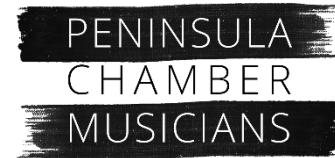


## **Peninsula Chamber Musicians Inc**



### **Child Safety Policy**

**1.1** The Peninsula Chamber Musicians (PCM) aims to provide children and young people with a positive and enriching educational environment that promotes their musical and social development.

**1.2** PCM is committed to safeguarding children and young people in their care and ensuring that they are safe. We are committed to the cultural safety of First Nations children, the cultural safety of children from a culturally and/or linguistically diverse background, and children with a disability.

**1.3** Accordingly, our personnel will strive for the highest possible standards with respect to safeguarding children and young people from abuse.

### **Purpose**

The PCM Child Safe Policy, Codes of Conduct and related Guidelines and Procedures aim to:

**2.1** Create a safe place for all participants to get the most from their programs and activities.

**2.2** Provide clarity for all those working at PCM (on staff, on contract or as volunteers) about their responsibilities to promote and ensure an environment of mutual respect and child safety and wellbeing.

**2.3** Provide a clear and consistent pathway for dealing with issues that may arise which compromise the safety and wellbeing of our participants.

**2.4** Provide staff with clear instructions to follow where Risk of significant harm is identified or suspected.

### **Scope**

**3.1** The Policy and its related documents are binding on all committee members, sub-contractors and volunteers working with PCM who have direct interaction with our participants. They are also binding on participants in our programs who are 18 years of age or over.

**3.2** The Policy and its related documents are also binding on former employees, sub-contractors, volunteers or participants of PCM.

**3.3** All participants, staff, guest artists and contractors are required to comply with PCM Code of Conduct, which sets out expected ways of behaving and working together to create a safe and supportive working environment.

## **Duty of Care**

**4.1** PCM is responsible for the wellbeing of children and young people whilst under its care. The wellbeing of children and young people in our programs is PCM's primary concern. Children under the working age (15 years) must remain in the care of their parent/guardian.

**4.2** PCM has a duty to take reasonable care for the safety and welfare of all children and young people whilst they are engaged in their programs and activities.

**4.3** This duty extends to PCM staff, volunteers and contractors engaged in child-related employment.

**4.4** "Reasonable care" includes taking such measures as are reasonable to protect against risk of harm that reasonably ought to be foreseen, from both known and foreseeable hazards.

**4.5** PCM's duty includes taking preventative and protective actions related to risk of harassment or abuse.

**4.6** PCM develops risk assessment for each project the organisation undertakes in the planning stage of the project, and strategies and plans are developed to mitigate risks as appropriate.

**4.7** PCM supports staff, volunteers and contractors in child-related employment to maintain and support a safe environment

**4.8** The key role of PCM staff, volunteers and contractors is to create a safe learning environment, encouraging children's independence and using professional judgement, to ensure children are not at unreasonable risk.

## **Working with Children Checks**

**5.1** PCM is responsible for ensuring all staff, players, tutors, and guest artists engaged have a current Working with Children Checks (WWCC).

## **Recognising and reporting risk and harm**

**6.1** PCM has legal and moral obligations to contact authorities when worried about a child's safety

**6.2** PCM staff must report to the PCM President if they believe a child or young person is at risk of harm or concerns exist in regard to the safety, welfare and wellbeing of the child or young person.

**6.3** All staff, contractors and volunteers are required to bring these matters to the attention of PCM President who will report to relevant parties in a timely manner.

## **Keeping records and privacy**

**7.1** All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a safety risk

**7.2** PCM ensures that appropriate attendance records for rehearsals and performances are kept

**7.3** We will keep appropriate records of all incidents reported by staff, volunteers or participants.

**7.4** PCM will keep this information private (in accordance with the Privacy Act) except for purposes of reporting risk and harm.

*Peninsula Chamber Musicians acknowledges the Traditional Custodians of the many lands on which we come together as individuals and as a community.*

*We pay our respects to Elders, past and present, and celebrate the diversity of First Nation's peoples. We recognise and respect their enduring connection to Country.*