

CHILD SAFETY POLICY

HELD ANNUALLY THROUGH JULY, AUGUST & SEPTEMBER

Updated: January 2022

Policy Title:	Child Safety Policy
Effective as at:	1 January 2016
Last Revised:	1 January 2022
Responsibility for this Policy:	Board of Directors
Review Date:	1 January 2023

1.0 Purpose of this Policy

- 1.1 The Australian School Band and Orchestra Festival acknowledges that the issue of child abuse is a complex problem that has an impact on all areas of society, including participation in sport, recreation activities and the creative and performing arts.
- 1.2 ASBOF acknowledges the need for community groups to develop and implement strategies to protect children from abusive situations and this policy document is intended as a pro-active step in relation to child protection and intervention.
- 1.3 ASBOF expects that all Festival staff, administrators and volunteers, whether paid or unpaid, who participate in organised events under the banner of this organisation will commit to implementing risk management strategies for child safety developed by the Australian School Band and Orchestra Festival

2.0 Policy Objectives

- 2.1 To provide information to assist staff, administrators and volunteers in dealing with all forms of child abuse
- 2.2 To provide comprehensive guidelines relating to risk minimisation and reporting/notification procedures provide direction to all staff, administrators and volunteers regarding their legal responsibilities under child safety legislation
- 2.3 To promote principles for child protection and intervention amongst a staff, administrators and volunteers and parents of children participating in the organisation's programs and events.
- 2.4 To ensure that all staff, administrators and volunteers of the Australian School Band and Orchestra Festival are aware of their responsibilities arising from recent child protection legislation, in particular, the requirement under the Child Protection (W) Act 1998 and the Child Protection (Working with Children) Act 2012, to inform their employers if they have been convicted of a serious sex offence.

3.0 Definitions

- 3.1 Abuse: Can consist of one or more of, but is not restricted to, the following:
 - 3.1.1 Physical Abuse
 - 3.1.2 Sexual Abuse
 - 3.1.3 Emotional Abuse
- 3.2 Child: Any person under the age of 18.
- 3.3 Festival: The Australian School Band and Orchestra Festival Ltd
- 3.4 ASBOF: The Australian School Band and Orchestra Festival Ltd
- 3.5 Volunteer: Any unpaid person over the age of 16 who is invited by the Australian School Band and Orchestra Festival to assist in running a Festival event

4.0 Volunteer Selection, Training and Code of Conduct

- 4.1 All volunteers who work at the Australian School Band and Orchestra Festival are required to provide a current Working with Children Check.
- 4.2 All volunteers are required to undertake induction training as directed by the ASBOF General Manager.
- 4.3 A record of compliance with section 8.1 of the Code of Conduct will be kept by the General Manager.
- 4.4 All volunteers will be issued with a copy of the Australian School Band and Orchestra Festival Child Safety Policy and are expected to be aware of and understand its contents and be prepared to work within them.
- 4.5 All volunteers will be issued with a copy of the Australian School Band and Orchestra Festival Code of Conduct and are expected to be aware of and understand its contents.
- 4.6 All Festival Administrators and Board Members responsible for recruiting staff and volunteers will undertake regular education on current Child Safety Issues and trends.

5.0 Providing a Safe Environment

- 5.1 Volunteers should be aware that incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations.
- 5.2 Volunteers should endeavor, wherever possible, never to be alone with a child.
- 5.3 Volunteers have both the right and responsibility to ask any adults who do not have a valid reason to be present at Festival activities to leave.

6.0 Disciplining Children

- 6.1 It is the responsibility of the Music Director or school staff accompanying the band to deal with any behaviour deemed inappropriate.
- 6.2 If a child does not comply with a directive from a Festival volunteer the volunteer should make the school staff aware of the inappropriate behavior of a child and request they handle the situation.
- 6.3 At no time will a volunteer administer any form of physical or verbal reprimand.

7.0 Reporting Procedures

- 7.1 If there are reasonable grounds for concern regarding the behaviour of any adult working with children participating in any Festival event the volunteer should:
 - 7.1.1 Immediately report to the Festival General Manager, *or*
 - 7.1.2 Immediately report to a Festival Board Member
 - 7.1.3 Immediately report to an independent investigator chosen by the Festival.
- 7.2 The Independent Investigator engaged by the Festival is:
 - Michael Elphick
 - Michael Elphick and Associates
 - P +61 (0) 407 469 862
 - E Michael_elphick@bigpond.com
 - PO Box 1305 Randwick NSW 2031
- 7.3 All reports will be taken seriously and be treated confidentially.
- 7.4 Where appropriate, all reports to the General Manager or a Board Member will be directed to the Independent Investigator for further consideration.

8.0 Alcohol and Drugs

- 8.1 The consumption of alcohol or illegal drugs at any Australian School Band and Orchestra Festival event is prohibited.

9.0 Implementation and Review of this Policy

- 9.1 This policy will be implemented in 2016 by means of a general induction meeting with all volunteer staff.
- 9.2 This policy will be reviewed annually in consideration with all other Festival policies and procedures.

10.0 Relevant Documents and Websites

- 10.1 Australian School Band and Orchestra Festival Code of Conduct
- 10.2 *How to Develop a Child Safe Policy*, <http://www.kidsguardian.nsw.gov.au/>
- 10.3 <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/exemptions>

End of Policy

Appendix

Interview questions

The following is a guide as to the questions, along with the accompanying opening statement, which could be asked in an interview with a prospective volunteer.

Statement: to be read to all prospective volunteers who are interviewed.

'The questions asked in this interview may make you feel uncomfortable, but they are a necessary part of our child safety policy and must be answered. The answers you provide will be kept confidential but may be passed on to the Festival Independent Investigator for further advice and action.'

Possible Questions:

1. Why have you applied for this position and why do you feel you are suitable for the role?
2. Please describe any positive experiences you have had with children or young people.
3. Please describe any negative experiences you have had with children or young People.
4. Have you ever been in a situation where you have disciplined a child or young person? If so, how did you handle this situation?
5. Have you ever been investigated for violent or sexually related offences? If so, what were the circumstances?
6. Is there any other information relating to your suitability for this volunteer position of which we should be aware?