

Volunteer Team Registration

Child Safeguarding Processes

Cameron McKern and John Roberson

AGENDA

- Definition of contact with Children
- Changes affecting all teams.
- Changes affecting members of teams who will have contact with children.
- Referee questionnaire.
- New processes for RAWCS Regional Volunteer Supervisors and Regional Coordinators.

Will members of this team interact or engage with children in the course of volunteering?

This can include direct physical or face-to-face contact, as well as indirect forms of interaction, such as communication through digital platforms or being in a position to influence a child's environment or wellbeing.



Changes affecting all Teams



Volunteer Team Application Form

Team leader to enter full details and description of the work the team members will be performing (information provided will determine each team member's ability to participate)

Contact with children:

☐ Yes ☐ No

Will members of this team interact or engage with children in the course of volunteering? This can include direct physical or face-to-face contact, as well as indirect forms of interaction, such as communication through digital platforms or being in a position to influence a child's environment or wellbeing.



New Project Application Form

Intended start date:

 *

Expected completion date:

 *

Contact with children:

☐ Yes ☐ No *

Will volunteers interact or engage with children in the course of volunteering for this project. This can include direct physical or face-to-face contact, as well as indirect forms of interaction, such as communication through digital platforms or being in a position to influence a child's environment or wellbeing.



Child Protection Details for Samwise Finn

WWCC: Information:

VIC

Info

WWCC Card:

Upload

Close



Changes affecting members of teams who will have contact with children



Child Protection Details for John Roberson

WWCC: Information:

WWCC Card:

Referees: Please nominate two referees. The referees will be asked to complete a brief questionnaire containing questions on general conduct, reliability and where relevant, experience working with children or vulnerable people.

Referee 1: Name:

Email:

Phone:

Referee 2: Name:

Email:

Phone:

Each team member must supply all referee details and complete all six questions.

Each answer is not limited to the two lines displayed – the boxes will automatically expand to accommodate longer answers (up to 2,000 characters each).



As part of meeting our obligations under the Australian Council for International Development (ACFID) Code of Conduct, we ask all volunteers to respond to the following questions.

These questions help us understand how your experience and approach align with the responsibilities of volunteering overseas, particularly when working with children or vulnerable people. Please answer using examples from your personal, professional, or community experience—even if you haven't volunteered internationally before.

Your responses help us ensure that RAWCS-supported activities are delivered safely, respectfully, and in line with our safeguarding responsibilities.

1: What motivates you to be involved in overseas humanitarian work, and how have your life or work experiences prepared you for this role?

2: Describe a time when you had to adjust to an unfamiliar environment or situation. What helped you respond effectively?

3: What do you understand by 'child safeguarding' and why is it important in overseas volunteering? How might you apply these principles in your role?



- 3: What do you understand by 'child safeguarding' and why is it important in overseas volunteering? How might you apply these principles in your role?
- 4: Describe a time when you needed to set or maintain clear boundaries in a personal or professional situation. How did you manage it?
- 5: What would you do if you became aware of a concern about the treatment of a child or vulnerable person while volunteering?
- 6: Volunteering overseas can present unexpected challenges. How do you plan to keep learning and adapting to stay effective and respectful in this kind of work?



Answers supplied by team members are reviewed by RAWCS supervisors and Co-ordinators



Referee Questionnaire



Referee Letter

Dear Bob Hawke

RAWCS (Rotary Australia World Community Service) supports a wide range of overseas humanitarian and development projects. As part of our due diligence, we are seeking referee input to help confirm the suitability of individuals involved in this work.

You have been nominated as a referee for **Bilbo Baggins**, and we would appreciate it if you could complete a brief questionnaire. The questions focus on general conduct, reliability, and—where relevant—experience working with children or vulnerable people. Most require only a yes, no, or I don't know response and should take no more than 5–10 minutes to complete.

Please complete the questionnaire here:

<https://volunteers.rawcs.com.au/ChildProtectionQuestionnaire.aspx?Referee=AiXVbKmAwmbUcKmAw>

If you would prefer to provide your feedback by phone or have any questions, please feel free to contact the RAWCS office on [02 8833 8306](tel:0288338306).



RAWCS Team - Child Protection Referee Questionnaire

RAWCS (Rotary Australia World Community Service) supports a wide range of overseas humanitarian and development projects. As part of our due diligence, we are seeking referee input to help confirm the suitability of individuals involved in this work.

You have been nominated as a referee for **Mrs Patricia Margaret Davies**, and we would appreciate it if you could complete the brief questionnaire below. The questions focus on general conduct, reliability, and — where relevant — experience working with children or vulnerable people. Most require only a yes, no, or I don't know response and should take no more than 5–10 minutes to complete.

If you would prefer to provide your feedback by phone or have any questions, please feel free to contact the RAWCS office on [02 8833 8306](tel:0288338306).

Online Reference Questionnaire

Please answer each question by selecting one option. If you answer 'Yes' to any question where further explanation may be relevant, you may be asked to provide more detail.



The thirteen questions are:

- Did you work directly with the applicant in a supervisory or managerial capacity?
- Was the applicant in a role that involved interaction with vulnerable individuals or children?
- Was the applicant reliable and trustworthy in their role?



- . Did the applicant demonstrate respectful behaviour toward others, including colleagues and service users?
- . Were you confident in the applicant's ability to work independently?
- . Are you aware of any concerns about the applicant's behaviour toward children or young people?

(If yes, you may be asked to provide further detail)



- Are you aware of any incidents where the applicant breached child safety guidelines or your organisation's code of conduct?
(If yes, you may be asked to provide further detail)
- To your knowledge, has the applicant ever been the subject of a child protection investigation or disciplinary process?
(If yes, you may be asked to provide further detail)
- Would you feel comfortable with the applicant working one-on-one with a child or young person?



- Have you ever observed the applicant respond appropriately to a concern involving a child's safety or wellbeing?

(If yes, you may be asked to describe the situation briefly)

- Would you recommend this person for a volunteer role in a humanitarian or community setting?
- Would you be comfortable placing this person in a role where they may encounter vulnerable people or children?
- Knowing what you know about them, would you want them on your team again?



Answers supplied by the referees are reviewed by RAWCS supervisors and coordinators (see section 4, below).

Volunteer supervisors and coordinators can re-send emails to referees at any time.



New processes for Regional Volunteer Supervisors and Regional Coordinators



Where you can edit and check a Team is working with children in **Amend Details - EDIT**

Update Team Details



Group Name: ✓

Anticipated Departure Date: ✓ →

Contact with Children: ☐

Sponsor Club

President Name: ✓

President Email: ...| ✓

Regional Supervisor Actions

Amend details:

Edit

Team member details:

Review

Child protection:

Review



Sponsor club pres approval:



Team member details

Team Member	Role	WWCC	Member Questions	Ref 1 Details	Ref 1 Questions	Ref 2 Details	Ref 2 Questions
John Roberson	Team Leader	✓	✓	✓	 ✗	✓	 ✗
Bilbo Baggins	Volunteer	✓	✗	✓	 ✗	✓	 ✗
Cameron McKern	Volunteer	✓	?	✓	?	✓	?

Column	Icon	Meaning / action	Action
WWCC		WWCC card or document has not yet been uploaded.	
		WWCC card or document has been uploaded.	Click on the icon to display the uploaded image.
Member Questions		The team member has not answered their six child protection questions.	
		The team <u>member has</u> answered their six questions, although they have not yet been reviewed.	Click on the icon to display the six answers given and to review them. You can then tick 'All Okay' or 'I <u>have</u> concerns'.
		The team member has answered the six <u>questions</u> but the reviewer has concerns with the responses supplied.	Click on the icon to display the six answers given and to further review them.
		The team member has answered the six <u>questions</u> and the reviewer has marked the responses supplied as 'all okay'.	Click on the icon to display the six answers given.



Ref 1 Details	✗	The team member has not yet supplied details of their first referee.	
	✓	The team member has supplied details of their first referee.	Click on the icon to display the referee's details.
Ref 1 Questions	📄		Re-send the questionnaire email to the team member's first referee.
	✗	The first referee has not yet completed the questionnaire.	
	?	The first referee has completed the questionnaire, although the answers given have not yet been reviewed.	Click on the icon to display the thirteen answers given and to review them. You can then tick 'All Okay' or 'I have concerns'.
	🛑	The referee has answered <u>the six questions</u> but the reviewer has concerns with the responses supplied.	Click on the icon to display the thirteen answers given and to further review them.
	✓	The referee has answered <u>the thirteen questions</u> and the reviewer has marked the responses supplied as 'all okay'.	Click on the icon to display the thirteen answers given.
Ref 2 Details	As per 'Ref 1 Details', but for the second referee.		
Ref 2 Questions	As per 'Ref 1 Details', but for the second referee.		



For a team to be successfully registered, all columns must display a green tick.



THANK YOU

