothes) before departing overseas is a useful skill that should be encouraged.

Communication with your Scout

Hearing from your Scout

As they say in the classics, 'No news is good news'.

Scouts are often so excited by the activities on offer at the event, that they forget to write or call their friends and family back in Australia, please don't be concerned. If there is any cause for concern, the CMT will contact you directly.

We are not suggesting that you don't contact your Scout while they are overseas but we ask you to note that contacting home often can bring on homesickness and prevent Scouts from getting the most out their international opportunity. Please consider this as you manage your expectations around talking to your Scout.

Problem Solving

If your Scout is contacting you with issues or concerns, please direct them back to a trusted friend, Unit Leader or the CMT. These people are in a country with your Scout and will be able to work with your Scout to improve the situation.

For example, if your Scout is not liking the food available, they need to talk with their Unit Leader. Every event has alternative foods on offer. If your Scout is not eating sufficiently, they must communicate to the adults at the event so that extra food can be provided. If they are just telling a parent that they are not eating enough, the Contingent does not know there is an issue to resolve.

TRAVEL & EVENT PRACTICALITIES

Spending Money

All meals, accommodation, transport and most programmed activities are included in the Contingent Fees advertised. Spending money is only required for snacks and souvenirs or some approved extracurricular activities (advised beforehand).

Participants therefore should not require any spending money to attend an International Scouting event. If a family chooses to provide spending money for their children, Scouts Australia recommends a maximum of AUD (\$)10 per day. This is more than adequate for a drink, ice cream or other snack every day.

Neither the Australian Contingent nor the adult Leaders travelling with the youth members will accept responsibility for managing the spending patterns of your Scout or provide lock-box facilities.

If at any time your Scout loses their bank card or is unable to access spending money, they need to talk with the CMT who will endeavour to make alternative arrangements for your Scout.

It is your responsibility to decide what card or card and cash combination is most appropriate for your Scout and consider all relevant fees. Please remember that carrying cash can be a risk when travelling internationally. You are encouraged to consult your bank as to the best options/alternatives when travelling. As not all cards offer the local (in-country) currency.

Most travel cards come with 2 cards. Consider if your Scout should carry one card in their wallet for use and the other in their luggage in case the primary card is lost.

Travel Insurance

Scouts Australia has an extensive travel insurance policy for all members of the Contingent. A copy of the policy is available on our application system.

Should you need to make a claim after the event, contact the Contingent Leader and they will help you with the next steps. If you are going to make a claim, it is important to keep all relevant documentation and receipts to submit to the insurance company for assessment.

Flying

For many Contingent members, travelling to an International Scouting event may be their first time on an aircraft - or at the very least, the first time travelling overseas without their family.

It is important to discuss the expectations of travel with your Scout before they arrive at the airport.

Understanding the check-in process, security screening, luggage restrictions and quarantine requirements can be very helpful in anticipating the travel experience and avoiding any concerns. Please remember every country has their own travel requirements. So, what might be acceptable content in luggage (including carry-on) when flying domestically in Australia will almost certainly be very different when travelling internationally as will size and weight restrictions.

Delays and waiting in queues are inevitable at the airport and when travelling long distances to new countries. In travel settings, patience is important. Youth and Adults can struggle with patience at the best of times but please work with your Scout to help them understand that waiting at an airport is part of the experience (and maybe encourage them to have a pack of playing cards in their carry-on luggage to help pass the time!) The CMT will be monitoring the travel arrangements of the entire Contingent. In the event of travel delays Unit Leaders will help engage the participants to make the experience as positive as possible.

The allocation of the seating on the aircraft is up to the airline, they usually do this alphabetically or in the order the actual tickets were issued. Contingent members are encouraged to make new friends with the other participants seated next to them.

If your Scout is prone to motion sickness, it is recommended that you speak with your doctor or pharmacist to discuss strategies or medications that may reduce the effects of air travel. This may be especially useful should the flight encounter turbulence.

Similarly, if your Scout has difficulties with equalising their ears with changes in pressure, this should also be discussed with your doctor to avoid any unnecessary discomfort when descending on each flight.

Please ensure that any travel illness/discomfort and the relevant management strategy (including any medications) is captured in your Scout's health and wellbeing/medical information and raised with the Contingent Health and Wellbeing Lead prior to departure.

Passports/Visas

All participants will require a valid passport to attend an International Scouting event. The passport will require an expiry date that is at least 6 months after the date they are due to return to Australia.

Passport details are captured as part of your Scout's application to the event. If passport details are not available at the time of application, or if a new passport is issued before departure, it is essential that the new details are updated in your Scout's application as soon as they are received.

Depending on the location the Contingent is travelling to, your Scout may need a visa (particularly if your Scout does not hold an Australian passport), for them to enter the country they are entering. You are responsible for organising this. The CMT will provide reminders via Contingent newsletters and direct messages but ultimately it is your responsibility to secure the relevant visa.

Do not leave it until the last minute to obtain a passport or a visa. Some visa applications are quick, and some can take many months!

Note: If your Scout does not have a current passport in the application system one month prior to the Contingent's departure, they will be removed from the Contingent.

All Contingent members **must** have a valid passport to travel.

Equipment

A suggested list of what to pack will be provided by the CMT in at least one of the newsletters that will be emailed out in the lead-up to the event. The gear list will depend on the type of event, the location, and what time of year the event is being held. It is important that if an item is listed as compulsory, that your Scout pack that item.

The CMT will also give you guidance on purchasing a tent if this is required.

Many of the items required for the event, your Scout may already own from other Scouting events. If not, then it may be worth asking your local Scout Group or District to see if it is possible to borrow other items, especially if they are unlikely to be used beyond this event. If they do borrow equipment, please make sure that they know how to use it/set it up. We encourage Scouts to have their own hike packs and hiking boots where required so that these items are as comfortable as possible. Visiting a camping or sports store to have these items properly fitted can avoid discomfort later and find time to test them – encountering blisters at the end of their first day of their international experience is most unpleasant.

It is a good idea to ensure that your Scout knows how to independently pack, repack and fit (tighten straps etc) any new luggage before they travel.

Hiking Packs

Some Contingents will issue a wheeled travel bag (or similar) and a small backpack. For other events a hiking backpack may be required.

The CMT will however provide clear instructions about what is provided by the Contingent and what needs to be supplied by the participant.

Hike packs should be fitted to an individual to ensure maximum comfort.

Sleeping Bags

The most suitable sleeping bag to take on a Contingent will be determined by where the event is to be held and the weather that is expected for that time of year. The CMT will provide advice on what is suitable.



Footwear

Sturdy walking shoes are recommended for all International Scouting events. If there is a need for additional shoes such as hiking shoes, shoes appropriate for water activities or boating, and/or other activities, this will be included in the gear list by the CMT.

Rain Jackets

It is highly recommended you invest in a good quality rain jacket, especially if your Scout is travelling to a country that will have high rainfall whilst they are there. Guidance around what to look for when purchasing may be provided by the CMT however, it is important that you do your own research and are comfortable with the quality and price.

Hats

Wide-brim hats are recommended for all International Scouting events. Some Contingents may include a hat as part of the merchandise provided.

If the event is being held in a warmer climate or during the summer months, Contingent members will be required to wear hats during the day.

If the event is being held in a cooler climate, a beanie may also be part of the merchandise available, or it will be suggested that you pack one of your own.

Cultural Differences

Unique Experience

International Scouting presents a unique opportunity to learn about different cultures through the various program activities. Participants are encouraged to attempt every activity with enthusiasm no matter how different they may be in comparison to Australian programs.

Participants should do their best to commit to actively engaging in the cultural experience on offer. In doing so, every Scout must demonstrate respect and maturity at all times. It is often in these periods of uncertainty, and/or discomfort that some of the best experiences can be had.

Remember, international travel is learning about and from different cultures and countries and that means things could be very different from home! A helpful mantra here is: "It's not better, it's not worse, it's just different".

However, while accepting that an experience can feel strange or look weird, feeling uncomfortable or unsafe is not acceptable. No Scouting member should ever feel uncomfortable or unsafe. The CMT should communicate to all members that if they feel unsafe, they must let someone know. They should be encouraged to tell a:

- Friend or peer.
- Trusted adult.
- Unit Leader.
- Activity Leader.
- CMT member.
- Event Staff member or International Service Team member.
- Listening Ear (service provided by some events) or the onsite Health Centre.

If members are feeling unsafe while at an event, they can choose not to participate in the activity or social interaction or remove themselves from the situation and tell one of the people listed above so that it can be followed up and reported effectively.

Parent/Carer Consent

Whenever facilities or procedures at international events or venues are different to Australian expectations, informed advice is provided to youth members and their parents/carers before departure (e.g. if separate showers for youth members and adult members are not available, or if communal saunas or bathhouses are planned to be used as part of the program, etc).

Age of Consent

Age of Consent varies considerably from country to country. The CMT will inform participants and parents/carers of these differences and ensure that an appropriate enforcement of the most responsible rules (Australia vs overseas) is applied for the purpose of the Contingent.

Social and Cultural Norms

Similar to Australia, people around the world hold different views and values. Some cultures are discriminatory towards different groups, including but not limited to women and girls, people with disabilities, people who identify as LGBTQIA+, certain ethnicities. For this reason, it is important to research the cultural norms of the country/countries to be visited. While Scouts Australia cannot control the external culture or laws of the country, we will endeavour to ensure the Contingent provides a safe space for our Scouts.

More details on these items and how you can best prepare for them can be found in the Health and Wellbeing section of this guide.

Food

Food may be different to what your Scout is used to in Australia, and there may be difference in how dietary requirements are understood by the host country. More information on this is found in the Health and Wellbeing section of this guide.



HEALTH AND WELLBEING

Safety

The safety of all our members is the highest priority of Scouts Australia.

Ensuring all participants have access to appropriate food, water and shelter is of paramount importance.

To assist our adult volunteers to support your Scout, it is essential that all medical details and emergency contacts are updated in your Scout's application whenever a change occurs prior to departure. If things change in the 2 months leading up to departure, it's also a good idea to let the Contingent Leader and/or the Health and Wellbeing Lead for the Contingent know. At the event, participants are also reminded to tell someone if they have a problem, are sick, or just not having a good day. Our volunteers can help your Scout if they tell us what's not working. It becomes challenging when CMTs don't know there are issues and therefore don't know to resolve them.



Medical Incidents

If a medical incident occurs, all necessary first aid will be provided to the participants. The CMT or other representatives of Scouts Australia will communicate with parents whenever a serious medical incident occurs requiring medical treatment or hospitalisation.

First Aid

The delivery of basic first aid is a responsibility of the Unit. Every Unit will have at least one qualified first aider and a suitable first aid kit available.

Each Contingent member must also have their own first aid kit for personal use.

At a minimum this should include:

- adhesive bandage/plaster, eg. band aids
- blister plasters eg. blister blocks
- antiseptic cream/wipes
- antihistamines
- paracetamol
- sunscreen
- insect bite and sting treatment
- elastic and/or crepe bandage.

Additionally, every Unit has an adult Leader who is responsible for supervising the first aid response. If a medical incident is more severe than can be handled by a basic first aid kit, additional medical assistance will be sought within the local Sub Camp, nearest First Aid Post or Contingent/event Health and Wellbeing teams.

Any medical incident that requires escalation beyond the Unit will be reported to the CMT for continued management.

Prescription Medications

It is your responsibility as the parent/carer to ensure that your Scout has a sufficient supply of any medication they need to take on a daily/regular basis.

Your Scout will be responsible for taking their own medication. It is therefore imperative that they understand how important it is to keep taking their medication while they are away and if they feel unwell at any time, they must inform their Unit Leader or one of the CMT.

It is also suggested that your Scout is prepared if specific food or drinks are not available at medication time, for example, if they are used to swallowing a tablet with juice, practising with water only is a good idea.

Please ensure when completing your Scout's application that you inform the CMT of any medication that the Scout has, and the reason they take it. The more detail you provide, the better prepared the CMT will be. This can save a lot of stress and anxiety for you, your Scout and the Contingent should an incident occur while overseas.

An International Scouting event is not an occasion for your Scout to stop taking their usual medication/s. The intensity of the itinerary while overseas and the unfamiliar routine can significantly increase the stress on your Scout and maintaining normal medication intake may be critical to ensuring their safety and wellbeing.

On larger Contingents, a dedicated Health and Wellbeing team will also be available to support Adult Leaders with the Units follow up with your Scout and ensure that any management plan is fully implemented.

If your Scout takes medication which requires refrigeration or has other storage requirements, please raise this with the Contingent Leader or the Contingent Health and Wellbeing Lead.

If you have any concerns, please speak with the CMT well in advance of the journey to ensure appropriate management plans can be implemented.

Please note: Some prescription medications are illegal in certain countries, even with a valid Australian prescription. Scouts Australia recommends talking with your doctor or a specialist travel doctor to confirm that the medication is allowed into the destination country. It is also a requirement that Scouts take any prescriptions with them on the trip to ensure that replacements can be obtained should the need arise whilst overseas, and a letter from your doctor advising the medication and what it is used for.



Medications while in transit

Any medications that will be required during the flight must be packed in carry-on luggage and it will be the Scout's responsibility to make sure they take it when required. Please also pack extra in your Scout's carry-on luggage, in case there is any delay with checked baggage.

You may need to help your Scout work out what times to take the medication due to time differences, especially if the flight is a long one and it will impact on the times they usually take specific medication each day or if it needs to be taken with food.

Medical aids

The CMT also needs to know about medical aids such as CPAP machines, blood sugar monitors, etc to ensure travel arrangements are as smooth as possible and that the event organisers also have this information to help care for your Scout.

Lithium batteries, as used in some medical aids, have restrictions on them when it comes to flying. Please ensure your Scout's device is within the restrictions for aeroplane travel. For more information, please check with the airline and review the information available from the Civil Aviation Safety Authority [website](#).

Food & dietary requirements

The Australian Contingent has very little control over the menu provided to participants at overseas events. However, every event will have alternative foods on offer and the Australian Contingent may be able to source additional ingredients with sufficient advance notice.

When allergies or other dietary requirements are captured in your Scout's application, these requirements are notified to the event organisers so that they can cater for our participants. If your Scout is a selective eater, has particular sensory needs or complex dietary requirements please discuss this with your CMT in advance so that strategies can be put in place to support them. It is not always possible to source particular foods or meet all requirements, but discussing these in advance will give us the best opportunity to ensure appropriate food is available. If your Scout is not eating sufficiently, they must communicate to the adults at the event so that extra/different food can be provided.

If your Scout has a problem, it will be tempting for them to contact you, however, please remind them they need to speak directly with a trusted friend, adult, their Unit Leader or the CMT as they are in a position to correct the situation.



Local Food

Food is often one of the main highlights of international travel and a great way to experience local culture!

It is important to remember that every culture and every country will have different local foods that may be an entirely new experience for your Scout. Every participant is encouraged to try these new meals and maybe even find a new favourite food!

Trialling different foods at home before heading overseas is also a great strategy for expanding your Scout's taste palette and encouraging a behaviour of experimentation. Also, it may flag their body's response to certain type of foods and what to avoid. It may be helpful to research meals on the internet for the destination country and practice cooking these meals at home.

Portion size is another tactic when adapting to new foods. Encourage your Scout to have a small serving of new foods rather than saying no altogether. Consider mixing different flavours to disguise less popular foods and follow the example of locals. They will always know the best meals in their home culture!

It can also be helpful to talk with your Scout about the importance of fuelling their body. If a new food is not as appealing, teach your Scout to think about other ways to fuel their body such as extra fruit, bread or rice. This can help to avoid the misery that comes with hunger, as well as health and wellbeing issues.

Accurate personal information

Scouts Australia is committed to supporting all young people to participate in Scouting, no matter their gender, disability or health status, spiritual beliefs, sexual identity or orientation, cultural background or socioeconomic status. We can do this best when we are well informed and understand any challenges your Scout may face while abroad. When completing your Scout's event application, please give as much information about their health, wellbeing and support needs as possible, including any physical or mental health conditions, neurodivergence or disability support needs. This is critical so that the CMT can work with you to best understand your Scout's needs and make sure they have the best adventure possible!

All personal (including medical) information is confidential and only shared with key people who hold positions within the Contingent or event that are required to have access to that information as part of their role and its requirements. We also firmly respect an individual's right to share or not share whatever information about themselves to others. However, we do need to know about physical and mental health conditions or concerns that may present while overseas which would require care from Health and Wellbeing teams.

You may think that certain conditions aren't worth mentioning as you can manage them at home, or perhaps you are concerned that if you do say something, your Scout will then become ineligible to attend the event. Please be assured that this is not the case and the CMT want to work with you to meet your Scout's requirements.



The reason we need to know about additional needs or mental health challenges is so we can support your Scout and help them manage while they are travelling with the Contingent. It could be something as simple as any of the following examples:

- your Scout's medication needs to be refrigerated.
- your Scout needs assistance to complete an arrivals card or other paperwork.
- They may need a reminder to
 - o wash regularly,
 - o brush their teeth,
 - o change into clean clothes daily,
 - o apply sunscreen,
 - o keep hydrated etc.
- certain things may lead them to withdraw from social situations.
- they have certain phobias or triggers.

Whatever it is, please let the CMT know so that they can work with you and your Scout to come up with strategies to help your Scout have the best overseas adventure for them.

Mental Health

Mental health issues effect many people. Scouts Australia and the CMT try to support all Contingent members to be able to fully participate in the event and Contingent life.

- It's important that any and all mental health conditions and management plans are listed in your Scout's medical/health and wellbeing information and the CMT are aware of these details.
- Any management plans and details of any medication your Scout takes for mental health conditions is detailed in the medical/health and wellbeing information sections of the application.

The CMT may contact you for further information or to discuss specifics. This could include seeking to understand the Scout's prior history such as major episodes of being unwell or past self-harm or suicide attempts, what type of situations or circumstances may trigger mental health symptoms or exacerbate underlying conditions, and support strategies and coping mechanism that can be put in place should your Scout become unwell during the event. Please note, details will only be shared with those who need to know, so you can be confident that your Scout's privacy will be maintained.

In addition to First Aiders, Mental Health First Aiders will also be allocated throughout the Contingent. In larger Contingents, Health and Wellbeing teams may also include team members with professional experience in managing mental health.

Accessible Events

Scouts Australia aims to be as inclusive as possible for international events and will endeavour to make reasonable adjustments to ensure all Scouts can participate. If your Scout has accessibility requirements, we encourage you to contact the CMT to have a conversation prior to applying for the Contingent, to discuss specific needs, possible solutions and what options are available.

There may be some adjustments we can make or alternatives we can provide but we may also be restricted by the limitations of the event, geographical area/topography, infrastructure and/or social/cultural/religious norms.

However, in the past we have been successful in creating inclusive events and Contingents by:

- Pairing with a buddy and empowering the whole patrol to support a Scout with a visual impairment to have a brilliant event experience.
- Working with a Scout with an autoimmune disease, their family and the CMT to ensure there were multiple aides and support available for that Scout to participate their way.
- Ensuring that there have been quiet zones for those who may need to decompress or regulate before rejoining the fun and adventure.

We have found that simple solutions often exist when we have open, honest conversations as a team and let creativity in. If you would like to read more about other Scouts experiences regarding inclusion at events please read the case studies at Appendix C.

In the event that a suitable solution cannot be found, a refund will be offered in alignment with the event withdrawals policy.

Personal Carers

Some Scouts require a dedicated personal carer to fully participate in an International Scouting event. Where a Scout requires a personal carer, contact should be established with the Contingent Leader as early as possible to discuss arrangements. Personal Carers are required to be a registered member of Scouts Australia, have a Working with Children Clearance or equivalent and complete all mandatory training in line with all other adult

Assistive Devices

The CMT will do their best to accommodate any member requiring use of a wheelchair or mobility aid provided it has been communicated to the team prior or upon application and that all information is fully disclosed in the event application.

It is important to provide details of the type of wheelchair or mobility aid to be used to assist the CMT with coordinating arrangements for flights and buses throughout the itinerary. Our volunteers will work closely with your Scout, you, their personal carer (if required), the airlines, other transport providers and the event to ensure all members are provided with the extra assistance they require.

Most events involve a lot of moving around the site and to and from the activities, and frequently includes grassed or uneven terrain. Therefore, the more information we can provide to the event organisers, the more support we can arrange with access to the event.





Support Plans

Any members with additional support needs or medical conditions should provide a support plan to the CMT for their reference.

A support plan should outline what situations may be challenging for the Scout, what existing/routine strategies or supports are in place to assist with managing these situations (this could include behavioural strategies, assistive devices, medication etc) and what additional strategies can be implemented with support of adult volunteers if additional challenges arise. For example; a medication timetable that you have prepared with the help of a medical professional that will help your Scout and adult volunteers to understand how to schedule medications whilst overseas.

It is very easy for any Scout to get very involved in all of the activities that are available, such they are distracted from taking their medication. For this reason, a documented management plan is essential to provide a clear reminder of upcoming doses.

On larger Contingents, a dedicated Health and Wellbeing team will also be available to support adult Leaders with the Units follow up with your Scout and ensure that any management plan is fully implemented.

It is important that any management plan has been trialled at home before the event. Daily schedules frequently change at large events, and combined with the jetlag of long distance travel, this can create anxiety for some Scouts. Ensuring your Scout is prepared for change is important.

LGBTQIA+

Scouts Australia is open to all, regardless of gender identity, and gender diversity is supported and respected. Genders are integrated for the delivery of the youth program in all sections to achieve the goal of promoting equality, mutual acceptance, understanding and respect. It is important to be aware that some activities may be conducted in gender specific groups, where this is necessary for cultural or spiritual reasons.

International events can be challenging for people who identify as LGBTQIA+, depending on the social norms and legal environment of the country the event is in. Please research the country the event your Scout is interested in attending on the (DFAT) [Smart Traveller website](#).

The Australian Contingent will always advocate for LGBTQIA+ members however, it may be a significant challenge to secure any reasonable modifications in this space when in-country. However, the CMT will always:

- Speak to LGBTQIA+ Scouts directly about what would make them feel more comfortable and included.
- Involve LGBTQIA+ Scouts in the planning to make them feel happy and comfortable with the arrangements.
- Avoid making assumptions about what LGBTQIA+ Scout's may want or not want. However, the CMT will be aware that having access to a private space, particularly for changing, may be important.
- Ask who they would be happy to share accommodation with.

Remember the importance of confidentiality – CMTs will not discuss the gender diversity of a LGBTQIA+ Scouts with others without the express permission of that youth member, unless there is a medical emergency for that Scout youth member.



Additionally, the CMT will:

- provide a safe space within the Contingent
- not tolerate discrimination within the Contingent
- use preferred names and pronouns,
- implement private changing spaces and change sleeping arrangements.

The Australian Contingent can try **to influence**:

- The toilets available within a camp.
- The need for individual shower cubicles.

Other Contingents' perceptions, views and attitudes. The Australian Contingent **cannot**:

- Change facilities available in public places
- Change broader societal views or laws etc.

Cultural and religious practices

Scouts Australia will endeavour to accommodate cultural or religious practices of Scouts throughout the event. This may include:

- Assisting with providing or finding suitable spaces for prayer or spiritual practices at required times.
- Respecting cultural or religious dietary requirements such as the need for Kosher or Halal food.
- Accommodating activity restrictions such as those associated with Shabbat or the Sabbath.
- Making adjustments to uniform or clothing requirements.

Like other support needs, parents/carers need to outline cultural or religious requirements in your Scout's application form so these can be discussed with the CMT and appropriate plans put in place.



Child Safe

The safety of all Scouts is the highest priority of Scouts Australia.

All Contingent members will have knowledge of the content of the Scouts Australia Child Protection Policy and Prescribed Procedures.

Please see page 49 for Scouts Australia Child Protection Policy at Appendix A or via this [link](#).

Please note that any instance of abuse towards youth members will be escalated to both the event organisers and the relevant police authorities. The Contingent Leader will be guided by their advice/response.

Child protection practices in Scouting

Whenever facilities or procedures at international venues are different to Australian expectations, informed advice is to be provided to participants and their parents/carers before departure.

- Sleeping and transport arrangements that contravene Scouts Australia's standards.
- Whenever separate showers for youth members and adults are not available.
- Whenever cultural activities are an option as part of the program.
- Age of Consent varies considerably from country to country.
- Where there are significant differences in social norms or laws from Australia eg. communication may be required when homosexuality is prohibited in a specific country, when the legal age of consent is higher than in Australia, when the drinking age is higher or lower than in Australia, etc

NOTE: Any activity where nudity, which can be a normal element of some overseas cultures, is suspected or likely to occur, all members of the Australian Contingent are not to participate, regardless of their age. Any activities which may include nudity will be not approved

Buddy System

The “buddy system” is an arrangement where youth members travel together in small groups to prevent a scenario where one youth member can never be alone with an adult member or if lost, will not be alone. When attending International Scouting events, it is a requirement that all youth members observe the buddy system at all times. In some countries this may be a consideration for young adult members too.

This means, all Scouts must always have at least one other Scout with them especially when travelling through transport hubs like bus terminals or airports and when outside of their designated sleeping area. This is important, even during toilet visits during the night, in case of an emergency (especially in non-English-speaking countries).

Minimum Adult Requirements

All adult members who attend an international event must have the support of their State/Branch, a current Working with Children Clearance or equivalent (at time of application and during the event) and have completed the on-demand learning modules in Child Safe Scouting and Health & Safety.

Two Present Leadership

As with all Australian Scouting events, at international events at least 2 adults must be present at all activities, except in unexpected, unusual and unforeseen circumstances. This requirement is to protect youth as well as adults and is referred to as “Two Present Leadership”.

This means that when adults are supervising and conducting Scouting activities involving Scouts, an adult is never alone with an individual youth member. Any individual conversation needing to be out of hearing must still be conducted in sight of another adult member.

For more information about “Two Present Leadership”, please see the [Scouts Australia National Child Protection Policy](#).

IN SIGHT, OUT OF HEARING

When adults are supervising and conducting Scouting activities involving youth members, it is important that an adult is never alone with an individual youth member. Any personal conversation must be conducted “in sight, out of hearing”.

Safe from Harm

As a Movement dedicated to the growth and development of young people, World Scouting prioritises the safety and wellbeing of children and young people at all times. The World Organization of the Scouting Movement (WOSM) supports National Scout Organizations in strengthening child and youth protection policies and promoting safeguarding at the local level by training adult leaders and young people.

In addition to meeting the minimum adult membership requirements to be eligible for the Contingent, all members 18 years of age and over must complete the WOSM Safe from Harm level 1 training module to attend international events. Upon completion, a certificate is issued and must be loaded into their application. The CMT will provide the certificates to the hosts.

Some events may also call for members to do additional WOSM Safe from Harm Online Modules. In this case, the procedure will be the same as the above.

Home hospitality and hosted hospitality

While utilised often in the past, home hospitality is now **not permitted** for Australian Contingents or Branch Friendship Tours.

However, Hosted Hospitality (hosted by a local Scout Group overseas where Groups stay in halls, campsites etc), may be approved by the CCoA prior to Contingent applications opening. Parents/carers must be made aware of this element of the proposed program.

Raising a concern or making a complaint

We hope that your Scout and your experience of Australian Contingent and International events is a positive one, however, that may not always be the case.

Should you have a concern or complaint about anything including but not limited to a particular activity on the itinerary or if you are made aware of an incident of abuse, we need to know about it!

Should you wish to raise a concern or complaint, where possible, please raise it with the person concerned directly in the first instance. However, if the concern or complaint is not resolved please escalate it to the Health and Wellbeing Lead or Contingent Leader directly. Contingent contact details will be available via the Contingent webpage and the application coversheet via the application system.

From there, the Contingent Leader/Health and Wellbeing Lead will advise the International Commissioner who will inform the relevant Branches of the concern/complaint.

Alternatively, if you wish to lodge a formal complaint through Scouts Australia's International Event Complaint Management Framework, please follow the process at Appendix B on page 52 of this guide.

It is the policy and practice of Scouts Australia for all complaints to be fairly and justly investigated.

Frequently Asked Questions

Can our Scout travel independently?

Independent Travel for those under the age of 18 is strongly discouraged as the event experience starts from being dropped off at the transit point/airport in Australia and finishes when you pick your Scout up at the same airport.

Occasionally the Contingent Leader may agree to independent travel, but this is on a case by case basis and must be for both travel directions with a direct relative (previously agreed) present in the destination country on both arrival and departure.

One-way independent travel is not allowed.

Can we visit our Scout at the event?

This depends entirely on the organisers of the event/the Contingent. Whilst most events do allow visitors, there may be restrictions on the days or where you can visit on the site.

Will my Scout be left alone at any stage?

When attending International Scouting events, it is a requirement that all Scouts observe the buddy system at all times.

Scouts must always have at least one other Scout with them at all times. The only exception to this is where there is a requirement for Scouts to be accommodated in individual tents.

Does my Scout get to choose what Patrol they are put into?

No. They will not be able to choose which Patrol they will be allocated, however Contingents will try to put at least 2 Scouts from the same Scout Group together if at all possible.

How is it worked out who my Scout will be sharing a tent with?

This depends on the event, however, generally your Scout will be allocated to a Patrol/Unit and will either share with a member of the same gender from the Patrol/Unit or tents will be single occupancy.

If siblings are travelling together, can they share the same tent and be in the same Patrol?

Whilst Contingents will try to put at least 2 Scouts from the same Scout Group together if at all possible, family members are usually allocated to different Patrols.

What happens to my Scout's passport when they get to the event?

Normally passports are collected from the participants (including adults) on arrival at each location and are stored securely by the CMT.

The passports are handed back when required to transit airports or country borders. They will be recollected each time until arrival back into Australia.

Whilst your Scout has possession of their passport it is strongly recommended that they ALWAYS keep it in the top pocket of their uniform shirt. They must not put it into the seat pocket. Usually, the Travel Leader will ask to see everyone's passport as they disembark to ensure that no passport has been left behind.

Can our Scout self-administer their own medication?

If your Scout self-administers their own medication at home then this would be encouraged at the event.

If my Scout loses their medication on the trip, what happens?

The CMT will coordinate for replacement medication to be supplied where required. This is why it is imperative that your Scout travels with their prescriptions and a doctors letter. In many countries medication manufacturers are different from the ones that are approved in Australia. It is strongly recommended (where possible) back-up medications are packed separately just in case.

Will my Scout need any particular vaccinations?

Individuals are strongly encouraged to seek medical advice from their own medical practitioner.

Should a vaccination ever be mandatory for a specific country, this will be communicated by the CMT.

What is an Agoonoree?

An Agoonoree is a camp dedicated to Scouts with special needs. The word “Agoonoree” is an extension of “Agoon”, a term originally coined by Scouts from The Netherlands and derived from the Greek word, “agon”, which means a struggle or special effort to work for something special. The first Agoonoree was held in The Netherlands in 1949 and the second Agoonoree was held in the United Kingdom in 1958.

The Agoonoree provides an opportunity for ALL Scouts and Guides, and especially those with special needs, to gather and enjoy a wide range of activities and make new friends.

How can I make my Scout's Contingent experience as smooth as possible?

Many problems begin with a misunderstanding. These are best avoided by your Scout being open and honest and discussing what is bothering them as soon as any issues arise. Please encourage them to speak to someone if they need assistance or there are issues with their experience.

What do I do if I am concerned my Scout will get home sick?

Most Scouts will feel homesick at some stage. It is important that you discuss this with your Scout before they depart and offer some strategies that will be able to help them deal with this whilst they are away from the family environment.

Some of the common triggers are family events that come up while they are away such as family birthdays or other events the family will be doing at the same time, and the Scout can feel disconnected. They could even be struggling with being separated from their friends back home.

If you do receive a phone call or a message from your Scout that they are struggling and they are homesick, it is important for you to reassure them that it is perfectly normal to feel like this. However, as you will be many kilometres away, they are best to talk to one of their adult Leaders or the CMT who can then put some strategies in place to help them combat their feelings.

If your Scout alludes to the fact that they have been battling with this for a few days, it would be very useful for you to make contact with the CMT and brief them on the situation. They can then put strategies in place to support your Scout.



How much spending money will my Scout need?

All meals, accommodation, transport and most programmed activities are included in the Contingent Fees advertised. Spending money is only required for snacks and souvenirs. It is therefore not compulsory for participants to bring spending money.

If a family chooses to provide spending money for their children, Scouts Australia recommends a maximum of AUD (\$) 10 per day. This is more than adequate for a drink, ice cream or other snack every day.

What happens if my Scout loses something?

This is not an unusual problem on many events and the Contingents do have processes in place to help avoid a lot of anxiety for the person who has lost something.

Mobile phones unfortunately are very easy to misplace and there is a lot of grief from a Scout who has taken many photos of their adventure using their phone and then the phone is lost. Rest assured, we can assist in sharing photos to your Scout and assist them if they need to contact you advising that the phone has been misplaced.

It is suggested that you avoid sending your Scout to any international event with a “state of the art” mobile phone. As we always reiterate at all our O-Days to all the participants, please do not bring anything on the trip that you cannot afford to lose.

Participants are reminded not to bring valuable items to any overseas event. No responsibility will be accepted by the Australian Contingent for any items of value.

“If you can’t afford to lose it, don’t bring it!”

Loss of Photos

This is usually related to the loss of a phone. The loss of photos can be devastating to your Scout as they are all the memories of things that they have done whilst away (and often for many years before).

Consider ensuring that you have utilised the “cloud backup” or equivalent feature of your Scouts phone and that they know how to use it. By doing this, the loss of the phone (whilst not good) will not be devastating.

What happens if my Scout gets sick or injured

Occasionally, things go wrong and sickness or injuries occur. Scouts Australia has prescribed procedures established to ensure all participants receive appropriate care for all emergencies. Every Contingent has experienced first aiders who can assist with scrapes and cuts and other basic first aid injuries that happen.

If your Scout is required to attend a hospital, you would be notified as soon as practical after consideration of time differences. The event hosts will have procedures for transporting your Scout to hospital should this be required and they will be accompanied by adult members from the Contingent.

Evacuations and Natural disasters

The safety of our Contingent is our number one priority. In the event of a natural disaster and/or an evacuation from the event, the Australian Contingent and Scouts Australia will work with the Event Hosts, local governments and agencies and the DFAT to ensure the Contingent is well prepared and arrangements to shelter in place or plans for the safe evacuation of the Contingent are in place.

In the event of unforeseen situations, such as weather conditions or unrest in certain areas, the International Commissioner will review the Contingent deployment with the National Risk Management Subcommittee. The matter will then be escalated to the National Executive Council for objective assessment, based on recommendations and approval.



Appendices

Appendix A – National Child Protection Policy and Procedures

Appendix B – Complaints Management Framework

Appendix C – Disability inclusion case studies

Appendix D – Scouts Australia Code of Conduct for all people over 18 years of age

Appendix A - [National Child Protection Policy](#)

Excerpt from the National Child Protection Policy

1. Objectives and Context

The objectives of this policy are to:

- Protect all Young People in the care of The Scout Association of Australia and its Branches (hereafter referred to as “Scouts Australia”).
- Ensure that allegations of Child Abuse or suspected Child Abuse are dealt with in a timely, consistent, confidential and sympathetic manner by Scouts and the appropriate authority as applicable.
- Provide a clear framework for the recruitment, training and management of adults concerning Child Protection.
- Prevent Adults placing themselves at risk, and, to educate Youth Members about their rights to safety and ways they can help protect themselves.

Scouts Australia will achieve the above objectives by closely adhering to the ten principles for child safe organisations (ATTACHMENT A) resulting from the Royal Commission and as endorsed by the 2018 Council of Australian Governments (COAG). Scouts Australia continues to drive the implementation of a child safe culture across the whole organisation by prescribing the National Statement of Principles through this policy.

This Policy provides overarching Child Protection direction for all Scout Branches and represents the minimum standard required. Branches are also to conform to the requirements of their jurisdiction. Branches are to develop their own detailed Child Protection Frameworks which reflect the requirements of their own jurisdictions and conform with this Policy. Where State/Territory-based legislation mandates prescribed actions or imposes a higher level of responsibility that legislation is to apply. The National Statement of Principles for Child Safe Organisations underpin all the requirements contained in this Policy.

This Child Protection document has been developed in conjunction with CHILDWISE, a leading and nationally recognised not-for-profit child abuse prevention organisation. Importantly, this Policy should be regarded as a ‘living’ work and that from time to time, enhancements, new requirements and provisions will be promulgated by Scouts Australia in our collective effort to achieve and maintain best practice. The Australian Human Rights Commission has also strongly informed this Policy through the development of the National Statement of Principles.

This document is to be read in conjunction with Scouts Australia's Policy and Rules (P&R):

- P1.6.2 – Child Protection & Safe from Harm
- P2 – Duty of Care
- R12 – Safe Practice

and with particular reference to policy P5.2 Code of Ethics and Conduct. This document also prescribes certain procedures for all Branches which are deemed critical to achieve our Child Protection objectives.

2. Statement of Policy

Scouts Australia has an overarching duty of care to Youth Members (at a Policy level) to provide a safe environment and protection from harm. Scouts Australia has an additional legal responsibility to protect its Youth Members from Child Abuse. All Adults in Scouting are accountable in fulfilling that specific responsibility on behalf of Scouts Australia at all times. Branches are to ensure that this highest duty is considered above all else in all its activities and particularly when recruiting and managing Adults.

Scouts Australia is committed to an environment of ZERO TOLERANCE toward bullying, neglect and emotional, physical, psychological or sexual abuse of any kind. Abuse takes many forms and can be perpetrated in many ways, as such Scouts Australia requires all Adults and Children to be aware of Child Abuse as outlined in this Policy and comply with the requirements of this Policy at all times. When an incident does occur, our absolute priority is to ensure the immediate safety and welfare of the Child.

All Adults must report any conduct directly seen or suspected that does not comply with this Policy and or the Scouts Australia Code of Ethics and Conduct.

Adults must report immediately any:

- disclosure,
- allegation or
- suspicion

of abuse of Children in accordance with this Policy and in the manner specifically required by State/Territory legislation where the incident occurred and the relevant Branch Child Protection Frameworks.

The requirement for every Adult in Scouting to report exists notwithstanding the specific State/Territory legislation. This means that Adults in Scouting are required to report Child Abuse through this policy if not already mandated through legislation unless a jurisdictional reasonable exemption is permitted.

Children are also to be encouraged and supported to report any conduct that does not comply with this Policy and are to be regularly reminded/informed through the Scout program of their rights to feel safe and what action they may take if they do not feel safe. This is a key responsibility for those in leadership roles, whether Adult or Youth Leaders.

Responding to allegations of abuse must be undertaken with the utmost sensitivity and confidentiality. The welfare of Children involved in Scouting is of paramount importance. Accordingly, a Branch:

- is to terminate the Membership of (or the employment of) any Adult or Youth where an allegation or suspicion of abuse has been proven through a court of law.
- may terminate the Membership of any Adult or Youth even if a Child Protection matter is not concluded or ultimately resolved with certainty.
- is to automatically suspend the membership of an alleged abuser until the matter is resolved by the appropriate authority.
- is not to proceed with an application for Membership of an Adult if there is any doubt concerning suitability.

THE MOST IMPORTANT CONSIDERATION IS ALWAYS THE IMMEDIATE SAFETY AND WELFARE OF CHILDREN

3. Scope

This policy (and the related procedures attached) applies to all Adult Members of Scouts Australia, Contributors and Visitors, and consultants/contractors, as well as Youth Members who may participate in Scout activities from time to time. Regardless of 'Membership status' within Scouts Australia, the provisions of this policy apply to any person who may have contact with Youth Members (or have access to their records).

To read the full policy and all attachments please follow this [link](#).

Appendix B - International Contingent Complaints Management Framework

1. Purpose

The purpose of this Complaints Management Framework is to establish a clear, fair, and efficient process for handling complaints. Our goal is to address concerns promptly, resolve issues satisfactorily, and use feedback to continuously improve Scouting's operational practices, policies and standards.

2. In Scope

This Framework applies to all members of the National Operations Committee (NOC), their direct reports and where applicable teams operating under NOC members direction including, but not limited to: Standing sub-committees (e.g. NAISC, NTC, etc)

Ad hoc Teams (e.g. International Contingents, working groups, etc) who may receive a complaint regarding Scouting's services or practices.

3. Out of Scope

Complaints that emanate from within a Branch and pertain to their own members. In these cases, the relevant Branch Complaints Management Process will apply.

Complaints that relate to employees of Scouts Australia. These complaints will be managed in accordance with the National Support Team's complaints management processes.

Complaints that relate to members of the National Executive Committee - NEC (the Board of Scouts Australia) and for whom complaints management practices are defined in the NEC Operational Procedures.

4. Definitions

Complaint: An expression of dissatisfaction regarding our services or practices that requires a response. This may include, but is not limited to any perceived breach of Australian Law.

Complainant: An individual or entity who lodges a complaint.

Respondent: An individual or individuals to whom the complaint relates.

Resolution: The outcome or solution provided to address and resolve a complaint.

Appeal: A request to review the resolution of a complaint if the complainant is dissatisfied with the initial outcome.

Team Leader: Usually, a Commissioner responsible for a portfolio.

5. Framework Statement

Scouts Australia is dedicated to addressing complaints with integrity, transparency, and a commitment to fairness. We aim to resolve all complaints in a timely manner, ensuring that each complaint is handled with respect and confidentiality. Feedback from complaints will be used to enhance Scouting's operational practices, policies and standards.

As such we have adopted the following principles^[1]:

Fair – This means that both the person complaining (the complainant) and the person being complained about (the respondent) should have the opportunity to present their version of events, provide supporting information and respond to any potential negative decisions. In addition, the person investigating and/or making decisions about the complaint should be impartial; that is, they should not favour the complainant or the respondent or prejudge the complaint in any way.

Confidential – This means that information about a complaint is only provided to those people who need to know about it, in order for the complaint to be actioned properly and that all records associated with the complaint will be kept confidential and stored and managed appropriately.

Transparent – The complaint process and the possible outcomes of the complaint should be clearly explained and those involved should be kept informed of the progress of the complaint and the reasons for any decisions.

Accessible – The complaint process should be easy to access and understand, and everyone should be able to participate equally. For example, a complainant may require a language interpreter to understand and participate or a person with a disability may need information provided in a specific format.

Efficient – The complaint process should be conducted without undue delay. As time passes, information relevant to the complaint may deteriorate or be lost, which will impact on the fairness of the process. In addition, unresolved complaints can have a negative and ongoing impact on a workplace.

Additionally, a precept of this Framework is that: The complainant will be protected, so far as is possible, from being victimised because they have made a complaint.

Respondents will be protected from vexatious and malicious complaints.

6. Complaints Handling Process

Submission:

Complaints can be submitted via [email, telephone, or in person]. The contact details for submitting complaints are as follows:

Email: complaints@scouts.com.au
Aus Phone: (02) 8440 5900
International: +61 2 8440 5900
Address: Level 2, Quad 3
102 Bennelong Parkway
SYDNEY OLYMPIC PARK NSW 2127
AUSTRALIA

Complaints should include the complainant's name, contact information, and a detailed description of the issue.

Acknowledgment:

All complaints will be acknowledged within 48 hours of receipt. An acknowledgment will confirm that the complaint has been received and provide an estimated timeline for resolution. Usually, this should be no more than 20 business days. An exception to this time frame may be where the complaint relates to an overseas event and the respective international Contingent (including any post-tour event) is still overseas. In which case, the timeline will start from the time all members of the Contingent are back in-country.



Assessment and Investigation:

Other than for child protection matters (which shall be referred to and handled by the appropriate enforcement authority), a thorough investigation will be conducted to gather all relevant information. The investigation may involve interviews, document reviews, and other necessary actions to understand the issue.

Complaints will be assessed to determine their nature and severity. This assessment will help decide the appropriate action and resources required for resolution.

Any complaints that relate to an issue of children at harm shall be immediately dealt with in accordance with the Scouts Australia Child Protection policy and any associated standard/protocols.

An overarching expectation is that all complaints will be handled promptly and efficiently. In some cases, the nature of the complaint may be quickly resolved where:

- the complainant indicates a desire to sit down and discuss the matter with the respondent informally and this seems appropriate in the circumstances.
- the information on hand supports a view that the complaint has arisen from a misunderstanding or miscommunication.
- the behaviour being complained about is not serious and does not appear to be discrimination or harassment.
- the dispute relates to Scouting policies, standards and/or procedures.

If, however, a person wants to proceed with a formal complaint the following steps are recommended.

Obtain information from the complainant

The person handling the complaint should:

- provide information about the complaint process, potential outcomes, options for assistance/support and protections from victimisation.
- Ensure the allegations are documented, either by the complainant or the complaint officer.
- explain that the process is confidential, what this means and why it is important.
- explain what records of the complaint will be kept, for how long and where.
- explain the action that may be taken if the complaint is found to be vexatious or malicious, including the potential for cancellation of the complainant's membership and or legal action by the respondent.
- ask the complainant to provide relevant documents or details of witnesses that may support the allegations.

Advise the respondent about the complaint

The person handling the complaint should:

- advise the respondent that a complaint has been made against them and provide as much information as possible about the allegations and supporting information (where applicable).
- confirm that they will be given the opportunity to respond to the allegations in writing or through an interview.
- provide information about the complaint process, potential outcomes and options for assistance/support.
- explain that the process is confidential, what this means and why it is important.
- explain what records of the complaints will be kept, for how long and where.
- explain that it is unacceptable to victimise someone who has made a complaint.

Assess the information

If the respondent confirms that they did what is alleged to have occurred and the behaviour is not acceptable according to Scouting's Code of Ethics, Code of Conduct or other Policies, Standards and practices, then disciplinary action (refer Guide to Disciplinary Action) is to be taken.

If there is disagreement about what happened, the person handling the complaint should consider whether there is other information that will help to determine what happened. It is generally understood that the person making the decision should be satisfied that it is 'more probable than not' that what is alleged to have happened did happen.

Given, for example, the nature of discrimination and harassment, there may often be no direct witnesses or documents to support the complainant's version of events. This does not mean that the allegation is untrue. In these situations, the complainant should be given the opportunity to comment on the information that has been provided by the respondent and to provide any other information to support their allegations before a final decision is made.

Support:

Regardless of origin, where the complaint relates to the NOC, direct report or Team it is crucial that their care and well-being is considered utmost and that the services of the Employee Assistance Program (EAP) is made available to them together with any other appropriate support as agreed.

Resolution:

The outcome and resolution will be communicated to the complainant within 5 business days after the investigation is completed. The response will include an explanation of the decision and any actions taken to address the complaint.

Appeal:

If the complainant is dissatisfied with the resolution, they may appeal the decision. Appeals should be submitted in writing within 10 business days of receiving the resolution. The appeal will be reviewed by the Chief Commissioner of Australia (or their nominated delegate), and a final decision will be communicated within 10 business days.

Cross jurisdictional issues:

Some complaints may relate to matter that have cross-jurisdictional implications, including those that occur overseas. As a general guide the following shall apply:

Overseas Events Complaints

The matter will in the first instance be referred to the International Commissioner who shall appoint a delegate to act on their behalf as the person handling the complaint and to proceed with all facets of the complaint process.

A high-level brief will be prepared by the person handling the complaint that outlines the nature of the complaint and those impacted, including any known witnesses to the incident. The home Branch(s) of all involved will be informed within 2 business days of the complaint being received (where possible). This is to serve for awareness purposes only.

Throughout this process the accountability for managing and resolving the complaint remains with the International Commissioner, albeit the responsibility for the actions and process sits with the person handling the complaint.

It is an expectation of this process that once completed the matter will be closed and that no subsequent cross jurisdictional investigation will occur, unless there is a matter referred to the relevant Branch(s) by the International Commissioner for follow-up.

Domestic Complaints

Where a complaint is received the Chief commissioner of Australia (CCoA) shall be the accountable party for resolving the complaint. The CCoA shall, in consultation with the relevant Branch Chief Commissioners appoint a delegate to act on their behalf as the person handling the complaint and to proceed with all facets of the complaint process.

A high-level brief will be prepared by the person handling the complaint that outlines the nature of the complaint and those impacted, including any known witnesses to the incident. The home Branch(s) of all involved will be informed within 2 business days of the complaint being received (where possible). This is to serve for awareness purposes only at this stage. Throughout this process the accountability for managing and resolving the complaint remains with the CCoA, albeit the responsibility for the actions and process sits with the person handling the complaint.

It is an expectation of this process that once completed the matter will be referred to the relevant Branch(s) by the CCoA with suggested recommendations for follow-up and action. This may mean, some additional level of analysis by home Branch(s) may be required but should not be an invitation to re-litigate the matter or exploit the potential for “cross jurisdictional shopping” for complaint resolution.



6. Roles and Responsibilities

NOC Members (and or their direct reports/teams):

- Report any complaints received to their Team Leader.
- Assist in the resolution process as needed.

Team Leaders:

Oversee the complaints management process and ensure compliance with this policy. Review and address any escalated complaints.

NST:

Manage the complaints administrative process, including receipt, acknowledgment, storing final resolution.

Maintain records of complaints and outcomes.

7. Confidentiality

All complaints and related information will be handled confidentially. Details will only be shared with individuals directly involved in resolving the complaint or as required by law.

8. Training

All NOC members will receive training on this Complaints Management Framework with reference to the following published guides:

- Conflict Management Guidelines.
- Conducting an Investigation.
- Guide to Disciplinary Action.

Training will be provided during onboarding and periodically thereafter.

9. Monitoring and Review

Complaints will be monitored to identify trends and areas for improvement. This Framework will be reviewed every three years and updated as necessary to ensure its effectiveness.

10. Documentation and Records

Records of complaints, investigations, and resolutions will be maintained for a period of 20 years. Documentation will include complaint details, investigation findings, and communication with the complainant.

11. Compliance and Legal Considerations

This Framework complies with all applicable laws and regulations. Scouts Australia will ensure that its Complaints Management practices meet legal and regulatory requirements.

12. Communication

This Framework will be communicated to all NOC members and made accessible to others through either the NOC operating practices and where appropriate the wider public upon request.

13. Contact Information

For any questions regarding this policy or to submit a complaint, please contact:

International Commissioner via email: international@scouts.com.au

Scouts Australia is committed to providing excellent service and values feedback from all stakeholders. We appreciate your cooperation in helping us improve our operational practices, policies and standards through the Complaints Management Framework.

[1] Adapted from the Good practice, good business guide for internal complaint processes – Australian Human Rights Commission

Appendix C – Disability inclusion case studies

Seth's Story

"I joined Cubs 2017. My favourite activity was the very first camp I went on which was when we camped in a small cabin in our sleeping bags on the floor. Highlight of this camp was me accidentally leaving the window open and we were freezing next morning.

In Cubs I learnt how to light a match, and this proved to be very useful throughout my Scouting journey. My favourite badge was the circular white badge which showed that I was in the white group."

Seth has been blind since infancy. He uses a white cane, reads Braille and attends a small independent mainstream school.

"The transition to Scouts was smooth, and I enjoyed it very much."

As a Scout, Seth attended the Australian Jamboree (AJ) and the Aotearoa/New Zealand Jamboree. "Every single camp is a new adventure and I enjoyed all of them. In particular, Australian Jamboree. The camp was fun, action packed, and all the Scouts were very friendly."





- Carer (Rover/ASL) assigned to shadow his patrol and help out where needed.
- Carer helped with getting his gear ready, getting him to the showers.
- Seth was a popular member of the Unit and entered the AJs got Talent night with his ukulele.
- Much of the year prior was spent preparing the Unit and Seth for the Jamboree and his Patrol was tailored with Scouts that were considered helpful and mature.

“At New Zealand Jamboree I was with a group of completely new people who I never met before. However, I fitted in perfectly and made a few friends as well.”

- An additional Australian leader was assigned to Seth’s Unit for support.
- Seth’s mother completed a Support Plan informing of Seth’s specific needs.
- The whole Unit and particularly Seth’s Patrol were very inclusive.
- Seth was able to participate in all activities on offer with great support from his Patrol and all Leaders.



Keegan's Story

Disability is no barrier to enjoying Scouting. Recently, Keegan Baillie-Martin, was diagnosed with a rare and chronic illness, but that didn't stop his dreams of attending the World Scout Jamboree.

Four years ago, when I was a Scout, I heard some great stories about the 23th World Scout Jamboree (WSJ) in Japan. I decided I wanted attend the next WSJ. Planning and fundraising began, and I registered and was accepted as an Australian Contingent member for the 24th World Scout Jamboree, in West Virginia, USA.

My name is Keegan, I am a Venturer Scout at 1st Caroline Springs and I turned 16 years old the week before the Australian Contingent departed for the WSJ in USA.

In February this year, my world changed forever. I was diagnosed with CIDP (Chronic Inflammatory Demyelinating Polyneuropathy). I have a rare chronic illness – an autoimmune disease that commonly occurs in people who are eligible for the aged pension. My antibodies eat away the myelin sheath that protect my nerves, attacking the peripheral nerves, leaving my arms and legs weak with numbing feelings, pain and whole body fatigue. Each month I receive IVIg treatment at the Royal Children's Hospital in Melbourne (RCH).

With an undiagnosed chronic illness, I earned my Promise Challenge, Grey Wolf and Australian Scout Medallion.

“Scouting means so much to me I couldn’t imagine not attending WSJ. The thought was shattering.”

A lot of preparation was required to get me to WSJ. I saw a minimum of 6 teams at the Royal Children’s Hospital and used medical services in my local community. The amazing orthotist at the hospital designed me an ankle-foot orthosis brace that enables me to walk and participate in adventurous activities, especially water activities



as it was made thinner with removable straps. My home Scout Group, 1st Caroline Springs, rallied around me to ensure I was ready for WSJ. Their support during tests, diagnosing and treating my chronic illness made Scouting and my everyday life much easier to navigate.

The Australian Contingent were supportive from the first meeting until I arrived back on Aussie soil. Initially I met with Rod Byrnes and Diana Swift. We discussed what I needed to achieve my WSJ goals and how that would be delivered. I took my brace, walking stick and 11 medications in an extra medical bag. Rod and his team organised for a wheelchair to be available at all 7 airports I went through, and Leaders, such as Annie Asquith, and Venturer Scouts to push the wheelchair and assist with my contingent bag and backpacks. They also arranged for pre-purchase of a wheelchair from Walmart in Washington DC that was waiting for me at our first stop, the American University. My roommate, Aaron from Victoria, was an amazing help, as was Patrol 1 and all of Troop 7!

I was excited when the Australian Contingent arrived at the Summit Bechtel Reserve in West Virginia. The Contingent brought my wheelchair to the site, and arranged for my Troop to be close to activities, transport and amenities. Emma Watson was my Troop Leader and my line Leader. She played an important role in organising transport and making sure I was feeling ok and looking after myself. The Leaders from Troop 7, along with welfare Leaders, Diana Swift, Mitch Kraan and Wendy Byrnes were a constant support. Troop 7 youth members assisted and adjusted where I needed support. Some of the Venturer Scouts from my Troop discovered a lot about people with disabilities from me. A few even tried on my brace (referred to as my leg). It was entertaining watching them try to walk in my shoes!

The disability and services on site at Jamboree were great. I was able to take busses and UTV's (off road buggy) to activities, I used my wheelchair when needed and took my walking stick. The disabled shower in Sub Camp B even had hot showers! I was also looked after by activity staff, and supported when lining up for activities so I didn't have to stand or wait for long periods of time.

So here it is... I have a disability, but sometimes it doesn't look like I have a disability. I am an ambulatory wheelchair/scooter user. I pushed myself, believed in myself and did everything on my Jamboree 'wish list'. I utilised and appreciated the supports that were put in place by the Australian Contingent and offered by the three hosting countries (USA, Canada and Mexico). I didn't do everything the same as I would have before my condition degenerated.

BUT... I successfully rock climbed, abseiled, crossed the boulder wall, jumped the 'leap of faith', fired a cannon, shot an old fashioned muscat, crossed about 7 small zip lines at the Canopy, went white water rafting and crossed the big zip line – 1km long and travelled over 90km per hour. I did it all my own way as I could only do things once!



Many friends, old and new, along with Leaders, commented on the resilience I demonstrated. At times my body hurt, I was medicated for pain relief when needed AND I even managed to stay out of the hospital. I adapted, and so did my Troop. Scouts looked after Scouts – after falling multiples times on the CONSOL Energy Bridge walking the short distance to the opening ceremony (it actually sways), two Scottish Scouts CARRIED me to the end of the bridge to my waiting wheelchair! They held me under their arms and took me to the other side, walking amongst thousands of people. Kilted Scouts who were no doubt trained with strength from Highlander traditional games (which we saw at Mount Jack).

I couldn't have achieved this amazing and life changing experience without all of my support teams at the Royal Children's Hospital, my 1st Caroline Springs family, Venturers Victoria, Australian World Scout Jamboree Contingent, and most importantly my mum, dad and brother, Isaac.

Extra special thanks to Rod Byrnes who could have said no, and Emma Watson and Troop 7 leaders for getting me through.

If you have a disability, are quirky or challenged; just have a go! Make sure you communicate and have plans to achieve your dreams. If you're a parent of a Scout with a disability, I want you to know Scouts in Australia and Scouters around the world will do everything in their power to make dreams come true.

My name is Keegan, and I am the 'no scout left behind'!



Appendix D – Scouts Australia Code of Conduct for all people over the age of 18



CODE OF CONDUCT

This Code of Conduct is a personal and binding commitment. Its purpose is to protect all members of Scouting¹. It applies to all members aged 18 years and over, regardless of location and role, when engaging with young people and adults in any form of Scouting. The Code of Conduct always applies, regardless of environment and includes any communication on social media or digital technology. Parents, carers and guardians are expected to follow this Code of Conduct in all Scouting activities to protect and respect all participants, especially children, including their own.

I WILL

- a. Act always in accordance with the Scout Promise and Law, Code of Ethics, and this Code of Conduct, thereby setting a suitable example for all.
- b. Act with respect, courtesy, and integrity toward children, their families, fellow volunteers, and staff, while upholding the dignity of both myself and others.
- c. Promote the human rights, safety and wellbeing of all people involved with Scouting.
- d. Demonstrate appropriate personal and professional boundaries.
- e. Comply with Scouting's protocols in communicating with children and adults.
- f. Consider and respect the diverse backgrounds and needs of all people.
- g. Contribute, where appropriate, to Scouting's policies, discussions, learning and reviews about the safety and wellbeing of all people involved with Scouting.
- h. Identify and mitigate risks to the safety and wellbeing of all people involved with Scouting as required by Scouting's risk assessment and management policies, frameworks, and processes.
- i. Comply with relevant State, Territory, and/or Federal legislations, as well as Scouting's policies and procedures for record keeping, information sharing, child safety and wellbeing, always ensuring adherence.
- j. Listen and respond to the views and concerns of children, vulnerable people, and adults, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- k. Create an environment that promotes and enables children's participation and is welcoming, culturally safe, and inclusive for all children, adults, and their families.
- l. Wherever possible, involve children in making decisions about activities, policies and processes that concern them.
- m. Respond to any concerns or complaints of child harm or abuse promptly in accordance with the relevant Scouting policy and procedure. Report all suspected or disclosed child harm or abuse as required by relevant State, Territory, and/or Federal Legislations and by the relevant Scouting policy and procedure for internal and external reporting.
- n. Act with respect to the privacy of all people involved with Scouting.

I WILL NOT

- a. Engage in any unlawful activity with any person.
- b. Engage in any activity that is likely to physically, sexually or emotionally harm to a child or vulnerable person leading to their neglect.
- c. Unlawfully discriminate against any person.
- d. Breach the Two Adults present requirements, whether in person, online or in any other instance, unless authorised to do so or in an emergency situation or approved care plan.
- e. Arrange personal contact, including online contact, with children and vulnerable people I am associated with in a Scouting related context (except direct relatives, or other children with the consent of their parent/guardian).
- f. Disclose personal or sensitive information about any person, including images of a child, unless the person and their parent or legal guardian (if a child) consent or unless I am required to do so by Scouting's policy and procedure for reporting, or as required by law.
- g. Communicate (by whatever means) in the presence of children and adults using language, showing or providing children or adults access to images or material, considered by a reasonable person to be offensive or inappropriate.
- h. Work with children while under the influence of alcohol, prohibited drugs, or prescribed drugs which impair my judgement, acceptable behaviour, or ability to safely care for children or other adults.
- i. Enter an area where children are changing or showering or enter youth members' sleeping areas on camp/activity when young people are present unless there is an emergency situation or to enact a care plan agreed with the parent.
- j. Use Scouting to promote my own beliefs, behaviours, and practices where these are not compatible with Scouting Principles.
- k. Act in an intentional manner to tarnish the reputation/brand of Scouting or bring it into disrepute.
- l. Breach the copyright restrictions of both Scouts Australia and other publishers' works, including printed matter, video and other multi-media material
- m. Act as a representative of Scouting in advocacy of any political party or candidate.
- n. Express opinions in the public press, or on radio or television, or on social media, on matters of Scout policy or principle unless authorised to do so by Scouts Australia, or the relevant Branch.

If I think this Code of Conduct has been breached by another person in Scouting I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Report any concerns (behavioural or otherwise) using the appropriate reporting mechanisms available to me within my Branch, to the Chief Commissioner or Chief Executive Officer of my Branch, or to another adult in a leadership position within Scouting.
- Comply with relevant State / Territory and/or Federal legislation and with the relevant Scouting policy and procedure for internal and external reporting.

DECLARATION

I agree to abide by this Code of Conduct as a volunteer or during my employment with Scouts Australia. I understand that breaches of this Code of Conduct may lead to disciplinary action, including the potential for termination of my membership or employment with Scouts. Also, I understand that breaches of this Code of Conduct may be referred to by the relevant Child Protection/Enforcement agencies for further action.

.....

Signature

.....

Full Name (Print)

.....

Date

Contact Details

Should you have any questions regarding any of the information detailed in this guide please contact the relevant Branch International Commissioner in your state or the International Commissioner of Australia.

international@scouts.com.au

Branch International Commissioner ACT international@scoutsact.com.au

Branch International Commissioner NSW bc.international@nsw.scouts.com.au

Branch International Commissioner NT bc.international@nthq.scouts.com.au

Branch International Commissioner QLD bc.international@scoutsqld.com.au

Branch International Commissioner SA bc.international@sa.scouts.com.au

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Branch International Commissioner VIC sc.international@scoutsvictoria.com.au

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