



Unley Concert Band

Child Protection Policy

1. Purpose

This policy was written to demonstrate the strong commitment of Unley Concert Band to child safety and establishing and maintaining child safe and child friendly environments.

2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the Children's Protection Act 1993, including:

- Section 8B – 8D – child safe environments and criminal history assessments for people working with children

It complies with our obligations under the Children and Young People (Safety) Act 2017:

- Chapter 5 - Part 1—Reporting of suspicion that child or young person may be at risk

It also complies with the Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the criminal history of members and volunteers who work with children issued by the Chief Executive (Section 8A, Children's Protection Act 1993).

3. Scope

This policy, from the date of endorsement, applies to all members, volunteers, music directors, clinicians, guest performing artists, parents, care givers, guardians, and any other individuals, involved in the administration or management of the band. These will be referred to as All Personnel in the remainder of the Policy.

4. Commitment to child safety

All children who come to Unley Concert Band have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed a Child Safety Officer as a first point of contact to provide advice and support to children, parents, members and volunteers regarding the safety and well-being of children in our organisation.



5. Children's participation

Unley Concert Band encourages all personnel to express their views and make suggestions especially those matters that directly affect children. We listen to and act upon any concerns that children, young people or their families raise with us.

We value diversity and do not tolerate any discriminatory practices.

6. Recruitment practices

Unley Concert Band will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We will employ a range of screening measures and apply best practice standards in the screening and recruitment of members and volunteers.

We will interview and conduct referee checks on all music directors, clinicians, and volunteers who have direct contact with children.

We will conduct criminal history assessment for people working with children, as set out in Section 8B of the Children's Protection Act 1993. Criminal history assessments are required for anyone within our organisation that:

- has regular contact with children and is not directly supervised at all times;
- works in close proximity to children on a regular basis and is not directly supervised at all times; or
- supervises or manages persons who:
 - have regular contact with children or
 - work in close proximity to children on a regular basis.

Exemptions from this requirement may apply in some circumstances, e.g. for an individual running an occasional sectional in which the section contains children, but it is not expected that they would be alone with a child.

The result of any criminal history assessments must be kept confidential and only communicated when required for the purposes of the administration of the band or where an issue arises that requires it to be revealed to the relevant legal bodies.

7. Code of Conduct

All members are made aware of, and must abide by our Code of Conduct. Our Code of Conduct was developed in collaboration with all our members, volunteers, the children who use our services and their parents.

Our Code of Conduct can be found on our website here:

<http://www.unleyconcertband.com>

8. Support for members



Unley Concert Band will provide support and supervision so people feel valued, respected and fairly treated. We will ensure that all band members who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

9. Reporting and responding to suspected child abuse and neglect

Information about making appropriate reports of abuse or neglect is available from the Families SA website <http://www.families.sa.gov.au/childsafe>.

Unley Concert Band will not tolerate incidents of child abuse.

All personnel understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

From time to time we will provide opportunities for the management committee and other relevant non-committee members to attend information sessions about these mandatory reporting obligations.

We will also ensure that members and administrators have access to relevant information resources such as:

- Child safe environment: Guidelines for mandated notifiers and information for organisations (available to view or download from www.families.sa.gov.au/childsafe)
- Families SA reporting child abuse website: <http://www.dfc.sa.gov.au/pub/default.aspx?tabid=485>
- Free online SMART (Strategies for Managing Abuse Related Trauma) Learning package, developed by the Australian Childhood Foundation: www.childhood.org.au

We will ensure that support is also available for all personnel making the report, particularly where an ongoing service is provided to the child, young person and their family.

10. Supporting children, young people and their families

Child Protection is everyone's responsibility. Unley Concert Band recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information about services that can assist children and their families (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.

11. Dealing with reports or concerns relating to the actions of a member or volunteer of our organisation

In addition to making a report to the Child Abuse Report Line, all personnel of the band must also report to our Child Safety Officer or management if reasonable suspicion is formed that a



child has been, or is being, abused or neglected by another member, employee, or volunteer. These contacts can be found here: <http://www.unleyconcertband.com>

In response to any report to management concerning a member or volunteer of this organisation, management may determine to take disciplinary action. Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

12. Strategies to minimise risk

To help maintain a safe environment for children, Unley Concert Band will review its risks regularly and implement strategies to minimise and manage these risks.

It is encouraged that parents, guardians or care givers of children accompany their child during tours, rehearsals and concerts.

Policies and procedures may address (but are not limited to):

- Safety
- Personal Injury
- Transportation
- Taking images of children
- Supervision of children
- Child safety officer
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Training\cyber safe guidelines
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.

13. Harassment/bullying

Unley Concert Band opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with management as per our Grievance Process.

14. Communication

Unley Concert Band will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

15. Related policies and procedures

- Code of Conduct



- Risk Management Strategy
- Grievance Process
- Any other policies and procedures developed to manage risks and protect children.

Approved by:

Date approved:

Review date: