



Child Safety Policy and Statement

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Our commitment to child safety

Chime Choir is committed to child safety. We want children to be safe, happy and empowered.

We are committed to the safety, participation and empowerment of all children.

- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Chime Choir is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. Chime Choir is committed to regularly training and educating our staff, committee of management, and members on child abuse risks.

We support and respect all children. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team and committee to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

1. Our children

This policy is intended to empower any children who are active participants in Chime Choir.

We promote diversity and tolerance in Chime Choir and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children.
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds.
- ensure that children with a disability are safe and can participate equally.

2. Our staff, committee of management, and volunteers

This policy guides our staff, committee of management, and members on how to behave with children in Chime Choir.

All of our staff, committee of management, and members must agree to abide by our child safety code of conduct which specifies the standards of conduct required when working with children.

3. Training and supervision

Training and education are important to ensure that everyone in Chime Choir understands that child safety is everyone's responsibility.

The Chime Choir culture aims for all staff, committee of management, and members (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff, committee of management, and members to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New staff, committee of management members, and general members will be supported to ensure they understand Chime Choir's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to the Chime Choir *Code of Conduct* to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

4. Recruitment

Chime Choir understands that when recruiting staff, committee of management, and volunteers, we have ethical and legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All staff and committee of management engaged in child-related work must hold a Working with Children Check and must provide evidence of this Check.

When employing new staff, the Chime Choir Committee of Management carry out reference checks to ensure that we are recruiting the right people.

5. Fair procedures for personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to our staff and members. The processes used in making decisions when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

6. Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, committee of management, members, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

7. Legislative responsibilities

Chime Choir takes our legal responsibilities seriously, including:

- Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria, who have a reasonable belief that an adult has committed a sexual offence against a child under 16, have an obligation to report that information to the police.
- Failure to protect: People of authority in Chime Choir will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are mandatory reporters must comply with their duties.

8. Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical and online environments.

9. Regular review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

10. Allegations, concerns and complaints

Chime Choir takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and senior office bearers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim of abuse, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a reasonable belief that an incident has occurred, they must report the incident.

Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves).
- behaviour consistent with that of an abuse victim is observed.
- someone else has raised a suspicion of abuse, but is unwilling to report it.
- observing suspicious behaviour.