

# Casey Philharmonic Orchestra

## Casey Philharmonic Orchestra: Child Safety Policy



Revisions to align with Victorian Government's Child Safety Standards that came into effect 1 July 2022

Revised document prepared by: Dr Vicki Ware 2-5 August 2022

Consultation with CPO community completed: 23 August 2022

Policy in effect from 23 August 2022

### INTRODUCTION

The Casey Philharmonic Orchestra is committed to promoting and protecting the interests, safety, and wellbeing of children. We have zero tolerance for child abuse and discrimination. This policy applies to all members, volunteers, children and other individuals involved with the Casey Philharmonic Orchestra (henceforth 'the Orchestra') and any subsidiaries. All members of the Orchestra and its subsidiaries are responsible for the care and protection of children, and reporting information about child abuse.

This policy has been written in accordance with the Victorian Government *Child Safe Standards*, which came into effect on 1 July 2022. These can be viewed here: <https://ccyp.vic.gov.au/child-safe-standards/>. The Orchestra publicly commits to upholding these standards and to ensuring child safety. We foster a child safe culture at all levels of our organisation, have risk management strategies to prevent abuse, and all members must abide by Codes of Conduct setting out responsibilities and appropriate behavioural standards with children and young people (see Appendices 6 and 7).

The Orchestra respectfully acknowledges the traditional owners of the lands on which we rehearse and perform, the Wurundjeri, Bunurong and Boon Wurrung peoples. We acknowledge that we meet on stolen lands that were never ceded. Music is a core aspect of cultural expression for all cultures globally, and every culture has the right to express itself through its traditional and contemporary art forms. We also acknowledge that these lands are home to people from many cultural backgrounds. An orchestra is an inherently Western European cultural institution. Within the bounds of the Orchestra's purposes and cultural orientation, we warmly welcome all people of suitable skill level from any cultural background, and reiterate that the cultural safety to fully participate in the life of the orchestra is centrally important for the wellbeing of all involved in the organisation in any way.

### PURPOSE

The purpose of this policy is to:

1. facilitate the prevention of child abuse and other harms occurring within the Casey Philharmonic Orchestra,
2. endeavour to prevent discrimination and associated harms occurring with the Orchestra,
3. work towards an organisational culture of child safety and wellbeing,
4. ensure that all parties are aware of their responsibilities for identifying possible circumstances for child abuse and associated harms, and for establishing controls and procedures for preventing such abuse and/or detecting such harms if they occur,
5. provide guidance to members / volunteers as to action that should be taken where they suspect any abuse within or outside of the organisation,
6. provide a clear statement to members / volunteers forbidding any such abuse,
7. provide assurance that any and all suspected abuse will be reported and fully investigated,

8. implement procedures that encourage and support all members within our organisation to feel safe and included.

### **CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION**

The Orchestra encourage child members to express their views, and we listen to their suggestions, especially on matters that directly affect them. We actively encourage all child members to 'have a say' about things that are important to them. We teach child members about what they can do if they feel unsafe. We will listen to and act on any concerns that children, or their parents, raise with us.

We recognise that according to the United Nations Convention on the Rights of the Child that children have rights including:

- ✓ the right to participate and be heard
- ✓ the right to be safe and not harmed by anyone
- ✓ the right to live and grow up healthy
- ✓ the right to express their views and have a say about decisions that affect them, and
- ✓ the right to information, such as information about the policies and procedures that affect them.

We seek to uphold these rights for all of our child members and are always open to feedback on how we can do this better.

### **VALUING DIVERSITY**

We value diversity and do not tolerate any discriminatory practices. To achieve this, we will:

- ✓ Promote the culturally safe participation and empowerment of all children, including children from Aboriginal and Torres Strait Islander backgrounds and culturally and linguistically diverse backgrounds
- ✓ Welcome children living with a disability, and act to promote their participation as much as is possible.
- ✓ Welcome all families of children within our Orchestra community, and welcome their input as we strive to make our organisation more inclusive, accessible, and safer.

### **NOTE ABOUT CULTURAL SAFETY FOR ABORIGINAL CHILDREN AND FAMILIES**

We acknowledge that one explicit standard of the Victorian Government's Child Safe Standards is the active promotion of cultural safety for Aboriginal children and their families. While we applaud this and seek to uphold this in principle, we acknowledge the fundamental tension and difficulty of an inherently Western European cultural organisation (an orchestra) achieving the full breadth of this standard, now or into the future.

We welcome people of any cultural or ethnic identity to participate fully in the life of the Orchestra, and we will not restrict membership based on cultural or ethnic identity. Further, we will always endeavour to provide a space in which people of any cultural or ethnic group, including Aboriginal members, feel comfortable expressing that identity to any extent they wish, without fear of resultant racism or any other harmful behaviours. Should their expression of identity be met with racism or other harmful behaviours, the Committee will take disciplinary action according to Part 3 Division 2 of the Orchestra Constitution, as soon as it becomes aware of such behaviours. Where possible and appropriate, we may work with local Aboriginal artists to programme and perform Aboriginal works. However, as the inherent remit of an orchestra is largely to play Western music, we may not be able to practically enact the right of Aboriginal children and their families to express the full range of traditional or contemporary Aboriginal musical identities.

## CODE OF CONDUCT

Upon joining the Orchestra (whether ongoing or for a specific set of rehearsals and performances – i.e. a programme), adult members are made aware of their responsibility to maintain the safety of their child peers. All new playing members and volunteers will be emailed a Welcome Pack, which includes our Child Safety Policy and Code of Conduct (see Appendices 6 or 7, as appropriate). This is to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (refer to the City of Greater Dandenong's Code of Conduct to understand appropriate behaviour further).

Any inappropriate behaviour towards any child member will result in disciplinary action as outlined in Part 3 Division 2 of the Orchestra Constitution and will be reported through the appropriate channels, including the Department of Health and Human Services, the Commission for Children and Young People, and Victoria Police, as required by law. Any illegal behaviour of a violent or sexual nature will result in immediate police notification.

Child members of the Orchestra are also expected to abide by a Code of Conduct (see Appendix 6). This is important to ensure that all members and volunteers of the Orchestra and any subsidiaries think about their behaviour and conduct themselves appropriately.

## **ENSURING ALL ADULT MEMBERS ARE AWARE OF THEIR RESPONSIBILITIES**

Our organisation understands that when recruiting players and volunteers, to play alongside the children in our Orchestra, we have ethical as well as legislative obligations. In positions of responsibility such as Conductor, Artistic Director, Concert Master, and all committee members, we require a Working with Children Check. Every member of the orchestra has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

The policy will also be made available on the orchestra website and player Facebook page, and new members will be made aware verbally of their obligations to read and abide by this policy, to maintain the safety of their child peers. Announcements during rehearsals will also be used from time to time to remind all players of their obligations.

New and returning players will be required to sign an annual acknowledgement on our membership form that they have read this policy and are aware of their legal obligations, and will also read and sign a Code of Conduct (see Appendices 6 and 7).

Any inappropriate behaviour towards any child member will result in disciplinary action as outlined in Part 3 Division 2 of the Orchestra Constitution and will be reported through the appropriate channels, including the Department of Health and Human Services, the Victoria Police, and/or The Commission for Children and Young People. Any illegal behaviour of a violent or sexual nature will result in immediate police notification.

We will provide annual training at our first rehearsal each year. We will also provide reasonable access to other training (such as the resources on the website of the Commission for Children and Young People). This training may cover some or all (as appropriate) of:

- ✓ Obligations under this policy
- ✓ implementing the child safety and wellbeing policy
- ✓ building culturally safe environments for children and young people
- ✓ recognising indicators of harm (including that caused by other children and young people), and
- ✓ responding effectively to child safety issues and concerns and supporting people who disclose harm.

## **SUPPORTING MEMBERS**

We provide support and supervision so that all members feel valued, respected, and are fairly treated. At the start of each year, all returning members will be required to read and sign the appropriate Code of Conduct (see Appendices 6 and 7). All new members will be required to read and sign this upon commencing involvement with the Orchestra. The Code of Conduct covers a range of diversity and safety issues, and ensure that all adult and child members are made aware of their responsibilities towards the safety of their child peers and all other members of the organisation.

## **REPORTING A CHILD SAFETY CONCERN OR COMPLAINT**

Gerard (Gerry) Tan and Kristen (Kristy) Stafford have been appointed as Child Safety Officers of the Orchestra, as decided by the Casey Philharmonic Orchestra Committee. They have the specific responsibility of responding to any child safety complaints made by members, parents or children.

The Orchestra complies with all legal requirements to report child abuse to appropriate authorities, including the police, by calling 000 when it is suspected that a child's safety is at immediate risk.

These Child Safety Officers can be contacted via:

- Gerard (Gerry) Tan 0408 385 212 [gsbtan@gmail.com](mailto:gsbtan@gmail.com)
- Kristen Stafford (known to some as Kristy Matheos) 0475 015 513 [k.stafford@outlook.com](mailto:k.stafford@outlook.com)

## **MANDATORY REPORTING**

The Orchestra is committed to upholding the moral and legal obligations to prevent, reduce, and minimise child abuse and exploitation in all forms. All members, volunteers and supporters of the Orchestra have the responsibility for the prevention and detection of child abuse.

In addition to the responsibilities of our Child Safety Officers, we acknowledge that all members, volunteers and supporters aged 18 or older are mandated to make a report to Victoria Police if they form a reasonable belief that a sexual offence has been committed against a child in Victoria by another person aged 18 or older (Victorian Crimes Act, 1958). We may also be legally obligated to report the issue to other statutory bodies, such as the Commission for Children and Young People. We will endeavour to abide by all legal obligations.

We acknowledge that a failure to disclose this information is a criminal offence under the Victorian Crimes Act, and a person may be convicted except where they fear for their own safety, or where the information has already been disclosed. We actively inform our members, volunteers, and supporters of these responsibilities.

## **RISK MANAGEMENT**

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur, and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage the risks of abuse to our children.

To reduce the risk of child abuse and other harms occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- teaching or running a music lesson or rehearsal,
- using accommodation or overnight stays and travel,
- using bathrooms and change room facilities,
- transporting members to and from events, and
- communicating online, via phone, or via social media.

Please see Appendix 4 for more detailed procedures.

### **REVIEWING CHILD SAFETY AND WELLBEING MATTERS**

Children, their families and all other members of the Orchestra community (i.e. anyone involved in any capacity with the Orchestra) are encouraged to raise any concerns about child safety, whether directly relating to abuse, or to other ways we can enhance safety. They should ideally raise these with the Child Safety Officers or another committee members, who will bring them to the attention of the committee, or take action should a reportable matter have arisen.

Child safety and wellbeing matters will be reviewed by the Child Safety Sub-Committee (including the Child Safety Officers) on an as-needed basis to ensure the ongoing protection of children under our care. All child safety and wellbeing concerns arising will be addressed as a matter of urgency, in accordance with the severity of the concerns. A summary of these matters will be provided at each Committee meeting in the interests of good governance.

### **REVIEWING THIS POLICY**

This policy will be reviewed by the Child Safety Sub-Committee (including the Child Safety Officers) annually, or as necessary to maintain compliance with emerging government legislation and regulations, to assess whether our child safety and wellbeing policies or procedures require modification to better protect the children under our care. During this process we will seek the views, comments and suggestions from child members, their parents and adult members within the Band. These may be conducted in-person or via email as appropriate.

If at any other time a member of our Orchestra community has suggestions about ways to improve the safety of children or ways to enhance the effectiveness of this policy, they may advise the above Child Safety Officers, or any Orchestra committee member verbally or in writing. This person will advise the Committee's nominated policy officer within 3 days in writing.

This process is due to be completed by the end of February each year, or, as soon as practicable after any child safety and wellbeing concerns arise, whichever is sooner. The review process will include the completion of the Self-Assessment Tool included in Appendix 8.

## **APPENDIX 1 – DEFINITIONS**

**Aboriginal** means a person of Aboriginal or Torres Strait Islander descent.

**Child** means a person below the age of 18 years unless otherwise stated under the law applicable to the child.

**Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.

**Child abuse** means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

**Child sexual assault** is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

**Discrimination** means an individual or group is treated differently or unfairly based on their personal characteristics. Discrimination is often illegal. Discrimination is unlawful on the basis of many protected attributes. The two main types of discrimination are:

(a) Direct discrimination – when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.

(b) Indirect discrimination – when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share.

**Grooming** refers to actions deliberately undertaken to befriend and influence a child (and, in some circumstances, members of the child's family) with the intention of achieving a criminal objective of sexual activity with children. Grooming is an offence under Victorian law and should be reported to police.

**Orchestra** refers the Casey Philharmonic Orchestra or any subsidiary ensembles that may form from time to time, under the same committee of management.

**Protected characteristics** include age; disability; race, including colour, national or ethnic origin or immigrant status; sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding; sexual orientation, gender identity or intersex status; and, others. In Australia, it is unlawful to discriminate on the basis of a number of protected attributes.

**Racism** includes prejudice, discrimination or hatred directed at someone because of their colour, ethnicity or national origin. Racism can include words, actions and beliefs, as well as barriers that prevent people from enjoying dignity and equality because of their race.

**Reasonable grounds for belief** is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed.

Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator. A reasonable belief is formed if a reasonable person believes that:

(a) the child is in need of protection,

(b) the child has suffered or is likely to suffer "significant harm as a result of physical injury," or

(c) the parents are unable or unwilling to protect the child.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- (a) a child states that they have been physically or sexually abused;
- (b) a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- (c) someone who knows a child states that the child has been physically or sexually abused;
- (d) professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- (e) signs of abuse lead to a belief that the child has been physically or sexually abused.

## **APPENDIX 2 – WHAT TO DO IF AN ALLEGATION OF CHILD ABUSE IS MADE**

**If you believe a child is at immediate risk of abuse phone 000.**

### ***If a child discloses an incident of abuse to you:***

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred. Do not interrupt them or make assumptions about what you think happened.
- Reassure the child that you take what they are saying seriously, and that it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared with others, such as with their parent/carer, specific people within the Orchestra (Child Safety Officers), or the police.
- Take detailed notes at the time of the report. Once the child has finished giving their account, read back your notes to them to confirm that you have written everything down accurately.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to the Child Safety Officers [Gerry Tan or Kristy Stafford].
- Ensure the disclosure is recorded accurately on an incident form, and that the record is stored securely.

### ***If a parent/carer says their child has been abused within our organisation or raises a concern:***

- Explain that Casey Philharmonic Orchestra has processes in place to ensure all abuse allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent/carer to talk through the incident in their own words. Do not interrupt them while they are relaying their account of events, do not paraphrase or make assumptions about what you think may have happened.
- Advise the parent/carer that you will take notes during the discussion to capture all details. Once the parent/guardian has finished giving their account, read your notes back to them to confirm that you have written everything down accurately.
- Explain to them the information will need to be repeated to authorities or others, such as the Child Safety Officers, the Police, or Child Protection Agencies. All persons 18 years or older are mandated to make a report to Victoria Police if they form a reasonable belief that a sexual offence has been committed against a child in Victoria by another person aged 18 or older.
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- Ensure the incident report is recorded accurately and the record is stored securely.

You will need to be aware that some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. You need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).

If an allegation of abuse involves a child from Aboriginal and Torres Strait Islander background, you will need to ensure a culturally appropriate response. A way to help ensure this could include

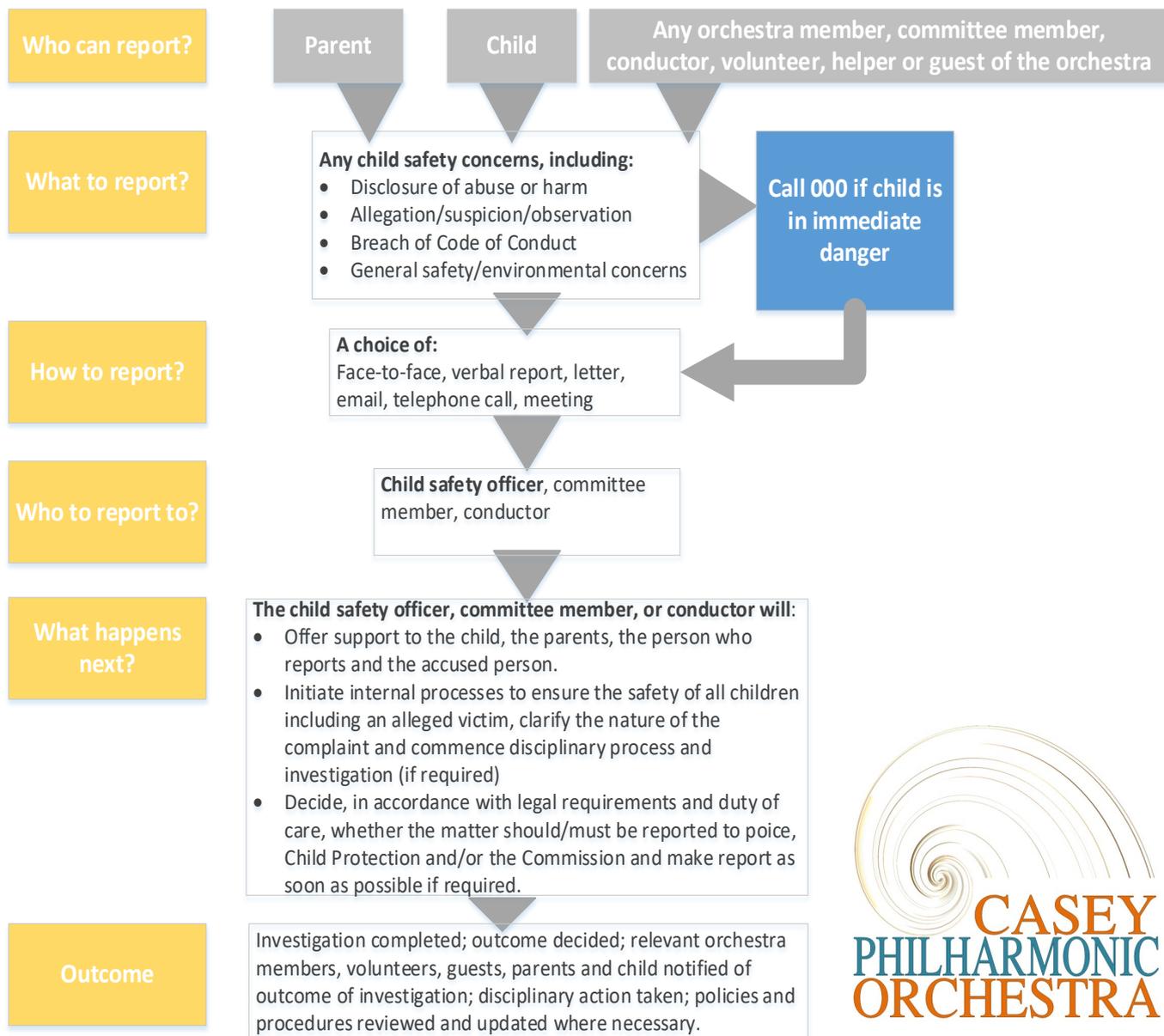
engaging with parents of Aboriginal children, local Aboriginal communities or an Aboriginal community controlled organisations to review policies and procedures.

Some children living with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters.

Some gender-diverse and LGBTIQ+ children and young people may experience barriers disclosing an incident. For example, systemic social stigma around gender and/or sexuality may make them particularly fearful to open up and discuss an incident. Child Safety Officers should do everything in their power to be open, supportive and non-judgmental of these children and young people.

***If you believe a child is at immediate risk of abuse phone 000.***

**APPENDIX 3 – CHILD SAFETY REPORTING PROCESS FLOWCHART**



## **APPENDIX 4 – CHILD SAFETY AND WELLBEING RISK MANAGEMENT PROCEDURES**

To reduce the risk of child abuse and other harms occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. The following procedures should be followed in each of the following circumstances.

### **4.1 Teaching or running a music lesson or rehearsal**

One-on-one music lessons, sectionals or rehearsals should be avoided except where:

- A parent or guardian is present,
- Other music tuition is occurring in the same rehearsal space (e.g., on opposite sides of a large, open room),
- Other people are occupying the same rehearsal space (e.g., on opposite sides of a large, open room).

Children should never be in a locked room alone with an adult member of the Orchestra.

### **4.2 Using accommodation or overnight stays and travel**

In the course of normal Orchestra activities, it may be necessary to stay in overnight accommodation for one or more nights. Before traveling, the following should be undertaken:

- Establish whether children will be traveling with the Orchestra;
- Establish whether any children will be traveling unaccompanied and assign suitable supervisor(s) if necessary. Ensure that supervisors are aware of their role and responsibilities;
- A review of this Child Safety Policy to ensure it is up-to-date and fit for purpose;
- Seek updated Medical Forms for all children traveling and ensure these are carried while travelling;
- Plan appropriate accommodation based on the considerations outlined below.

Parents or guardians should be strongly encouraged to attend these events with their child(ren). In some instances, the Orchestra may consider offering financial assistance so that parents/guardians may attend with their child(ren). Where parents/guardians attend these events with their child(ren), they are solely responsible for the supervision and care of their child(ren) during the trip. Children will be roomed with their parent/guardian in the accommodation venue.

If parents/guardians are not traveling with their child(ren), they may elect to nominate (in writing) an alternative guardian for their child(ren) during the trip. This person is then solely responsible for the supervision and care of their child(ren) during the trip. Children will be roomed with their alternative guardian in the accommodation venue.

If parents/guardians are not traveling with their child(ren) and do not nominate (in writing) an alternative guardian for their child(ren), the child(ren) will be roomed with other children of the same gender and similar age. Where no other children of the same gender and/or similar age are attending the event, the child will be roomed alone, with a nominated Orchestra official roomed in a directly neighbouring room. A nominated Orchestra official will supervise all unaccompanied children for the duration of the trip.

This person will not:

- Consume drugs or alcohol while supervising the child(ren); or,
- Enter the child(ren)'s room for any reason, unless in the case of an emergency.

Failure to comply with these will result in disciplinary action.

This person will also:

- Abide by the Code of Conduct (see Appendix 7) at all times.
- Inform a member of Committee and the child(ren)'s parent/guardian as soon as possible in the event of any safety or wellbeing concerns pertaining to the child(ren).

Children who are not accompanied by a parent/guardian on the trip must strictly adhere to the Code of Conduct (see Appendix 6) and all reasonable instructions given to them by their supervising adult. Failure to do so may result in being transported home at their parent/guardian's expense.

Any breaches to this policy must be referred to the Child Safety Officers as soon as possible.

#### **4.3 Using bathrooms and change room facilities**

In the course of normal Orchestra activities, it is expected that children will use bathrooms and change room facilities. Children should always use bathroom facilities independently. Adults must never initiate unnecessary physical contact with children, including things of a personal nature that a child can do for themselves, such as toileting or changing clothes.

Children should have their own designated change room facilities, where these are required, with children of the same gender and similar age. Where this is not possible, a changing schedule should be established so that adults and children are not using the same change room facilities at the same time. Adults must never enter change room facilities that have been designated to children and/or while children are changing. Failure to comply with this will result in disciplinary action.

Any breaches to this policy must be referred to the Child Safety Officers as soon as possible.

#### **4.4 Transporting members to and from events**

In the course of normal Orchestra activities, it may be necessary for Orchestra members to transport child members to and/or from designated Orchestra activities. This should only be done with written consent from the child(ren)'s parent/guardian. As soon as practicable, the member should inform the Child Safety Officers (in writing) that this is occurring. In the event of any child safety or wellbeing concerns arising during transport, the member should inform the child(ren)'s parent/guardian and then the Child Safety Officers as soon as possible.

#### **4.5 Communicating online, via phone, or via social media.**

Adult members of the Orchestra should not have any contact with child members without the expressed consent of the child and the child's parent/guardian. This includes, but is not limited to, the use of any personal communication channels/devices such as a personal phone number, email address, social media or social networking accounts, or other similar communication channels. Communication exempt from this includes contact with the child and their family necessary for the normal operation of the Orchestra (e.g., emailing details of rehearsals or performances). Wherever possible, parents and/or guardians should be included in all communications to their children from representatives of the Orchestra.

**APPENDIX 5 – CASEY PHILHARMONIC ORCHESTRA: CHILD SAFE ALLEGED INCIDENT OR CHILD SAFETY CONCERNS REPORT**

Any person should use this report form to document any alleged incident, disclosure or reasonable belief that a child or young person has been, or is at risk of being, abused or the person has concerns about a child’s safety.

If you believe a child or young person is in immediate danger, call 000 for urgent police or medical assistance.

Please provide as much information as possible. This information may be critical in the future.

**Reporting details**

<b>Today’s date</b>	
<b>Time:</b>	AM / PM Time first told, if different: AM / PM
<b>Location:</b>	
<b>Details of person reporting:</b>	Name: Relationship to child/young person if not self-report: Contact details:
<b>Did reporter witness incident?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Details of any emergency assistance provided:</b> (mark box as applicable)	<input type="checkbox"/> Ambulance <input type="checkbox"/> Police <input type="checkbox"/> None

**Details of alleged incident**

<b>Date of incident:</b>	
<b>Time of incident:</b>	
<b>Location of incident:</b>	
<b>Details of child/young person(s) involved:</b>	Name: Date of birth: If multiple persons, assign number: Contact details:

	Primary language spoken: Any assistance required (describe with reasons):
<b>Details of parent/guardian/carer:</b>	Name: Contact details: Primary language spoken: Any assistance required (describe with reasons):
<b>Details of person against whom allegation made:</b>	Name: Relationship to child/young person: <input type="checkbox"/> Under 18 years old <input type="checkbox"/> 18 years old or over Contact details:

**Does the child identify as Aboriginal or Torres Strait Islander?**

*(Mark with an 'X' as applicable)*

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

**Please categorise the incident:**

*(Mark with an 'X' as applicable)*

- Physical violence
- Sexual offence
- Serious emotional or psychological abuse
- Serious neglect
- Other (please describe below)

**OTHER:**

**Please describe the incident:**

<b>When did it take place?</b>	
<b>Who was involved?</b>	
<b>What did you see?</b>	
<b>Other information:</b>	

**Office use:**

<b>Date incident report received:</b>	
<b>Person managing incident:</b>	
<b>Follow-up date:</b>	

**Has the incident been reported?**

<b>Child protection</b>	
<b>Police</b>	
<b>Another third party (please specify):</b>	

**Incident reporter wishes to remain anonymous?**

*(Mark with an 'X' as applicable)*

Yes

No

## **Appendix 6 – CASEY PHILHARMONIC ORCHESTRA: CODE OF CONDUCT (up to 18 years of age)**

***The Casey Philharmonic Orchestra, and its subsidiaries, are committed to creating a safe, fair and respectful environment for all members of the Orchestra community. This means that everyone has the right to feel safe and to belong within the Orchestra.***

ALL members and volunteers of Casey Philharmonic Orchestra and any subsidiaries need to think about their behaviour and make sure that they are conducting themselves appropriately.

### **Children have Rights:**

Children have rights including:

- the right to participate and be heard
- the right to be safe and not harmed by anyone
- the right to live and grow up healthy
- the right to express their views and have a say about decisions that affect them, and
- the right to information, such as information about the policies and procedures that affect them.

### **Acceptable Behaviours:**

As a member of this Band community I will...

- Treat everyone in the Orchestra with respect; this includes other players, conductor(s), concertmaster(s) and committee members
- Be considerate, courteous, and understanding of others, and listen to the views of others in a respectful way
- Listen to the conductor(s), concertmaster(s) and committee members while participating in Orchestra functions and rehearsals and follow their instructions
- Report anything that makes me uncomfortable to the Child Safety Officers or another member of the committee
- Encourage other players in the Orchestra to do their best and will do my best in return
- Include others in activities
- Respect the venue(s) and the property of Casey Philharmonic Orchestra including:
  - Take care of the rehearsal and performance venues
  - Take care of my instrument and put it back in the case to make sure that it stays safe
  - Make sure that my instrument and concert dress (where required) is clean and well looked after
  - Report any issues I have to the Conductor or other adult as soon as possible
- Bring my instrument and music to every rehearsal and all other engagements
- Do my best to be on time to all events and rehearsals
- Do my best to practice outside of rehearsals, and prepare adequately for performances
- Call my section leader or another committee member if I cannot make it to rehearsal or another engagement

### **Unacceptable Behaviours:**

As a member of this Orchestra community I will not...

- Treat another member or volunteer in a disrespectful way
- Physically hurt another person within the Orchestra community
- Speak disrespectfully or verbally hurt others
- Tease, bully or harass another person within the orchestra community
- Exclude people from activities

- Leave the Orchestra rehearsal/performance venue without a parent or guardian
- Use alcohol or drugs within the Orchestra community
- Enter any toilets, change room, or bedroom other than my own

I will follow these instructions above and make sure that my behaviour is appropriate in all Orchestra settings. If I see something that needs to be addressed, I will report it to a committee member or the Child Safety Officers.

I understand that if I do not follow these instructions, and/or I behave inappropriately in Orchestra settings that I may be asked to leave at my own/my family's expense.

**Child's Name:** \_\_\_\_\_

**Child's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian's Name:**  
\_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

These Child Safety Officers can be contacted via:

- Gerard (Gerry) Tan 0408 385 212 [gsbtan@gmail.com](mailto:gsbtan@gmail.com)
- Kristen (Kristy) Stafford 0475 015 513 [k.stafford@outlook.com](mailto:k.stafford@outlook.com)

## **APPENDIX 7 – CASEY PHILHARMONIC ORCHESTRA: CODE OF CONDUCT (18 years and above)**

**The Casey Philharmonic Orchestra (henceforth ‘the Orchestra’) sets out to be a model volunteer organisation with the aim of building fun and excellent musical experiences for all players and audiences in a safe, nurturing and friendly environment.**

The Orchestra provides a safe, supportive and secure environment that promotes respect and care and values diversity.

The Orchestra, and any subsidiaries, are committed to creating a safe, just and respectful environment that supports wellness for all members of the Orchestra community. In this, there is a moral obligation and shared responsibility to protect the most vulnerable members of the community. There are also particular moral and legal obligations for those in authority to prevent, reduce and minimise child abuse and exploitation in all forms, along with other harms.

ALL personnel of the Orchestra are responsible for supporting the safety, participation, and wellbeing of children. The Orchestra commits to providing a safe and nurturing culture for all children and young people who are involved in the Band through:

### **1. Upholding the primacy of the safety and wellbeing of children and young people.**

At all times, the ongoing safety and wellbeing of *all* children and young people will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of children from Aboriginal and Torres Strait Islander background and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children living with a disability.

### **2. Empowering families, children, young people and members to have a voice and raise concerns and be active members of our community**

The Orchestra, in partnership with families, will ensure children and young people, are engaged and active participants in decision-making processes, particularly those that have an impact on their safety and wellbeing.

### **3. Implementing rigorous risk-management and employment practices.**

The Orchestra will systematically and continually identify and assess risks to child safety and will eliminate (where possible) or reduce all potential sources of harm. Effective risk-management will be embedded in Orchestra activities through effective, transparent and well-understood policies, procedures and practices.

ALL members and volunteers of the Orchestra are expected to actively contribute to an Orchestra culture that respects the dignity of its members. They are required to observe child safe principles and expectations for appropriate behaviour towards, and in the company of, children; as noted below. Many of these behavioural expectations also extend to other members of the organisation, and the broader Orchestra community.

**Acceptable Behaviours** All members and volunteers are responsible for supporting the safety of children by:

- Adhering to the Orchestra’s Child Safe Policy at all times
- Taking all reasonable steps to protect children and young people from abuse, discrimination, and other harms
- Treating everyone in the Orchestra community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe and educational environment) and valuing their ideas and opinions
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or harmed and/or are worried about their safety or the safety of another

- Establishing and maintaining the safety, participation and empowerment of all children, without discrimination. This includes actively including children in decisions that affect them.
- Ensuring as far as practicable that adults are not left alone with a child
- Reporting any allegations of child abuse, discrimination, and other harms to the Orchestra's Child Safety Officers as soon as possible
- Reporting any concerns about child safety, discrimination, or other harms to the Orchestra's Child Safety Officers as soon as possible
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

**Unacceptable Behaviours** Members and volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse
- Shame, humiliate, oppress, belittle or degrade children or young people, or any other members of the Orchestra community
- Be alone with a child or young person unnecessarily, or for more than a very short time
- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps.)
- Put children at risk of abuse (for example, by locking doors)
- Initiate unnecessary physical contact with children, or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children
- Use inappropriate language in the presence of children, and/or use any language that may be deemed discriminatory against any particular group
- Discriminate against any child or any other member, including because of age, sex, culture, race, disability, sexuality, gender identity, or other protected characteristic
- Have contact with a child or their family outside of our organisation without the knowledge and consent of the child's parent or guardian. (Accidental contact, such as seeing people in the street, is appropriate)
- Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters, keeping up-to-date with rehearsal/performance schedules)
- Photograph or video a child or young person without the consent of the child and their parents or guardians
- Use any personal communication channels/devices such as a personal email or social media account without the knowledge and consent of the child's parent or guardian
- Exchange personal contact details such as phone number, social networking sites or email addresses with a child member without the knowledge and consent of the child's parent or guardian
- Work with children whilst under the influence of alcohol or illicit drugs. Anyone suspected of being under the influence of alcohol or illicit drugs while working with children may be asked to leave, and may face disciplinary action.
- Do anything in contravention of the Casey Philharmonic Orchestra's policies, procedures or this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to cessation of engagement with this organisation.

I have read, understood, and agree to abide by the terms and conditions of the **Casey Philharmonic Orchestra Child Safety Policy**, including the **Casey Philharmonic Orchestra Code of Conduct**.

By observing these Standards, I acknowledge my responsibility to immediately report any breach of this code to the Casey Philharmonic Orchestra's Child Safety Officers.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**APPENDIX 8 – Casey Philharmonic Orchestra SELF-ASSESSMENT TOOL**

<b><i>New Standard</i></b>	<b><i>Details of standard</i></b>	<b><i>What we have already done</i></b>	<b><i>What we need to do to improve our current policy</i></b>
<p><b><i>Standard 1: Organisations establish a culturally safe environment<sup>1</sup> in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</i></b></p>	<p><b>In complying with Child Safe<sup>2</sup> Standard 1 an organisation must, at a minimum, ensure:</b></p> <p>1.1 A child’s ability to express their culture and enjoy their cultural rights is encouraged and actively supported.</p> <p>1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.</p> <p>1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.</p> <p>1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.</p> <p>1.5 All of the organisation’s policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.</p>		

<sup>1</sup> Cultural safety for Aboriginal children has been defined as ‘the child being provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture... their spiritual and belief systems, and they are supported by the carer...(who) respects their Aboriginality and therefore encourages their sense of self and identity’. (Short Guide to the Child Safe Standards, p.5).

<sup>2</sup> A child safe organisation takes deliberate steps to protect children from physical, sexual, emotional and psychological abuse and neglect. It puts children’s safety and wellbeing first and embeds a commitment to child safety in every aspect of the organisation. A child safe organisation fosters and demonstrates openness. This creates a culture in which everyone – staff, volunteers, members, parents, carers and children – feels confident, enabled and supported to safely disclose child safety or wellbeing concerns. (A Guide for Creating a Child Safe Organisation, p.6)

<p><b>Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.</b></p>	<p><b>In complying with Child Safe Standard 2 an organisation must, at a minimum, ensure:</b></p> <p>2.1 The organisation makes a public commitment to child safety.</p> <p>2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.</p> <p>2.3 Governance arrangements facilitate implementation of the Child Safety and Wellbeing Policy at all levels.</p> <p>2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.</p> <p>2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.</p> <p>2.6 Staff and volunteers understand their obligations on information sharing and record keeping.</p>		
<p><b>Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.</b></p>	<p><b>In complying with Child Safe Standard 3 an organisation must, at a minimum, ensure:</b></p> <p>3.1 Children and young people are informed about all of their rights, including to safety, information and participation.</p> <p>3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.</p> <p>3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.</p> <p>3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.</p> <p>3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.</p> <p>3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.</p>		

<p><b>Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.</b></p>	<p><b>In complying with Child Safe Standard 4 an organisation must, at a minimum, ensure:</b></p> <p>4.1 Families participate in decisions affecting their child.</p> <p>4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.</p> <p>4.3 Families and communities have a say in the development and review of the organisation’s policies and practices.</p> <p>4.4 Families, carers and the community are informed about the organisation’s operations and governance.</p>		
<p><b>Standard 5: Equity is upheld and diverse needs respected in policy and practice.</b></p>	<p><b>In complying with Child Safe Standard 5 an organisation must, at a minimum, ensure:</b></p> <p>5.1 The organisation, including staff and volunteers, understands children and young people’s diverse circumstances, and provides support and responds to those who are vulnerable.</p> <p>5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.</p> <p>5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.</p> <p>5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.</p>		

<p><b>Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</b></p>	<p><b>In complying with Child Safe Standard 6 an organisation must, at a minimum, ensure:</b></p> <p>6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.</p> <p>6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.</p> <p>6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.</p> <p>6.4 Ongoing supervision and people management is focused on child safety and wellbeing.</p>		
<p><b>Standard 7: Processes for complaints and concerns are child-focused.</b></p>	<p><b>In complying with Child Safe Standard 7 an organisation must, at a minimum, ensure:</b></p> <p>7.1 The organisation has an accessible, child-focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.</p> <p>7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.</p> <p>7.3 Complaints are taken seriously and responded to promptly and thoroughly.</p> <p>7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.</p> <p>7.5 Reporting, privacy and employment law obligations are met.</p>		

**Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.**

**In complying with Child Safe Standard 8 an organisation must, at a minimum, ensure:**  
 8.1 Staff and volunteers are trained and supported to effectively implement the organisation’s Child Safety and Wellbeing Policy.  
 8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.  
 8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.  
 8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

**Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.**

**In complying with Child Safe Standard 9 an organisation must, at a minimum, ensure:**  
 9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child’s right to privacy, access to information, social connections and learning opportunities.  
 9.2 The online environment is used in accordance with the organisation’s Code of Conduct and Child Safety and Wellbeing Policy and practices.  
 9.3 Risk management plans consider risks posed by organisational setting, activities and the physical environment.  
 9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

**Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved.**

**In complying with Child Safe Standard 10 an organisation must, at a minimum, ensure:**  
 10.1 The organisation regularly reviews, evaluates and improves child safe practices.  
 10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.  
 10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people.

<p><b><i>Standard 11: Policies and procedures document how the organisation is safe for children and young people.</i></b></p>	<p><b>In complying with Child Safe Standard 11 an organisation must, at a minimum, ensure:</b></p> <p>11.1 Policies and procedures address all Child Safe Standards.</p> <p>11.2 Policies and procedures are documented and easy to understand.</p> <p>11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.</p> <p>11.4 Leaders champion and model compliance with policies and procedures.</p> <p>11.5 Staff and volunteers understand and implement policies and procedures.</p>		
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