



Shoalhaven Youth Orchestra Inc.

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Child Safe Policy

1. Context

- 1.1.** Shoalhaven Youth Orchestra (SYO) is committed to maintaining a positive environment for its participants to achieve musical and educational excellence through a structured program of music training and performance.
- 1.2.** The highest priority is the safety and wellbeing of our participants.
- 1.3.** The SYO acknowledges that the parents/guardians of participants have primary Responsibility. We ask that parents/guardians actively and honestly communicate with SYO Regarding any issues or concerns.
- 1.4.** SYO organisation is registered with the Office of the Children's Guardian as a child safe employer and follows the respective guidelines for a child safe organisation.
- 1.5.** Classification of a Child is under 16 years of age and a Young Person is 16 and 17 years of age as stipulated Under the Children and Young Persons (Care and Protection) 1998 Act.

2. Aim

- 2.1.** The Child Safe Policy , Codes of Conduct and SYO Guidelines and Procedures aim to:
 - Create a safe learning environment for all participants
 - Provide clarity to staff, parents / guardian, and volunteers about their responsibilities and to promote a mutually respectful and safe environment
 - Provide a clear and consistent pathway for dealing with issues compromising the safety and wellbeing of staff, volunteers, parents/ guardians, and participantsEnsure that SYO is compliant with current child protection regulations and ensure that all tutors, and volunteers have been vetted and provide their Working with Children Check prior to commencing employment or involvement with SYO.

3. Application

- 3.1.** This Child Safe Policy and related documentation apply to all staff, volunteers, participants and parents/guardians
- 3.2.** All participants, parents/guardian, volunteers, and staff are expected to comply with the SYO Codes of Practice.
- 3.3.** This policy applies for all involved parties during:
 - Weekly orchestral rehearsals
 - Overnight camps
 - Day camps
 - Tours
 - Events
 - Concerts
 - Tutoring
 - Any breaks during rehearsals, camps, tours, workshops, concerts, and events

4. Duty of care

- 4.1.** The SYO is responsible for the wellbeing of young people whilst under its care. The wellbeing and safety of participants is the primary concern of the SYO.



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- 4.2. This responsibility extends to all staff, volunteers, parents/carers/ guardians, and Contractors.
- 4.3. SYO maintains a safe environment through required pre-employment checks and screening.
- 4.4. SYO requires its staff to read and agree to the terms of both the SYO Child Safety policy and SYO Code of Conduct.
- 4.5. It is the responsibility of the parent/carer of participants under the age of 18 to assure that they arrive safely and are picked up safely from the rehearsal venue.

5. Parents / Carers /Guardians and Participants

- 5.1. SYO will communicate with participants and parents/guardians about our expectations and their role and responsibilities under the Child Safe Policy, Codes of Conduct and SYO Guidelines and Procedures.
- 5.2. Participants and their parents/guardians are encouraged to proactively and honestly raise any issues with SYO staff, who have clear pathways of resolution.

6. Working with Children Checks

- 6.1. SYO is responsible for ensuring that all staff, volunteers, and contractors are appropriately screened through reference to Working with Children Checks.
- 6.2. Under the *Child Protection (Prohibited Employment) Act, 1998 and Commission for Children and Young People Act, 1998* SYO is required to obtain Working with Children Checks for all staff, contractors directly engaged with children and young people.

7. Reporting

- 7.1. If a parent/carer/guardian, volunteer, participant, staff member or contractor suspects a child is at risk of significant harm, they are required to report this to the SYO Orchestra Manager or educational staff or executive committee member.
 - If you think the child/ young person is in immediate danger, phone '000' immediately.
 - Report incidence or suspicion of significant harm to SYO Orchestra Manager or educational staff member
 - On receipt of such a report Managerial and educational staff are required to call the child protection helpline on **132 111** as a member of the public.
 - Have these or as many details as possible when calling the Helpline:
 - Child/young person details – Name, address, D.O.B., siblings
 - Incident details – Date, type of risk, person/s causing or contributing to harm
 - Impact of the incident on the child/young person
 - Network of support around the child/young person
 - Your personal and contact details
 - Interpreter/ support requirement: whether a language or sign interpreter may be required, whether a support is required for a person with a disability, or an Aboriginal agency is involved
 - Child protection will send a summary of the report with a case reference number which will be kept on file at SYO.
- 7.2. SYO shall keep appropriate records of all incidents reported by staff, volunteers, students, parents, and contractors including the child protection summary. This information will be kept private except for purposes of reporting harm.



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8. Responsibility

- 8.1** It is the responsibility of the Orchestra Manager to ensure that this policy is implemented in SYO's day to day activities. The Committee shall seek assurance from the Orchestra Manager on this point at each committee meeting . SYO Executive Committee shall assist with this task were practicable.