



MITCHAM CITY BRASS

CHILD SAFETY POLICY

Effective date: 1st November 2023

PURPOSE OF THIS POLICY

At Mitcham City Brass we are committed to providing an environment which is safe for children and young people, and to ensuring that this is reflected in all aspects of our business operations.

This Child Safety Policy sets out the general principles that guide the management of child and youth safety at Mitcham City Brass.

We have developed this Policy to help our members understand and manage child and youth safety, and to set a framework to ensure that we provide a safe environment for children and young people.

We are committed to complying with all applicable laws and regulations as well as codes of practice and other safety guidance in all jurisdictions where we operate.

Throughout this Policy, we use the terms "young person", "child" and "children" to refer generally to people under 18 years of age.

This Policy applies to any people who are regularly involved in Mitcham City Brass, including all our members, Musical Director, volunteers and any other people who perform work for or on behalf of our Organisation.

This Policy is intended to help manage the safety and wellbeing of any children that come into contact with our Organisation, whether they are visiting members, members, the children of our members, or come into contact with us in any other way.

NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

- (a) We support the *National Principles for Child Safe Organisations* (National Principles) and will endeavour to embrace them at our organisation.
- (b) The National Principles require that:
1. *Child safety and wellbeing is embedded in organisational leadership, governance and culture.*
 2. *Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.*
 3. *Families and communities are informed and involved in promoting child safety and wellbeing.*
 4. *Equity is upheld and diverse needs respected in policy and practice.*
 5. *People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*
 6. *Processes to respond to complaints and concerns are child focused.*
 7. *Members and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.*
 8. *Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.*
 9. *Implementation of the national child safe principles is regularly reviewed and improved.*
 10. *Policies and procedures document how the Organisation is safe for children and young people.*

ORGANISATIONAL LEADERSHIP, GOVERNANCE AND CULTURE

Our commitment to child safety

- (a) Mitcham City Brass is committed to ensuring that any child involved with our Organisation is properly safeguarded. Every member must ensure they play an active role in ensuring that children are properly safeguarded.
- (b) We believe that no child or young person should experience abuse or harm and we are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as members or volunteers and to guide our approach to child protection and safeguarding.

- (c) It is our intention that a child safe culture should be embedded in all levels of our Organisation, including but not limited to our leadership and governance as well as amongst all our members.
- (d) When dealing with concerns about a child's safety or wellbeing, we are guided by a consideration of what is in the best interests of the child.

General member responsibilities

- (a) Members must uphold our Organisation's values in accordance with this Policy and demonstrate behaviour which is consistent with this Policy and with our Organisation's values. Members must be proactive about upholding and promoting our values and this Policy, including by doing the following:
- remaining alert and aware of possible safeguarding risks to children
 - guarding children against harmful environments with appropriate actions
 - taking positive steps to maintain the safety and wellbeing of children
 - reporting concerns expeditiously and appropriately, in line with child protection procedures
 - understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
 - challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
 - acting appropriately in the presence of children
 - not taking any form of illicit substances in the presence of children
 - ensuring that children understand their rights and responsibilities
 - communicating with children clearly and respectfully and using language which is appropriate for their age and level of development
- (b) Members are responsible for ensuring that they personally comply with all applicable laws in the state or territory where they are based including any applicable Commonwealth laws.

The Child Safety Officer

The Executive Committee will appoint a 'Child Safety Officer' annually and this will be communicated on the Mitcham City Brass webpage.

Any question, report or concern in relation to the safeguarding of children should be shared with the Child Safety Officer or the Chairperson or Secretary

2. TAKING CHILD PARTICIPATION SERIOUSLY

Mitcham City Brass strives to ensure that children who come into contact with our Organisation or our services are informed about their rights, know where to access assistance, participate in decisions affecting them, and are taken seriously.

3. ENGAGING WITH FAMILIES AND COMMUNITIES

- (a) We encourage our members, when engaging with children, to involve the families of those children whenever it is appropriate, and provided that doing so will not compromise the safety of the child.
- (b) To ensure we have effective communication and participation strategies for engaging with and responding to the diverse needs of families and communities, all members have access to this Policy and the Code of Conduct via the Mitcham City Brass website.
- (c) All new families are provided with information about key contact personnel.

4. RESPECTING EQUITY AND DIVERSITY

Mitcham City Brass promotes and values diversity and inclusion. All members are bound by a Code of Conduct which is available on the Mitcham City Brass website.

We strive to create an environment where children and young people's needs and circumstances are recognised and all children feel safe, welcome and included. Where appropriate, we endeavour to involve children and their families in decisions that affect them.

5. ENSURING PERSONNEL ARE SUITABLE AND SUPPORTED

We strive to ensure that adults who are working with children and young people have the necessary skills, attributes, experience, and qualifications and are supported to reflect child safety and wellbeing values in practice. We do this by using the following measures:

- applying best practices in the screening and support of all members who work in close proximity with children and are not directly supervised.
- taking all reasonable steps to ensure members working directly with children are screened and suitably supported.

- ensuring adults who have regular unsupervised contact with young people have current Working with Children Checks.
- ensuring activities involving young people are organised to ensure safety and well-being.

6. RESPONDING TO A CHILD SAFETY CONCERN

Mitcham City Brass take any allegations or complaints in relation to child safety seriously and respond promptly and appropriately.

We aim to provide accessible and responsive complaints management processes that are focused on the needs of children and young people. We do this in the following manner:

- members are made aware of their obligation to ensure a child safe environment.
- key information, links and resources are available through the Mitcham City Brass website.
- children and families who participate in band activities are provided with introductory information about key adults and their responsibilities.
- parents provide confidential information such as approved adult contacts and any other relevant information that helps ensure well-being.

Where a child is at immediate risk of serious harm:

Any adult present should call 000. Thereafter, the Child Safety Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm:

The adult who has heard or witnessed this concern should consult with the Child Safety Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse the adult should:

- listen calmly and carefully and provide an appropriate level of reassurance.
- avoid interrogating children or asking intrusive and/or leading questions.
- avoid making false promises regarding secrets and confidentiality with the child.
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key

details of the disclosure together with any relevant times, dates, places and people concerned.

- refer all relevant information to the Child Safety Officer as soon as practicable afterwards, and by no later than the end of the day.

Upon receipt of any safeguarding concern, the Child Safety Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities.

Reporting concerns about other adults:

- (a) Where any person has a concern regarding the conduct of an adult connected to Mitcham City Brass, which poses or may pose a safeguarding risk to children, this must be raised in the first instance with the Child Safety Officer (or where this is not appropriate, a different member of the Executive Committee).

We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Organisation.

- (b) Following a safeguarding referral in respect of an individual connected to Mitcham City Brass steps may include:

- further initial enquiries
- escalation to the applicable authority for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Organisation
- a referral to any relevant regulatory bodies

Any person within the Organisation who has allegations made against them shall be treated fairly, informed of the particulars of the allegations (in a formal meeting) and the relevant next steps which shall be taken. All investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

On certain occasions, action will be deferred until approved by any authorities involved (such as the police or the relevant local authority).

Any person from within the Organisation who makes an allegation shall be listened to, taken seriously and shall be treated fairly and justly.

Managing risks posed by other children:

- (a) Mitcham City Brass recognises that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is repeated and has the intention of hurting either physically or emotionally:

- (b) Any instance of bullying or other contravention of the Code of Conduct at any event or activities arranged by Mitcham City Brass will usually be dealt with by a member of the Executive Committee (or suitable delegate). The Mitcham City Brass Code of Conduct will underpin all conversations.

A child who is considered to have been persistently not adhering to the Code of Conduct may be excluded from the band activities.

7. KNOWLEDGE, SKILLS AND AWARENESS

We use a variety of measures to ensure that members and volunteers are provided with relevant knowledge, skills and awareness on an ongoing basis to keep children safe.

8. SAFE PHYSICAL AND ONLINE ENVIRONMENTS

Mitcham City Brass will maintain the safety and security of any of our facilities or environments which may be accessed by children (including any online facilities or environments, websites or platforms).

We believe in promoting child safety and wellbeing in physical and online environments in order to reduce the risk of harm. We use a variety of measures to ensure that our physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed. This includes:

- the Code of Conduct being visibly displayed and referenced regularly, with particular attention to on-line activity.
- annual reviews of all on-line communications and confidentiality.

9. REVIEWING OUR CHILD SAFE POLICIES AND PRACTICES

We regularly review our child safe policies and practices so that we can continue to improve them.

The Child Safety Policy is available to all members for comment and review.

The Child Safety Policy is endorsed annually by the Executive Committee.

10. POLICIES AND PROCEDURES

Events and activities

- (a) Typically, Mitcham City Brass might arrange the following types of events and/or activities which could involve children:
 - Group/sectional practices
 - Concerts and performances
 - Parades and festivals
 - Social occasions in public venues or at private homes
- (b) The Child Safety Officer (or delegate) has oversight of the safety and appropriateness of all events and venues. All individuals under this policy also play an active role in ensuring the safety of children at all times.
- (c) Appropriate background checking shall be undertaken for any adult engaged for an event or activity involving children, wherever this is required by law (see the relevant section above).
- (d) For certain types of events or activities, additional policies specific to that occasion may be required. Any such additional documentation will be made available to all those concerned.

First Aid

- (a) Access to a mobile phone is required at all events. If an ambulance is required 000 is to be called.
- (b) Relevant medical information is provided by parents prior to activities where a parent/ caregiver is not present.
- (c) Any accident or injury concerning a child should be brought to the attention of a member of the Executive Committee and should thereafter be formally reported to The Child Safety Officer.

Consent and confidentiality

- (a) Mitcham City Brass obtain written consent from a parent or guardian for any event which takes place with children in attendance without their parent or guardian present. A confidential information form is provided to parents at initial involvement.
- (b) Consent forms include emergency contact details and set out any specific safety needs/requirements for children.
- (c) (All consent forms are kept securely and are stored in accordance with our data protection procedures.

- (d) Parents provide written consent prior to any publication of identifying information or images.

Supervision

(a) For most activities and events, ratios for supervision of children is as follows:

- For general band practices there will be a minimum of 2 adults present
- For small group activities there will be a minimum ratio of 1 adult:6 children

(b) Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

Managing behaviour of children generally

Whenever an adult is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally.
- approach the situation in a calm and neutral manner.
- only ever use physical restraint/intervention in order to protect the immediate safety of a person.
- make a written record of the incident and ensure this is reported appropriately to an available The Child Safety Officer

Photography and Publications

Mitcham City Brass uses various media for promotion of activities and the Band.

Mitcham City Brass recognises that additional risks that can be posed for children through the use of identifying information and images. We aim to reduce risk by:

- having written permission from a child and their parent/guardian before taking and sharing any image of them.
- ensuring that a child and their parent/guardian are properly informed how an image will be used and shared.
- ensuring that a child's identity is protected as far as is possible within any published material.
- asking all band and family members to seek permission prior to sharing our published images which features other children.

- storing photos in accordance with our data protection policy.

Members of the public may take photographs when they are attending our premises, events, or activities. Attendees are reminded to consider confidentiality when taking photos at our premises, events or activities.

ADMINISTRATION OF THIS POLICY

- (c) This Child Safety Policy is available to view at any time on the Mitcham City Brass website.
- (d) We strive to ensure that our child safe policies and procedures are understood by all members and relevant stakeholders.
- (e) We strive to ensure that children who engage with Mitcham City Brass, as well as their families and relevant community members, are aware of and have confidence in our child safety policies and procedures.
- (f) For further information in connection with this Policy can be obtained by contacting Mitcham City Brass Executive Committee secretary@mitchamcitybrass.org

This Policy was approved by:



Peter Milter

Mitcham City Brass

9 OCTOBER 2023

This Policy came into effect on: 1st November 2023

This Policy is due to be reviewed on: 1st June 2024