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CRASHENDO! East Gippsland Child Safety and Wellbeing Policy

Written By: Fiona Venables. Reviewed by Maureen Plunkett
Approved By:
Endorsed By:
Date for Review: April 2024

Purpose

This policy was written to demonstrate the strong commitment of the management, staff and volunteers of **CRASHENDO! East Gippsland** to child safety and to provide an outline of the policies and practices CRASHENDO! East Gippsland has developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety

All children who are a part of CRASHENDO! East Gippsland have a right to feel and be safe. The welfare of the children in our care will always be our first priority and CRASHENDO! East Gippsland has a zero tolerance to child abuse. CRASHENDO! East Gippsland aims to create a child safe and child friendly environment where children feel safe and have fun and CRASHENDO! East Gippsland's activities are always carried out in the best interests of the children.

Application of this Policy

This policy was developed by **CRASHENDO! East Gippsland** Committee who use our services and their parents.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Committee
- Tutors
- Participants
- Parents
- Volunteers
- Spectators
- External Stakeholders (school/venues)

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that CRASHENDO! East Gippsland is committed to reducing the risk of occurrence.

Children's Rights to Safety and Participation

CRASHENDO! East Gippsland encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

CRASHENDO! East Gippsland has appointed Andrea Fail as the Child Safety Officer, who will be the direct link on issues raised by the children of that Association.

Valuing Diversity

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

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate staff from diverse cultural backgrounds.

Recruiting staff and volunteers


CRASHENDO! East Gippsland takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers
- Require police checks and Working with Children Checks for relevant positions.
- Our commitment to Child Safety and our screening requirements are included in advertisements and as part of the induction process for new staff or volunteers.
- Staff and volunteers will undergo a period of three-months probation during which time they will receive feedback and education on their performance. CRASHENDO! Bairnsdale reserves the right to terminate employment in the event that a staff member or volunteer does not meet their Key Selection Criteria.

Supporting staff and volunteers

CRASHENDO! East Gippsland seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.



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CRASHENDO! East Gippsland **Child Safety Code of Conduct:**

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in the activities of **CRASHENDO! East Gippsland** and includes tutors, committee, volunteers and parents.

All **CRASHENDO! East Gippsland** staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

CRASHENDO! East Gippsland staff and volunteers **MUST NOT:**

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to CRASHENDO! East Gippsland Child Safety Person, Andrea Fail through the Crashendo coordinator 0455 872 296 or crashendo.bairnsdale@gmail.com

This Code of Conduct will be reviewed by **CRASHENDO! East Gippsland** annually.

I have read this Code of Conduct and agree to abide by it at all times.

Name: _____ Signature: _____

Role: _____ Date: _____

CRASHENDO!Bairnsdale Committee Member

Name: _____ Signature: _____

Role: _____ Date: _____

Reporting a child safety concern or complaint

CRASHENDO! East Gippsland has appointed Andrea Fail as Child Safety Person with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. Andrea Fail can be contacted **through the Crashendo coordinator 0455 872 296 or crashendo.bairnsdale@gmail.com**

Social Media Use

CRASHENDO! East Gippsland These guidelines are in addition to the Association's Cyber Safety Policy.

- a. No adult in a role working with children, should engage in individual social friendships with children from CRASHENDO! Bairnsdale's activities, on personal social media sites.

- b. **Multiple adults, including Social Media Officer, Child Safety Officer, President or Music Coordinator, should be part of the contact list and included in any social media communication with children from, or on behalf of the Association, or regarding Association details.**
- c. When setting up a social media platform, an administrator should be appointed as well as the Child Safety Officer, as someone who will check on the status of posts and comments.
- d. Confidentiality is important, permission must be obtained from parents for any use of a child's name or photo to be used in any postings, this is particularly important in case of any custody issues or privacy required. This will be done via enrolment forms, or via other written permissions.

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

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when tutoring or managing children.

Reviewing this policy

This policy will be reviewed annually and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in CRASHENDO! Bairnsdale.
