

KEY INFORMATION: RUSU CLUBS AND UNDER 18s

All RUSU Clubs must be aware of their responsibilities regarding participants under 18 years of age, and of RMIT requirements around child safety. Even if you do not have club members who are under 18, you need to be aware of Child Safety.

If you do have club members or club event participants who are under the age of 18, you can contact the RUSU Clubs Department at rusu.clubs@rmit.edu.au for further advice and support **AFTER** reading the key information below.

Under 18s and RUSU Club Membership

RUSU club members and participants must be **over 16 years of age** for insurance purposes.

RUSU clubs may have members between the ages of 16 and 18 years of age if they have the capacity to do this in a ChildSafe and responsible manner. RUSU clubs are encouraged to be as inclusive of students under 18 years of age as possible, and as appropriate to the clubs' activities and mission.

All RUSU Clubs must collect the date of birth of members when they join the club and record this in their membership record.

RUSU clubs must have a **designated executive member** who is responsible for managing the membership records/list of the Club membership (*this is usually the Club Secretary*). The Club must notify RUSU Clubs who the designated person responsible is.

This **designated executive member** must review the Club membership list and highlight any person who is under the age of 18 who has applied to join. Under 18s must be highlighted in the membership list for easy identification.

Any prospective club member who is under 18 **must** be sent a copy of the parental consent form, which must be returned to the Club's **designated executive member**, who will file and record it securely and privately.

Until parental consent forms have been returned the prospective club member is not actually a member and cannot participate in club activities.

The Club's **designated executive member** needs to report to RUSU clubs on the exact number of members under 18 years of age as part of submitting their membership information to RUSU. RUSU is required to provide this number of members to RMIT University, however we do not identify the specific students details with RMIT.

Under 18 Participation in Events

Anyone who is under 18 years of age who is participating in a club event (this includes club members and non-members) **must complete a parent/guardian consent form.**

If your event will include people under 18 years of age, you will be required to undertake a risk assessment. You need to talk to RUSU Clubs department about this for information about next steps.

Key Information

18+ Events

Under 18's are not permitted to attend RUSU Club events involving alcohol, or any events designated as 18+ events. All 18+ events **MUST** be advertised as 18+ in the promotional material.

Industry Nights/Flagship Events/ External Partners & Providers

Where your event has external partners or providers (including a venue), AND the event is open to under 18s, the club must consider if those external partners will potentially have contact with under 18s during the event.

External partners or providers include an external venue, industry stall holders/ presenters, external caterers (who remain for the duration of the event), photographers and entertainers. They may also include venue staff and event infrastructure providers (audiovisual, event hire etc.) who remain on-site at the event (not just for set up/pack up).

In this situation the club needs to ask the venue, external partner or provider to confirm that they (or the staff working the event) hold valid Working With Children's Checks. Ask them to confirm this with you by email so you have a record.

Day excursions/ Off -campus day trips

Special care regarding child safety is required for off campus day trips / excursions. This includes:

- The Club trip leader will need to hold a valid Working with Children Check.
- A **specific** Activity Consent Form must be completed by the student's parent/guardian before going on off campus day trips/excursions. The Activity Consent form must specify the type of excursion and location so that there is full transparency.
- The Club leadership must ensure that all external locations/ activity providers where club activities would take place, and where staff could potentially have contact with

under 18 students, have staff who hold valid Working With Children's Check. Ask the venue to confirm this with you by email so you have a record.

Overnight camps/ trips/ conferences

RUSU will refer any camps or overnight trips/conferences involving under 18's to RMIT University as these requests will require RMIT University (not RUSU) risk assessment and RMIT University support/supervision if they are allowed to proceed.

Photos, videos, and online meetings

Where clubs are delivering activities in an online environment, they need to actively consider child safety in the online space and ensure the environment is child safe. This Online safety Information Sheet (for RMIT Staff) also provides helpful guidance for club leaders, it is available [here](#).

Note: If Online meetings or activities are recorded a permission form would need to be completed for under 18 students by their parents/guardians.

All Club events where film or photography will occur need to have a sign making participants aware of this. A RUSU Clubs photography sign is available [here](#).

There are extra requirements for photography and under 18's. Clubs leaders need to be mindful that no photos or videos should be taken of children / young people, except if there is prior written permission from parents/guardians, in line with the [Child Safe Image Instruction](#). A template that you can insert your specific details into, to record permission from parents/guardian can be found [here](#).

Working with Children's Checks for Club Leaders

RUSU Clubs must have **at least FOUR Executive** members who hold a Volunteer Working with Children Check (WWCC) (note: Small sized clubs only require **THREE** Executive members to hold a Volunteer WWCC).

These Executive members should be the senior club members and must include the club **President** and the **designated executive member** (who is managing the membership list).

Even if your club does not have members who are under 18 years of age, the WWC is still required.

Volunteer WWC Checks are free. They are needed for most volunteering roles at RMIT, and they also look good on your CV.

To Apply for a Working with Children Check

Visit: <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>

The **Club President** is responsible for ensuring that **at least four Executive members** hold valid volunteer WWCs, and for ensuring that the Club retains a copy of these.

RMIT Child Safe Framework

It is recommended that club leaders familiarize themselves with [RMIT's Child Safe Framework](#), taking note that the Child Safe Code of Conduct outlines appropriate and inappropriate behaviors when engaging with this student group.

Advice and Concerns about Child Safety at RMIT

The contact point to raise concerns or seek advice about child safety matters at RMIT University is **RMIT Safer Community**. Club leaders and external and internal people involved with the club's activities involving under 18s need to be aware of this essential contact point.

Contact: Senior Advisor, Child Safe via [Safer Community](#):

- Phone: +61 3 9925 2396 (9am-5pm Mon-Fri, excluding public holidays)
 - Email: safercommunity@rmit.edu.au
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If you believe a child is in danger of immediate harm:

Call Emergency Services (000) and then notify RMIT Safer Community as soon as possible.

RUSU Clubs Department

Clubs can seek general information about child safety and your club membership, proposed events, and activities by contacting their dedicated RUSU Clubs Officer or by emailing us through the RUSU Clubs Department email rusu.clubs@rmit.edu.au