

# Young Adelaide Voices Child Safety Policy

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## Purpose

1. This policy reflects the strong commitment of Young Adelaide Voices, its board, its employees and its volunteers, to ensuring child safety and to establishing and maintaining child safe and child friendly environments.
2. 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”) and section 11 (“Mandatory reporting”).
3. In this policy, “child” means a person less than 18 years of age.

## Scope

4. This policy applies to all people involved with Young Adelaide Voices, including employees, contractors, volunteers, children, parents, guardians and other individuals involved in the organisation.

## Commitment to child safety

5. All children who participate in Young Adelaide Voices have a right to feel and be safe.
6. We are committed to the safety and well-being of all children accessing our services and the welfare of the children in our care will always be our first priority. We aim to create and maintain a child safe and child friendly environment where all children are valued and feel safe.
7. The Artistic Director is the first point of contact to provide advice and support to children, parents, employees, contractors and volunteers regarding the safety and well-being of children involved with Young Adelaide Voices.

## Children's participation

8. Young Adelaide Voices encourages children who use our services to 'have a say' about those things that are important to them. We respect the views of children and listen to and act upon any concerns that those children or their families raise with us.

## Recruitment practices

9. Young Adelaide Voices takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children.
10. We apply the following best practice standards in the screening and recruitment of employees and volunteers involved with Young Adelaide Voices:
  - 10.1. We interview and conduct referee checks on all employees.
  - 10.2. Subject to the exceptions below, we require that all employees, volunteers and any other people involved with Young Adelaide Voices (including Board members) undertake criminal history assessments every 3 years through South Australia Police if they:
    - have regular contact with children and are not directly supervised at all times;
    - work in close proximity to children on a regular basis and are not directly supervised at all times;
    - supervise or manage persons who have regular contact with children or work in proximity to children on a regular basis; or
    - have access to sensitive records relating to children.

(Section 8B of the *Children's Protection Act 1993*)

- 10.3. The following people are not required to undertake criminal history assessments before being involved with Young Adelaide Voices:
  - 10.3.1. parents or guardians of a child in the choir who are involved with Young Adelaide Voices on a voluntary basis in their capacity as a parent or guardian of a child;
  - 10.3.2. any person who is involved with Young Adelaide Voices on a voluntary basis and who is under 18 years of age; or
  - 10.3.3. a person who undertakes work in the course of, or for the purposes of, an event or activity that takes place over a period of not more than 10 consecutive days or not more than 1 day in any month.
- 10.4. Young Adelaide Voices has obtained a Volunteer Organisation Authorisation Number (VOAN) so that the cost of the criminal history assessments for volunteers will be met by the South Australian Government.
- 10.5. In the event that an employee, volunteer or applicant is not willing to undertake a criminal history assessment as required under this policy, Young Adelaide Voices will preclude that person from being involved with the organisation.
- 10.6. We ensure that criminal history information is dealt with in accordance with the standards developed by the Chief Executive of the Department for Education and Child Development issued pursuant to Section 8A of the *Children's Protection Act 1993* from time to time and currently titled "Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment".

## Code of Conduct

11. All employees and volunteers at Young Adelaide Voices must read and agree to abide by the Code of Conduct at Appendix 1 by signing the statement at Appendix 2.

## Support for employees and volunteers

12. Young Adelaide Voices seeks to attract and retain the best employees and volunteers.

13. We provide support and supervision so people feel valued, respected and fairly treated.
14. We ensure that employees and volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.
15. Strategies we have implemented include:
  - 15.1. All new employees and volunteers undergo induction and receive a copy of this child safety policy and Code of Conduct.
  - 15.2. All employees and volunteers are required to agree to abide by this child safety policy by signing the statement at Appendix 2. Signed copies are kept on file by the Choir Manager.
  - 15.3. The Artistic Director is required to undertake mandatory notification training at least every three years.

## **Reporting and responding to suspected child abuse and neglect**

16. Young Adelaide Voices will not tolerate incidents of child abuse.
17. By agreeing to abide by this policy, all employees and volunteers acknowledge their obligation to notify the Child Abuse Report Line on **13 14 78** or online at <https://reportchildabuse.families.sa.gov.au/> as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.
18. Employees and volunteers have access to information resources regarding reporting and responding to suspected child abuse and neglect in hard copy from the Young Adelaide Voices office and online.
19. In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to the Artistic Director, the Manager or any member of the Board if a reasonable suspicion is formed that a child has been, or is being, abused or neglected by another employee or volunteer of Young Adelaide Voices.
20. In response to any report to management concerning an employee or volunteer of this organisation, the Board may determine to take disciplinary action.
21. Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.
22. We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

## Strategies to minimise risk

23. To help maintain a safe environment for children, Young Adelaide Voices will review its risks regularly and implement strategies to minimise and manage these risks.
24. The procedure for reviewing risks is as follows:
  - 24.1. Young Adelaide Voices will maintain a risk register.
  - 24.2. The risk register will be reviewed by the Board on a regular basis (at least once every two years).
  - 24.3. As part of reviewing the risk register, the Board will undertake a risk assessment with respect to the safety of children. The risk assessment will:
    - 24.3.1. consider the types of activities that Young Adelaide Voices provides;
    - 24.3.2. consider opportunities within those activities for a person to be on their own with a child or children for a period of time;
    - 24.3.3. describe the physical surroundings in which the activity is undertaken;
    - 24.3.4. identify what could go wrong;
    - 24.3.5. rank the likelihood of the risk event occurring;
    - 24.3.6. rank the impact of the risk event; and
    - 24.3.7. develop strategies to minimise and control identified risks.
25. Strategies implemented by Young Adelaide Voices to date to minimise and control risks include:
  - 25.1. All people involved with Young Adelaide Voices, including employees, contractors, volunteers, children, parents, guardians and other individuals involved in the organisation are required to abide by this child safety policy (including the Code of Conduct). In particular:
    - 25.1.1. employees and volunteers are required to agree to this policy and to paragraphs 1 and 2 of the Code of Conduct as a condition of their involvement with Young Adelaide Voices and are to sign the statement at Appendix 2;

**Endorsed by the Board of Young Adelaide Voices as at 22 February 2017**

- 25.1.2. parents and guardians are required to abide by this policy and to paragraph 3 of the Code of Conduct as a condition of their child's involvement with Young Adelaide Voices; and
- 25.1.3. choristers are required to abide by this policy and to paragraph 4 of the Code of Conduct as a condition of their involvement with Young Adelaide Voices.
- 25.2. All people involved with Young Adelaide Voices are required to comply with Young Adelaide Voices' Anti Bullying Policy.
- 25.3. Young Adelaide Voices ensures that where an image of a child is to be taken, the child and their parents or carers clearly understand the way the image will be used. Permission is obtained before any images are taken.
- 25.4. Where images of children are taken with the permission of their parents or guardians, they may be used for promotional material but in a way that prevents the individual identification of children. For example, where names of children are listed on concert programs, this is done in a way that names cannot be readily linked with individual images of a particular child.
- 25.5. Young Adelaide Voices will use its best endeavours to ensure that records, including images of children, are securely managed and stored.
- 25.6. The choirs of Young Adelaide Voices currently rehearse in the halls behind the Uniting Church at 27 Grenfell St Kent Town (**"the YAV Premises"**). The following policies are in place to promote child safety and to minimise and control risks during weekly rehearsals:
  - 25.6.1. Parents are not permitted to drive onto the grounds of the YAV Premises.
  - 25.6.2. When volunteers are available, there is a "Kiss and Drop" procedure by which parents and care-givers can drop their children at the gate of the YAV Premises and volunteers are responsible for taking children from the gate to the rehearsal rooms. A "Safety Policy and Instructions" sheet is provided to all "Kiss and Drop" volunteers.
  - 25.6.3. Children in the Junior and Intermediate choirs are to be collected from the rehearsal rooms of the YAV Premises and are not permitted to leave the YAV Premises unless accompanied by their own parent, guardian or the parent of another child in the choir.

- 25.6.4. Children in 1CC and 2CC are to be collected from the YAV Premises.
- 25.6.5. Children accessing the toilet facilities at the YAV Premises are to go in pairs with another child at all times and, in respect of Juniors and Intermediates only, are to be accompanied by an adult (who is to wait outside the toilet facilities).
- 25.6.6. An evacuation drill is conducted once per semester so that the children know how to respond and where to go in the event of an emergency.
- 25.6.7. Young Adelaide Voices maintains a current list of the telephone numbers of the parents and guardians of members of the choirs in the event they need to be contacted urgently.
- 25.6.8. If the temperature is expected to reach more than 35 degrees, Young Adelaide Voices reserves the right to cancel rehearsals and will inform choristers and their parents / guardians via the choir blogs by 11am that day.
- 25.6.9. During events and concerts not held on the YAV Premises, Choir Tutors, Choir Guardians and other volunteers are responsible for choristers' safety, well-being and conduct. Choristers are checked into the event on a choir roll sheet and must stay with the Choir Guardian until they are collected by the nominated parent or guardian after the event. Choir Guardians and Choir Tutors are provided with parental / guardian contact details and medical information for each of the choristers.

## **Harassment/bullying**

- 26. Young Adelaide Voices 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 the Artistic Director, the Manager or a Choir Tutor, Accompanist or Choir Guardian in accordance with Young Adelaide Voices' Anti Bullying Policy.

## **Communication**

- 27. A copy of this policy is publicly available on the Young Adelaide Voices website at <http://youngadelaidevoices.asn.au>

# Appendix 1

## Young Adelaide Voices

### Code of Conduct

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#### Employees and volunteers

1. All employees and volunteers of Young Adelaide Voices are responsible for promoting the safety and well-being of children and young people by:
  - 1.1. adhering to the Young Adelaide Voices Child Safety Policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people;
  - 1.2. treating everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents) in person or whilst using online forums such as Facebook and the choir blogs;
  - 1.3. helping to create a positive experience for choristers, parents and colleagues;
  - 1.4. remembering to be a positive role model to children and young people in all conduct with them, which includes using appropriate language and behaviour;
  - 1.5. setting clear boundaries about appropriate behaviour with children and young people;
  - 1.6. ensuring that where an image of a child is to be taken, the child and their parents or carers clearly understand the way the image will be used and have given their permission for the image to be taken;
  - 1.7. listening and responding appropriately to the views and concerns of children and young people;
  - 1.8. respecting privacy and maintaining the confidentiality of individuals;
  - 1.9. responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian, including reporting the matter to the Artistic Director, Manager or the Board as soon as possible; and
  - 1.10. reporting suspected child abuse and neglect to the Child Abuse Report Line (13 14 78) or online at <https://reportchildabuse.families.sa.gov.au/> as soon as practicable.



2. Employees and volunteers must not:
  - 2.1. take part in any unnecessary physical contact with a child or young person;
  - 2.2. develop any 'special' relationships with children and young people outside of the professional relationship; or
  - 2.3. discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

### **Parents and guardians**

3. All parents and guardians of children involved with Young Adelaide Voices are responsible for promoting the safety and well-being of children and young people by:
  - 3.1. informing Young Adelaide Voices of any special issues or needs relating to their child;
  - 3.2. providing Young Adelaide Voices with up-to-date contact details;
  - 3.3. ensuring their child is punctual to rehearsals and performances and is collected on time;
  - 3.4. providing confirmation if the chorister is to be collected by anyone other than the parent or guardian;
  - 3.5. ensuring that the chorister's uniform is well maintained; and
  - 3.6. adhering to the tuition fee schedule as invoiced.

### **Choristers**

4. All choristers involved with Young Adelaide Voices are responsible for promoting the safety and well-being of children and young people by:
  - 4.1. taking responsibility for their own personal safety and the safety of others;
  - 4.2. being polite and courteous towards adults and other choristers;
  - 4.3. encouraging and valuing other choristers and their contributions;
  - 4.4. helping to create a positive experience for other members of the group;

**Endorsed by the Board of Young Adelaide Voices as at 22 February 2017**

- 4.5. refraining from bullying, harassing, discriminating against or taking unfair advantage of another chorister, in compliance with Young Adelaide Voices' Anti Bullying Policy;
- 4.6. telling a parent, tutor or trusted adult if someone tries to bully or take advantage of them;
- 4.7. focusing on their work at rehearsals without distracting others;
- 4.8. being punctual;
- 4.9. using appropriate language and behaviour at all times; and
- 4.10. taking pride in their appearance and behaving appropriately when representing Young Adelaide Voices.

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## Appendix 2

### Statement by employees and volunteers

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**I have read, understand and agree to abide by this child safety policy and paragraphs 1 and 2 of the Code of Conduct**

**Name:** .....

**Signature:** .....

**Date:** .....