



City of Greater  
**DANDENONG BAND**

# **CHILD SAFETY & WELLBEING POLICY**

30 June 2022

## INTRODUCTION

The City of Greater Dandenong Band is committed to promoting and protecting the interests, safety, and wellbeing of children. We have zero tolerance for child abuse and discrimination. This policy applies to all members, volunteers, children and other individuals involved with the City of Greater Dandenong Band and its subsidiaries. All members of the City of Greater Dandenong Band and its subsidiaries are responsible for the care and protection of children, and reporting information about child abuse.

This policy has been written in accordance with the Victorian Government *Child Safe Standards*, which come into effect on 1 July 2022. These can be viewed here: <https://ccyp.vic.gov.au/child-safe-standards/>. The City of Greater Dandenong Band publicly commits to upholding these standards and to ensuring child safety. We foster a child safe culture at all levels of our organisation, have risk management strategies to prevent abuse, and all members must abide by Codes of Conduct setting out responsibilities and appropriate behavioural standards with children and young people (see Appendices 6 & 7).

The City of Greater Dandenong Band respectfully acknowledges the traditional owners of the lands on which we meet, the Wurundjeri, Bunurong and Boon Wurrung peoples. Music has been central to cultural expression in this region for many, many years. We also acknowledge that the people of the City of Greater Dandenong today have diverse cultural, religious, and language backgrounds. We welcome all people to our organisation and recognise that cultural safety is of critical importance to the safety and wellbeing of children.

## PURPOSE

The purpose of this policy is to;

1. facilitate the prevention of child abuse and other harms occurring within the City of Greater Dandenong Band,
2. facilitate the prevention of discrimination and associated harms occurring with the City of Greater Dandenong Band,
3. work towards an organisational culture of child safety and wellbeing,
4. ensure that all parties are aware of their responsibilities for identifying possible circumstances for child abuse and associated harms, and for establishing controls and procedures for preventing such abuse and/or detecting such harms if they occur,
5. provide guidance to members / volunteers as to action that should be taken where they suspect any abuse within or outside of the organisation,
6. provide a clear statement to members / volunteers forbidding any such abuse,
7. provide assurance that any and all suspected abuse will be reported and fully investigated,
8. implement procedures that encourage and support all members within our organisation to feel safe and included.

## **CHILDREN’S RIGHTS TO SAFETY AND PARTICIPATION**

The City of Greater Dandenong Band encourage child members to express their views, and we listen to their suggestions, especially on matters that directly affect them. We actively encourage all child members to ‘have a say’ about things that are important to them. We teach child members about what they can do if they feel unsafe. We will listen to and act on any concerns that children, or their parents, raise with us.

We recognise that according to the United Nations Convention on the Rights of the Child that children have rights including:

- the right to participate and be heard
- the right to be safe and not harmed by anyone
- the right to live and grow up healthy
- the right to express their views and have a say about decisions that affect them, and
- the right to information, such as information about the policies and procedures that affect them.

We seek to uphold these rights for all of our child members and are always open to feedback on how we can do this better (see Appendix 5).

## **CODE OF CONDUCT**

Upon joining the Band, adult members are made aware of their responsibility to maintain the safety of their child peers. All new playing members and volunteers will be given a Welcome Pack, which includes our Child Safety Policy and Code of Conduct (see Appendix 7). This is to ensure they understand our organisation’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 (refer to the City of Greater Dandenong’s Code of Conduct to understand appropriate behaviour further).

Any inappropriate behaviour towards any child member will result in disciplinary action as outlined in Part 3 Division 2 of the Band Constitution and will be reported through the appropriate channels, including the Department of Health and Human Services. Any illegal behaviour of a violent or sexual nature will result in immediate police notification.

Child members of the Band are also expected to abide by a Code of Conduct (see Appendix 6). This is important to ensure that all members and volunteers of The City of Greater Dandenong Band and Dandenong Youth Brass think about their behaviour and conduct themselves appropriately.

## **VALUING DIVERSITY**

We value diversity and do not tolerate any discriminatory practices. To achieve this, we:

- Promote the culturally safe participation and empowerment of all children, including children from Aboriginal and Torres Strait Islander backgrounds and culturally and linguistically diverse backgrounds
- Welcome children living with a disability, and act to promote their participation.
- Welcome all families of children within our Band community, and welcome their input as we strive to make our organisation more inclusive, accessible, and safer.

## **RECRUITING MEMBERS AND VOLUNTEERS**

Our organisation understands that when recruiting players and volunteers, to work alongside the children in our Band, we have ethical as well as legislative obligations. In positions of responsibility such as Musical Director, Secretary, and tutors for young players, we require a Working with Children Check. Our commitment to Child Safety and Diversity and our screening requirements are included in all advertisements for positions.

## **TRAINING**

We are committed to identifying and facilitating access to training on an annual basis for members of our Band community in areas of:

- implementing the child safety and wellbeing policy
- building culturally safe environments for children and young people
- recognising indicators of harm (including that caused by other children and young people), and
- responding effectively to child safety issues and concerns and supporting people who disclose harm.

This is particularly pertinent for members of the Dandenong Youth Brass management team, and the City of Greater Dandenong Band Committee.

## **SUPPORTING MEMBERS**

We provide support and supervision so that all members feel valued, respected, and are fairly treated. We have developed a Code of Conduct to ensure that all adult members are made aware of their responsibilities towards the safety of their child peers.

## **REPORTING A CHILD SAFETY CONCERN OR COMPLAINT**

Natalie Potenzi [Assistant Secretary] and Colin Harrison [Committee Member] have been appointed as Child Safety Officers of the Band, as decided by the City of Greater Dandenong Band Committee. They have the specific responsibility of responding to any child safety complaints made by members, parents or children. The Band complies with all legal requirements to report child abuse to appropriate authorities, including the police,

by calling 000 when it is suspected that a child's safety is at immediate risk.

These Child Safety Officers can be contacted via:

- Natalie Potenzi 0435 144 189 [childsafetyofficer@dandenongband.org.au](mailto:childsafetyofficer@dandenongband.org.au)
- Colin Harrison 0437 764 532

## MANDATORY REPORTING

The Band is committed to upholding the moral and legal obligations to prevent, reduce, and minimise child abuse and exploitation in all forms. All members, volunteers and supporters of the Band have the responsibility for the prevention and detection of child abuse.

In addition to the responsibilities of our Child Safety Officers, we acknowledge that all members, volunteers and supporters aged 18 or older are mandated to make a report to Victoria Police if they form a reasonable belief that a sexual offence has been committed against a child in Victoria by another person aged 18 or older (*Victorian Crimes Act, 1958*). We acknowledge that a failure to disclose this information is a criminal offence under the *Victorian Crimes Act*, and a person may be convicted except where they for their own safety, or where the information has already been disclosed. We actively inform our members, volunteers, and supporters of these responsibilities.

## RISK MANAGEMENT

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur, and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage the risks of abuse to our children.

To reduce the risk of child abuse and other harms occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- teaching or running a music lesson or rehearsal,
- using accommodation or overnight stays and travel,
- using bathrooms and change room facilities,
- transporting members to and from events, and
- communicating online, via phone, or via social media.

Please see Appendix 4 for more detailed procedures.

## REVIEWING CHILD SAFETY AND WELLBEING MATTERS

Child safety and wellbeing matters will be reviewed by the Child Safety Sub-Committee (including the Child Safety Officers) on an as-needed basis to ensure the ongoing protection of children under our care. All child safety and wellbeing concerns arising will be addressed as a matter of urgency, in accordance with the severity



of the concerns. A summary of these matters will be provided at each Committee meeting in the interests of good governance.

## **REVIEWING THIS POLICY**

This policy will be reviewed by the Child Safety Sub-Committee (including the Child Safety Officers) annually to assess whether our child safety and wellbeing policies or procedures require modification to better protect the children under our care.

During this process we will seek the views, comments and suggestions from child members, their parents and adult members within the Band. These may be conducted in-person or via email as appropriate.

This process is due to be completed by 30 June each year, or, as soon as practicable after any child safety and wellbeing concerns arise, whichever is sooner. The review process will include the completion of the Self-Assessment Tool included in Appendix 8.

## **APPENDIX 1**

### **DEFINITIONS**

**Child** means a person below the age of 18 years unless otherwise stated under the law applicable to the child.

**Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.

**Child abuse** means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

**Child sexual assault** is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

**Discrimination** means an individual or group is treated differently or unfairly based on their personal characteristics. Discrimination is often illegal. Discrimination is unlawful on the basis of many protected attributes. The two main types of discrimination are:

- (a) Direct discrimination – when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.
- (b) Indirect discrimination – when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share.

**Grooming** refers to actions deliberately undertaken to befriend and influence a child (and, in some circumstances, members of the child's family) with the intention of achieving a criminal objective of sexual activity with children. Grooming is an offence under Victorian law and should be reported to police.

**Protected characteristics** include age; disability; race, including colour, national or ethnic origin or immigrant status; sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding; sexual orientation, gender identity or intersex status; and, others. In Australia, it is unlawful to discriminate on the basis of a number of protected attributes.

**Racism** includes prejudice, discrimination or hatred directed at someone because of their colour, ethnicity or national origin. Racism can include words, actions and beliefs, as well as barriers that prevent people from enjoying dignity and equality because of their race.

**Reasonable grounds for belief** is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed.

Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator. A reasonable belief is formed if a reasonable person believes that:

- (a) the child is in need of protection,
- (b) the child has suffered or is likely to suffer “significant harm as a result of physical injury,” or
- (c) the parents are unable or unwilling to protect the child.

A ‘reasonable belief’ or a ‘belief on reasonable grounds’ is not the same as having proof, but is more than mere rumour or speculation.

A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a ‘reasonable belief’ might be formed if:

- (a) a child states that they have been physically or sexually abused;
- (b) a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- (c) someone who knows a child states that the child has been physically or sexually abused;
- (d) professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- (e) signs of abuse lead to a belief that the child has been physically or sexually abused.



## **APPENDIX 2**

### **City of Greater Dandenong Band**

#### **WHAT TO DO IF AN ALLEGATION OF CHILD ABUSE IS MADE**

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

***If a child discloses an incident of abuse to you:***

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred. Do not interrupt them or make assumptions about what you think happened.
- Reassure the child that you take what they are saying seriously, and that it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared with others, such as with their parent/carer, specific people within the Band (Child Safety Officers), or the police.
- Take detailed notes at the time of the report. Once the child has finished giving their account, read back your notes to them to confirm that you have written everything down accurately.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to the Child Safety Officers [Natalie Potenzi & Colin Harrison].
- Ensure the disclosure is recorded accurately on an incident form, and that the record is stored securely.

***If a parent/carer says their child has been abused within our organisation or raises a concern:***

- Explain that The City of Greater Dandenong Band has processes in place to ensure all abuse allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent/carer to talk through the incident in their own words. Do not interrupt them while they are relaying their account of events, do not paraphrase or make assumptions about what you think may have happened.
- Advise the parent/carer that you will take notes during the discussion to capture all details. Once the parent/guardian has finished giving their account, read your notes back to them to confirm that you have written everything down accurately.
- Explain to them the information will need to be repeated to authorities or others, such as the Child Safety Officers, the Police, or Child Protection Agencies. All persons 18 years or older are mandated to make a report to Victoria Police if they form a reasonable belief that a sexual offence has been committed against a child in Victoria by another person aged 18 or older
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.

- Ensure the incident report is recorded accurately and the record is stored securely.

You will need to be aware that some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. You need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).

If an allegation of abuse involves a child from Aboriginal and Torres Strait Islander background, you will need to ensure a culturally appropriate response. A way to help ensure this could include engaging with parents of Aboriginal children, local Aboriginal communities or an Aboriginal community controlled organisations to review policies and procedures.

Some children living with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters.

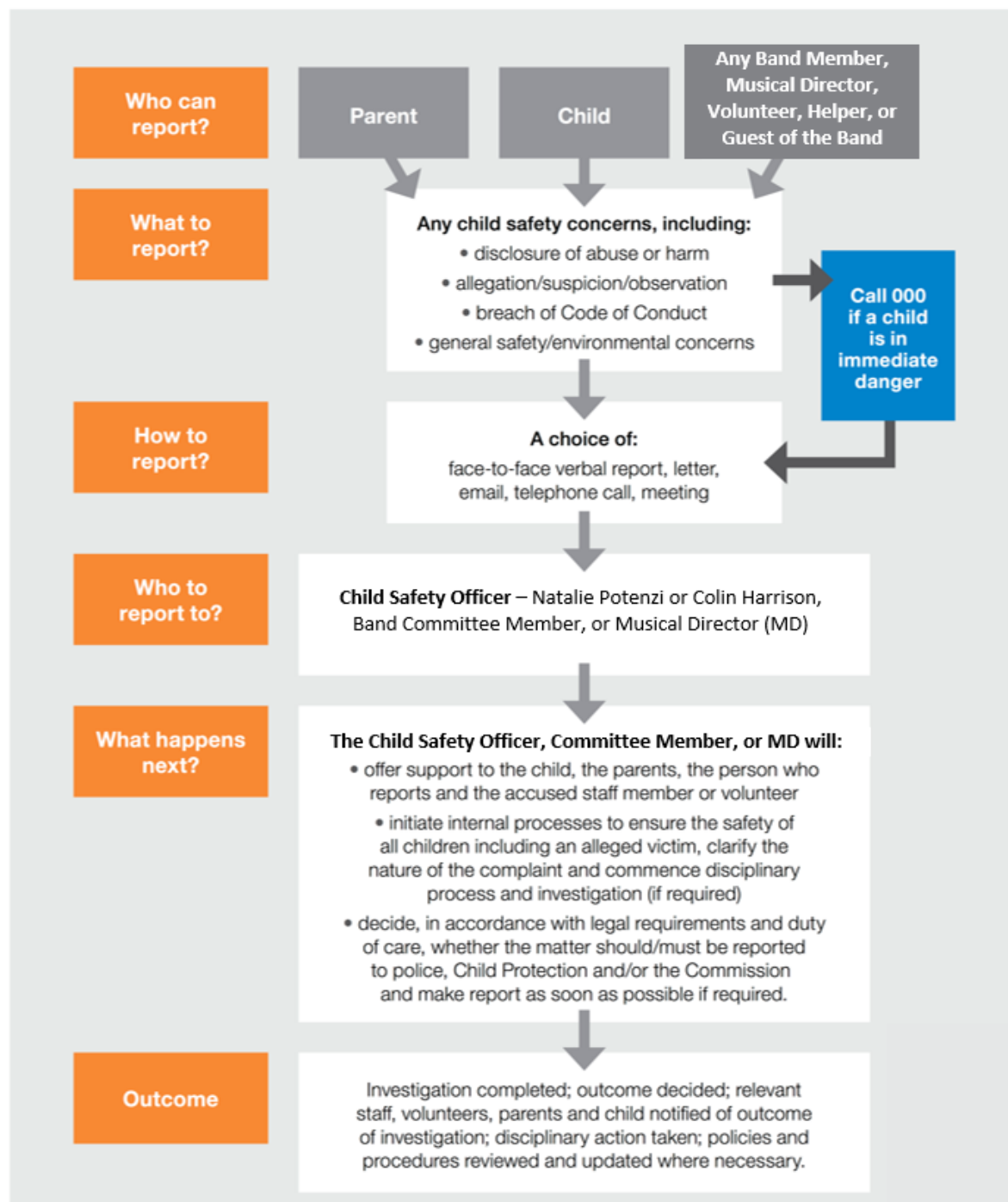
## APPENDIX 3

### City of Greater Dandenong Band

### CHILD SAFETY REPORTING PROCESS FLOWCHART

#### Flowchart: Child safety reporting process

This chart outlines the process for reports to be made by parents, children, staff members and volunteers alike.



## **APPENDIX 4**

### **City of Greater Dandenong Band**

#### **CHILD SAFETY AND WELLBEING RISK MANAGEMENT PROCEDURES**

To reduce the risk of child abuse and other harms occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. The following procedures should be followed in each of the following circumstances.

##### **4.1 Teaching or running a music lesson or rehearsal**

One-on-one music lessons or rehearsals should be avoided except where:

- A parent or guardian is present,
- Other music tuition is occurring in the same rehearsal space (e.g., on opposite sides of a large, open room),
- Other people are occupying the same rehearsal space (e.g., on opposite sides of a large, open room).

Children should never be in a locked room alone with an adult member of the Band.

##### **4.2 Using accommodation or overnight stays and travel**

In the course of normal Band activities, it may be necessary to stay in overnight accommodation for one or more nights. Before traveling, the following should be undertaken:

- Establish whether children will be traveling with the Band;
- Establish whether any children will be traveling unaccompanied and assign suitable supervisor(s) if necessary. Ensure that supervisors are aware of their role and responsibilities;
- A review of this Child Safety & Wellbeing Policy to ensure it is up-to-date and fit for purpose;
- Seek updated Medical Forms for all children traveling and ensure these are carried while travelling;
- Plan appropriate accommodation based on the considerations outlined below.

Parents or guardians should be strongly encouraged to attend these events with their child(ren). In some instances, the Band may consider offering financial assistance so that parents/guardians may attend with their child(ren).

Where parents/guardians attend these events with their child(ren), they are solely responsible for the supervision and care of their child(ren) during the trip. Children will be roomed with their parent/guardian in the accommodation venue.

In the event that parents/guardians are not traveling with their child(ren), they may elect to nominate (in writing) an alternative guardian for their child(ren) during the trip. This person is then solely responsible for the supervision and care of their child(ren) during the trip. Children will be roomed with their alternative guardian in the accommodation venue.

In the event that parents/guardians are not traveling with their child(ren) and do not nominate (in writing) an alternative guardian for their child(ren), the child(ren) will be roomed with other children of the same gender and similar age. Where no other children of the same gender and/or similar age are attending the event, the child will be

roomed alone, with a nominated Band official roomed in a directly neighbouring room. A nominated Band official will supervise all unaccompanied children for the duration of the trip.

This person will not:

- Consume drugs or alcohol while supervising the child(ren); or,
- Enter the child(ren)'s room for any reason, unless in the case of an emergency.

Failure to comply with these will result in disciplinary action.

This person will:

- Abide by the Code of Conduct (see Appendix 7) at all times.
- Inform a member of Committee and the child(ren)'s parent/guardian as soon as possible in the event of any safety or wellbeing concerns pertaining to the child(ren).

Children who are not accompanied by a parent/guardian on the trip must strictly adhere to the Code of Conduct (see Appendix 6) and all reasonable instructions given to them by their supervising adult. Failure to do so may result in being transported home at their parent/guardian's expense.

Any breaches to this policy must be referred to the Child Safety Officers as soon as possible.

#### **4.3 Using bathrooms and change room facilities**

In the course of normal Band activities, it is expected that children will use bathrooms and change room facilities. Children should always use bathroom facilities independently. Adults must never initiate unnecessary physical contact with children, including things of a personal nature that a child can do for themselves, such as toileting or changing clothes.

Children should have their own designated change room facilities, where these are required, with children of the same gender and similar age. Where this is not possible, a changing schedule should be established so that adults and children are not using the same change room facilities at the same time. Adults must never enter change room facilities that have been designated to children and/or while children are changing. Failure to comply with this will result in disciplinary action.

Any breaches to this policy must be referred to the Child Safety Officers as soon as possible.

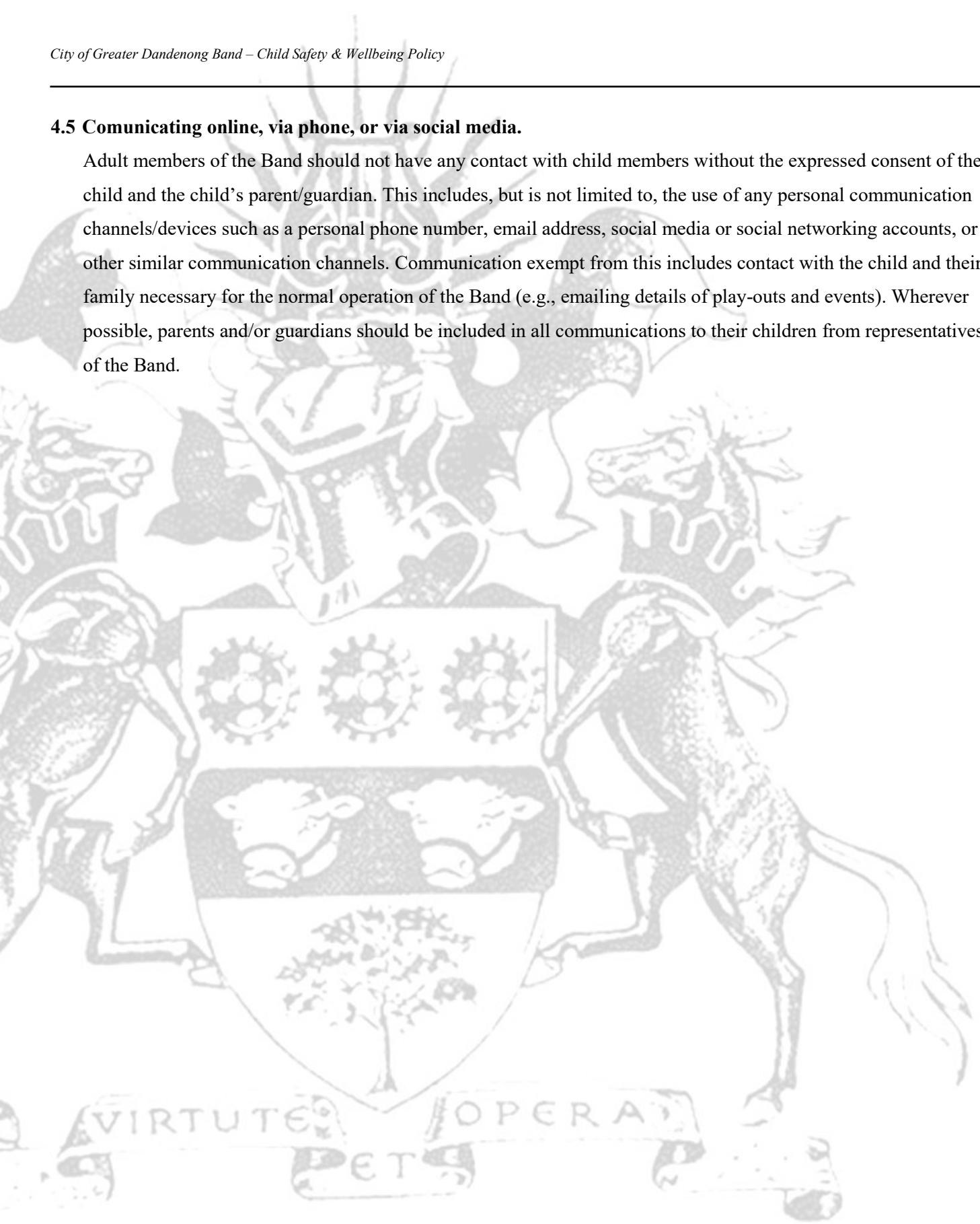
#### **4.4 Transporting members to and from events**

In the course of normal Band activities, it may be necessary for Band members to transport child members to and/or from designated Band activities. This should only be done with written consent from the child(ren)'s parent/guardian. As soon as practicable, the member should inform the Child Safety Officers (in writing) that this is occurring. In the event of any child safety or wellbeing concerns arising during transport, the member should inform the child(ren)'s parent/guardian and then the Child Safety Officers as soon as possible.



#### **4.5 Communicating online, via phone, or via social media.**

Adult members of the Band should not have any contact with child members without the expressed consent of the child and the child's parent/guardian. This includes, but is not limited to, the use of any personal communication channels/devices such as a personal phone number, email address, social media or social networking accounts, or other similar communication channels. Communication exempt from this includes contact with the child and their family necessary for the normal operation of the Band (e.g., emailing details of play-outs and events). Wherever possible, parents and/or guardians should be included in all communications to their children from representatives of the Band.



**APPENDIX 5****City of Greater Dandenong Band****CHILD SAFE ALLEGED INCIDENT OR CHILD SAFETY CONCERNS REPORT**

Any person should use this report form to document any alleged incident, disclosure or reasonable belief that a child or young person has been, or is at risk of being, abused or the person has concerns about a child's safety.

**If you believe a child or young person is in immediate danger, call 000 for urgent police or medical assistance.**

Please provide as much information as possible. This information may be critical in the future.

**Reporting details**

<b>Today's date</b>	
<b>Time</b>	Time first told, if different: AM / PM AM / PM
<b>Location</b>	
<b>Details of person reporting:</b>	Name: [SEP] Relationship to child/young person if not self-report: Contact details:
<b>Did reporter witness incident?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
<b>Details of any emergency assistance provided:</b> (mark box as applicable)	<input type="checkbox"/> Ambulance <input type="checkbox"/> Police <input type="checkbox"/> None

**Details of alleged incident:**

<b>Date of incident:</b>	
<b>Time of incident:</b>	
<b>Location of incident:</b>	
<b>Details of child/young person(s) involved:</b>	Name: [SEP] Date of birth: [SEP] If multiple persons, assign number: [SEP] Contact details: [SEP] Primary language spoken: [SEP] Any assistance required (describe with reasons):
<b>Details of parent/guardian/carer:</b>	Name: [SEP] Contact details: [SEP] Primary language spoken: [SEP] Any assistance required (describe with reasons):

<b>Details of person against whom allegation made:</b>	Name: <input type="text"/>
	Relationship to child/young person:
	<input type="checkbox"/> Under 18 years old
	<input type="checkbox"/> 18 years old or over
Contact details:	

**Does the child identify as Aboriginal or Torres Strait Islander?**

(Mark with an 'X' as applicable)

No

Yes, Aboriginal

Yes, Torres Strait Islander


**Please categorise the incident:**

(Mark with an 'X' as applicable)

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

Other (please write below):


Other:

--

**Please describe the incident:**

<b>When did it take place?</b>	
<b>Who was involved?</b>	

<b>What did you see?</b>	
<b>Other information</b>	

**Office use:**

<b>Date incident report received:</b>	
<b>Person managing incident:</b>	
<b>Follow-up date:</b>	

**Has the incident been reported?**

<b>Child protection</b>	
<b>Police</b>	
<b>Another third party (please specify):</b>	

**Incident reporter wishes to remain anonymous?**

(Mark with an 'X' as applicable)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

## **Appendix 6**

### **City of Greater Dandenong Band**

#### **CODE OF CONDUCT (up to 18 years of age)**

The City of Greater Dandenong Band, and its subsidiaries, are committed to creating a safe, fair and respectful environment for all members of the Band community. This means that everyone has the right to feel safe and to belong within the Band.

ALL members and volunteers of The City of Greater Dandenong Band and Dandenong Youth Brass need to think about their behaviour and make sure that they are conducting themselves appropriately.

#### **Children have Rights:**

Children have rights including:

- the right to participate and be heard
- the right to be safe and not harmed by anyone
- the right to live and grow up healthy
- the right to express their views and have a say about decisions that affect them, and
- the right to information, such as information about the policies and procedures that affect them.

#### **Acceptable Behaviours:**

As a member of this Band community I will...

- Treat everyone in the Band with respect; this includes other players, tutors, and management
- Be considerate, courteous, and understanding of others, and listen to the views of others in a respectful way
- Listen to the tutors and Musical Director while participating in Band functions and rehearsals and follow their instructions
- Report anything that makes me uncomfortable to the Child Safety Officers or another member of the management team
- Encourage other players in the Band to do their best and will do my best in return
- Include others in activities
- Respect the venue(s) and the property of the City of Greater Dandenong Band including:
  - Take care of the Band room and other Band venues
  - Take care of my instrument and put it back in the case to make sure that it stays safe
  - Make sure that my instrument and uniform is clean and well looked after
  - Report any issues I have to the Musical Director or other adult as soon as possible
- Bring my instrument and music to every rehearsal and all other engagements
- Do my best to be on time to all events and rehearsals
- Call Musical Director if I cannot make it to rehearsal or another engagement

#### **Unacceptable Behaviours:**

As a member of this Band community I will not...



- Treat another member or volunteer in a disrespectful way
- Physically hurt another person within the Band community
- Speak disrespectfully or verbally hurt others
- Tease, bully or harass another person within the band community
- Exclude people from activities
- Leave the Band premises or engagement venue without a parent or guardian
- Use alcohol or drugs within the Band community
- Enter any toilets, change room, or bedroom other than my own

I will follow these instructions above and make sure that my behaviour is appropriate in all Band settings. If I see something that needs to be addressed, I will report it to management or the Child Safety Officers.

I understand that if I do not follow these instructions, and/or I behave inappropriately in Band settings that I may be asked to leave at my own/my family's expense.

**Child's Name:** \_\_\_\_\_

**Child's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Child Safety Officers can be contacted via the following details:

- Natalie Potenzi 0435 144 189 [childsafetyofficer@dandenongband.org.au](mailto:childsafetyofficer@dandenongband.org.au)
- Colin Harrison 0437 764 532

## **APPENDIX 7**

### **City of Greater Dandenong Band**

#### **CODE OF CONDUCT (18 years and above)**

**The City of Greater Dandenong Band sets out to be a model volunteer organisation with the aim to attain musical excellence in a safe, nurturing and friendly environment.**

The City of Greater Dandenong Band provides a safe, supportive and secure environment that promotes respect and care and values diversity.

The City of Greater Dandenong Band, and its subsidiaries, are committed to creating a safe, just and respectful environment that supports wellness for all members of the Band community. In this, there is a moral obligation and shared responsibility to protect the most vulnerable members of the community. There are also particular moral and legal obligations for those in authority to prevent, reduce and minimise child abuse and exploitation in all forms, along with other harms.

ALL personnel of the Band are responsible for supporting the safety, participation and wellbeing of children. The City of Greater Dandenong Band commits to providing a safe and nurturing culture for all children and young people who are involved in the Band through:

#### **1. Upholding the primacy of the safety and wellbeing of children and young people.**

At all times, the ongoing safety and wellbeing of *all* children and young people will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of children from Aboriginal and Torres Strait Islander background and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children living with a disability.

#### **2. Empowering families, children, young people and members to have a voice and raise concerns and be active members of our community**

The Band, in partnership with families, will ensure children and young people, are engaged and active participants in decision-making processes, particularly those that have an impact on their safety and wellbeing.

#### **3. Implementing rigorous risk-management and employment practices.**

The City of Greater Dandenong Band will systematically and continually identify and assess risks to child safety and will eliminate (where possible) or reduce all potential sources of harm. Effective risk-management will be embedded in Band activities through effective, transparent and well-understood policies, procedures and practices.

ALL members and volunteers of The City of Greater Dandenong Band are expected to actively contribute to a Band culture that respects the dignity of its members. They are required to observe child safe principles and expectations for appropriate behaviour towards, and in the company of, children; as noted below. Many of these behavioural expectations also extend to other members of the organisation, and the broader Band community.

### **Acceptable Behaviours**

All members and volunteers are responsible for supporting the safety of children by:

- Adhering to The City of Greater Dandenong Band's Child Safe Policy at *all* times
- Taking all reasonable steps to protect children and young people from abuse, discrimination, and other harms
- Treating everyone in the Band community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe and educational environment) and valuing their ideas and opinions
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or harmed and/or are worried about their safety or the safety of another
- Establishing and maintaining the safety, participation and empowerment of all children, without discrimination. This includes actively including children in decisions that affect them.
- Ensuring as far as practicable that adults are not left alone with a child
- Reporting any allegations of child abuse, discrimination, and other harms to The City of Greater Dandenong Band's Child Safety Officers as soon as possible
- Reporting any concerns about child safety, discrimination, or other harms to The City of Greater Dandenong Band's Child Safety Officers as soon as possible
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

### **Unacceptable Behaviours**

Members and volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse
- Shame, humiliate, oppress, belittle or degrade children or young people, or any other members of the Band community
- Be alone with a child or young person unnecessarily, or for more than a very short time
- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps.)
- Put children at risk of abuse (for example, by locking doors)
- Initiate unnecessary physical contact with children, or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children
- Use inappropriate language in the presence of children, and/or use any language that may be deemed discriminatory against any particular group
- Discriminate against any child or any other member, including because of age, sex, culture, race, disability, sexuality, gender identity, or other protected characteristic
- Have contact with a child or their family outside of our organisation without the knowledge and consent of the child's parent or guardian. (Accidental contact, such as seeing people in the street, is appropriate)

- Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters, keeping up-to-date with events/play-outs)
- Photograph or video a child or young person without the consent of the child and their parents or guardians
- Use any personal communication channels/devices such as a personal email or social media account without the knowledge and consent of the child's parent or guardian
- Exchange personal contact details such as phone number, social networking sites or email addresses with a child member without the knowledge and consent of the child's parent or guardian
- Work with children whilst under the influence of alcohol or illicit drugs. Anyone suspected of being under the influence of alcohol or illicit drugs while working with children may be asked to leave, and may face disciplinary action.
- Do anything in contravention of the City of Greater Dandenong Band's policies, procedures or this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to cessation of engagement with this organisation.

I have read, understood, and agree to abide by the terms and conditions of the ***City of Greater Dandenong Band Child Safety Policy***, including the ***City of Greater Dandenong Band Code of Conduct***.

By observing these Standards, I acknowledge my responsibility to immediately report any breach of this code to the City of Greater Dandenong Band's Child Safety Officers.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Child Safety Officers can be contacted via the following details:

- Natalie Potenzi 0435 144 189 [childsafetyofficer@dandenongband.org.au](mailto:childsafetyofficer@dandenongband.org.au)
- Colin Harrison 0437 764 532

## APPENDIX 8

### City of Greater Dandenong Band

#### SELF-ASSESSMENT TOOL

New Child Safe Standards (CCS)	What does this look like?	What is already in place?	What improvements are needed?
<b>1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</b>	<p>1.1 A child's ability to express their culture and enjoy cultural rights is encouraged and actively supported.</p> <p>1.2 Strategies are embedded within the organisation which equip all members to acknowledge the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.</p> <p>1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.</p> <p>1.4 The organisation actively supports and facilitates participation and inclusion within it.</p> <p>1.5 All policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.</p>	<p>Introduction within this policy shows our beliefs as an organisation.</p> <p>Webpage also states our acknowledgement of traditional owners of the lands on which we meet.</p> <p>Posters displayed around the Band room, showing our commitment to child safety and inclusion.</p>	<p>Ongoing consultation with members upon enrolment to see what we can do as an organisation to support them and update our policies/ procedures accordingly</p>
<b>2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.</b>	<p>2.1 The organisation makes a public commitment to child safety.</p> <p>2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down to bottom up.</p>	<p>On the website, in the about us section - we have mentioned our commitment to child safety.</p> <p>Regular reviews of child safety and wellbeing policy.</p>	<p>Include a link to our Child Safety and Wellbeing Policy on our website.</p> <p>Consider reviewing our mission statement to include child safety and wellbeing</p>



New Child Safe Standards (CCS)	What does this look like?	What is already in place?	What improvements are needed?
	<p>2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.</p> <p>2.4 Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.</p> <p>2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.</p> <p>2.6 Staff and volunteers understand their obligations on information and record keeping.</p>	<p>We have designated Child Safety Officers as well as a Child Safety co-committee to ensure that our policies are reflective of best practice.</p> <p>Upon enrolling, and upon every update to the policy we ask every member to read the new policy and sign the updated Code of Conduct - this is then uploaded into a registry online.</p> <p>Within our monthly committee meetings, any issues raised within the Child Safety team are minuted and then if necessary are actioned.</p>	
<p><b>3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.</b></p>	<p>3.1 Children and young people are informed about all of their rights, including to safety, information and participation.</p> <p>3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.</p> <p>3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.</p> <p>3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.</p>	<p>Code of Conduct written in child language - inclusion and safety</p> <p>Procedures within policy - flowchart, what to do if something happens or makes them uncomfortable.</p> <p>Regular conversations at rehearsal around music choice.</p>	<p>Implementation of regular surveys - end of term to check in/young people to assess/ contribute to how they are feeling about rehearsal, music choice, what they would like to get out of it, etc.</p> <p>Regular social events to create/foster strong relationships within the Band that include Dandenong Youth Brass.</p>

New Child Safe Standards (CCS)	What does this look like?	What is already in place?	What improvements are needed?
	<p>3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.</p> <p>3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.</p>		
<p><b>4. Families and communities are informed, and involved in promoting child safety and wellbeing.</b></p>	<p>4.1 Families participate in decisions affecting their child</p> <p>4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.</p> <p>4.3 Families and communities have a say in the development and review of the organisation's policies and practices.</p> <p>4.4 Families, carers and the community are informed about the organisation's operations and governance.</p>	<p>Policy sent out yearly before review for comments/suggestions</p> <p>Upon enrolment, parents are able to fill in membership forms to give us information that would help to support their child.</p> <p>Prior to any overnight engagements, parents have the opportunity to share information and also play a major part in helping us to support and assist their child prior and during the event.</p>	<p>Formal check-ins with parents, perhaps every second term - chance to meet with parents.</p>
<p><b>5. Equity is upheld and diverse needs are respected in policy and practice.</b></p>	<p>5.1 The organisation understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.</p> <p>5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.</p> <p>5.3 &amp; 5.4 The organisation pays particular attention to the</p>	<p>Flowchart &amp; procedures within this policy.</p>	<p>Ongoing consultation with our members about how we can best meet their needs as an organisation.</p>

New Child Safe Standards (CCS)	What does this look like?	What is already in place?	What improvements are needed?
	needs of children and young people with a disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and LGBTQI children and young people. As well as the needs of Aboriginal children and young people and prompts a culturally safe environment for them.		
<b>6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</b>	<p>6.1 Recruitment, including advertising, referee checks and staff and volunteer screening, emphasise child safety and wellbeing.</p> <p>6.2 Relevant staff and volunteers have currency working with children checks or equivalent background checks.</p> <p>6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.</p> <p>6.4 Ongoing supervision and people management is focused on child safety and wellbeing.</p>	<p>Everyone directly involved in working with children or who holds a position of authority within the Band is expected to have an updated Working With Children Check or equivalent. This is recorded on a register and checked regularly by the Child Safety Officers.</p> <p>Regular committee meetings and Annual General Meetings, as well as our Bylaws and Constitution help with governance and people's positions within the Band.</p>	Review the suitability of current practices as necessary.
<b>7. Processes for complaints and concerns are child focused.</b>	7.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership and other members of the Band, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.	<p>Upon enrolment and update of the policy yearly - parents and members of the Band are given an updated copy of this policy which clearly states expectations of them - Code of Conduct and are asked to re-sign it every year for accountability.</p> <p>Flowchart with</p>	Hold a formal conversation once policy has been updated - discussion around what has changed and the expectations are made explicit prior to members signing again

New Child Safe Standards (CCS)	What does this look like?	What is already in place?	What improvements are needed?
	<p>7.2 Effective complaint handling processes are understood by children and young people, families, and all other members, and are culturally safe.</p> <p>7.3 Complaints are taken seriously, and responded to promptly and thoroughly.</p> <p>7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities.</p> <p>7.5 Reporting, privacy and employment law obligations are met.</p>	<p>procedures - how to make a complaint</p> <p>Child Safety Officers - at least 1 has mandatory reporting training through the Department of Education</p> <p>Incident reports procedure</p> <p>Documentation/recording information in a secure location (Google Drive) shared with only relevant personnel.</p>	
<p><b>8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</b></p>	<p>8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.</p> <p>8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people</p> <p>8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.</p> <p>8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.</p>	<p>Regular discussions through committee and subcommittee meetings around changes in policy and procedures - are minuted and documented.</p> <p>Definitions within the policy help to recognise signs and indicators faster - have been updated in new policy.</p>	<p>Identify suitable training for all Dandenong Youth Brass and committee members around child safety and wellbeing; facilitate participation in this training for these members</p>
<p><b>9. Physical and online environments promote safety and wellbeing while</b></p>	<p>9.1 Staff and volunteers identify and mitigate risks in the online and physical</p>	<p>Reminder about members and social media - chat through the Dandenong</p>	<p>Risk management assessments to be conducted when we have</p>

New Child Safe Standards (CCS)	What does this look like?	What is already in place?	What improvements are needed?
<b>minimising the opportunity for children and young people to be harmed.</b>	<p>environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.</p> <p>9.2 The online environment is used in accordance with the organisations Code of Conduct and child safety and wellbeing policy and practices.</p> <p>9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.</p> <p>9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.</p>	<p>Band Facebook page/contact parent directly rather than the child - as stated within policy.</p>	<p>under 18 year olds in attendance to our events</p> <p>When planning an event/engagement - person responsible needs to check that the place we are using has a risk management/child safety policy in place.</p> <p>Engagement details: nominated Child Safety Officer needs to be appointed for every event where under 18 years will be present and this information will need to be sent out prior to event.</p>
<b>10. Implementation of the Child Safe Standards is regularly reviewed and improved.</b>	<p>10.1 The organisation regularly reviews, evaluates and improves child safe practices.</p> <p>10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.</p> <p>10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.</p>	<p>Yearly by 30 June - as stated in this policy unless this is conducted earlier due to a complaint/concern or incident.</p> <p>Regular committee meetings where any incidents/concerns are raised and documented.</p>	<p>Review the suitability of current practices as necessary</p>
<b>11. Policies and procedures document how the organisation is safe for children and young people.</b>	<p>11.1 Policies and procedures address all Child Safe Standards</p> <p>11.2 Policies and procedures are documented and easy to understand.</p>	<p>Code of Conduct written in child friendly language for under 18 year olds.</p> <p>Clear and succinct expectations within Code of Conduct and policy.</p>	<p>Review the suitability of current practices as necessary</p>



New Child Safe Standards (CCS)	What does this look like?	What is already in place?	What improvements are needed?
	<p>11.3 Best practice models and stakeholder consultation informs the development of policies and procedures</p> <p>11.4 Leaders champion and model compliance with policies and procedures</p> <p>11.5 Staff and volunteers understand and implement policies and procedures.</p>	<p>Definitions are provided for easy understanding.</p> <p>Executive team lead by example and are in regular discussion to ensure that best practice is being followed and adhered to.</p>	