



WA Young Artists Chamber Music Program

Child Safety Policy

The WA Young Artists Chamber Music Program (WAYACHAMP) is committed to ensuring the safety of all people involved in its activities. This includes but is not limited to the safety of children and young people* while engaging in tuition and performance activities with other young people and adults during WAYACHAMP's activities.

*Children and young people are defined as any person under the age of 18.

WAYACHAMP's Child Safety Policy includes:

1. Outline of the National Principles for Child Safe Organisations
2. Charter of Commitment to Children and Young People
3. Code of Conduct
4. Online Safety Code of Conduct
5. Complaint Procedures
6. Working With Children Check
7. Signed Declaration

Policy created by	Sophie Curtis
Policy date	1/01/21
Policy due for review on	1/12/21



Child Safe
Organisations
National Principles

National Principles for Child Safe Organisations

1

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

6

Processes to respond to complaints and concerns are child focused.

2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

3

Families and communities are informed, and involved in promoting child safety and wellbeing.

8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

4

Equity is upheld and diverse needs respected in policy and practice.

9

Implementation of the national child safe principles is regularly reviewed and improved.

5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

10

Policies and procedures document how the organisation is safe for children and young people.



For information and resources, go to
<https://childsafe.humanrights.gov.au>

Our promises to you...

Respect

We will treat everyone equally no matter where they are from or who they are. We will make sure everyone feels included and welcome.

Inform

We will give you information about your physical, emotional and online safety, and what to do if you feel unsafe.

Give you a voice

We will make sure there are lots of ways for you to have a say and be involved.

Help

We will listen and act on what you tell us. We will help you with your hopes and dreams as well as your worries and fears.

Trust

You can trust that we will care about your needs and feelings and will support you. We will continue to get better at what we do.

Safety

We will make our place happy and comfortable for you.

Name of organisation

WA Young Artists Chamber Music Program

Date

1/01/2021



3. Code of Conduct

All paid and unpaid staff, including volunteers, interns or trainees of WAYACHAMP are responsible for the safety and wellbeing of children and young people who engage in the Program. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I will:

- Act in accordance with WAYACHAMP's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in WAYACHAMP.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to WAYACHAMP's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by WAYACHAMP's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with WAYACHAMP's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by WA State legislation and by WAYACHAMP's policy and procedure on internal and external reporting.
- Comply with WAYACHAMP's protocols on communicating with children, specifically:
 - Use of respectful verbal and non-verbal communication when in direct contact
 - The contact of students through email or social media will not be permitted unless given express permission by the Director
- Comply with WAYACHAMP's policies and procedures on record keeping and information sharing, specifically:
 - Written records of complaints or incidents where the code of conduct has been breached
 - Respect of the privacy of information shared between students, tutors, staff and families.

<p>I will NOT:</p>	<ul style="list-style-type: none"> • Engage in any unlawful activity with or in relation to a child. • Engage in any activity that is likely to physically, sexually or emotionally harm a child. • Unlawfully discriminate against any child or their family members. • Be alone with a child unnecessarily. • Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to WAYACHAMP's activities. • Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by WAYACHAMP's policy and procedure on reporting. • Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material. • Work with children while under the influence of alcohol or prohibited drugs. • Ignore or disregard any suspected or disclosed child harm or abuse.
---------------------------	---

<p>If I think this Code of Conduct has been breached by another person in WAYACHAMP I will:</p>	<ul style="list-style-type: none"> • Act to prioritise the best interests of children. • Take actions promptly to ensure that children are safe. • Promptly report any concerns to Director, Sophie Curtis • Follow WAYACHAMP's policies and procedures for receiving and responding to complaints and concerns.
--	--

**I agree to abide by this Code of Conduct during my employment with WAYACHAMP.
I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with WAYACHAMP.**

.....
Signature

.....
Full Name

.....
Date



4. Online Safety Code of Conduct

Why is online safety important?

Online platforms are valuable tools for education and communication. They provide children and young people with a range of opportunities to learn in new and interactive ways, to engage with others, and to seek help and information. WAYACHAMP is committed to ensuring that where children participate online, they are protected from harm.

The National Principles for Child Safe Organisations recognise the importance of safe physical and online environments to promote the safety and wellbeing of all children and young people.

Online safety risks that WAYACHAMP addresses in this plan include:

- The potential for inappropriate relationships between adults in a position of trust and the children and young people they work with
- Online abuse, including bullying, non-consensual sharing of intimate images, image-based abuse, online grooming, online exploitation and abuse, or unwanted online contact
- The exposure, or publication and distribution of inappropriate imagery or content
- Data breaches of personal data and information, and data misuse
- The uploading of content by adults or children and young people featuring children and young people without informed consent
- Age-inappropriate access to online content.

Developing online safety policies, protocols and procedures will help ensure that everyone is informed, better protected, empowered to act, and has the opportunity to receive early help and support when online safety incidents occur.

WAYACHAMP Online Safety Policies and procedures

1. WAYACHAMP Website and social media channels will be managed solely by the Director and used for the purposes of program promotion only
2. Public communication between child – child through social media accounts (comments etc) will be monitored by the Director in conjunction with the child's parental controls. It will never be mandatory for any child or family to sign up to a social media account.
3. Public communication between a child and WAYACHAMP tutor through social media accounts will be monitored by the Director in conjunction with the child's parental controls.
4. Private communication between a child and WAYACHAMP tutor through social media channels is not permitted. Any external communication between a child and WAYACHAMP tutor, should it benefit the educational outcomes of the student, should be made via email and with the consent of the Program Director.
5. In any online communication, bullying, abuse, grooming, unwanted contact or any other inappropriate behaviours will not be tolerated and will result in the immediate removal of that person from WAYACHAMP's activities.

6. The use of recordings made during WAYACHAMP activities, including the final concert performances and videos of program activities will be used for promotion and record keeping only.
7. Use of photos taken during WAYACHAMP activities, either by a professional photographer or WAYACHAMP staff, will be used for promotion and record keeping only.
8. Use of photos or videos taken of children in WAYACHAMP activities may be used on the WAYACHAMP website and social media accounts for promotional purposes only and with the direct consent of a parent/guardian. Use of these photos and videos on tutors' personal social media accounts require consent from the Program Director.
9. Mobile phones should be switched off and kept in bags during WAYACHAMP activities.
10. Online meetings and rehearsals (eg. Zoom) will only be run by the Program Director to ensure appropriate behaviours are followed. These include (but are not limited to) appropriate dress code, background images, language and discretion regarding the sharing of images online.
11. Personal data which is collected for record keeping will not be shared online in any circumstances.
12. Should online incidents occur or if children require assistance, they should contact the Program Director at info@wayachamp.com. All matters are considered serious and will be dealt with appropriately.

Keeping children and young people safe online

WAYACHAMP staff, child participants and their families should ensure the following:

1. They are aware of potential online safety issues as outlined above and about appropriate online behaviour
2. They understand the online risks, how to navigate the online world safely and steps to be able to keep children safe online
3. Personal data and information is kept safe and secure
4. Acknowledgement that everyone involved in WAYACHAMP is responsible for the online safety of children and young people
5. Acknowledgement that WAYACHAMP will respond to the misuse of digital devices and to unacceptable online behaviours
6. Know the clear processes for reporting online safety issues or breaches of acceptable use policies.

More information

For more information, practical tools and resources on online safety, visit the **Office of the eSafety Commissioner** website at <https://www.esafety.gov.au/>.

5. Complaint Procedure

WAYACHAMP is committed to ensuring that any person involved in its programs and activities has the right to lodge a complaint and to have their concerns addressed in ways that ensure a continued commitment to the safety and wellbeing of children and young people, with fairness, accountability and transparency.

Our Commitment

If a complaint is made, WAYACHAMP will ensure:

- the complainant is treated with respect and the matter taken seriously
- the complainant is told what to expect while the complaint is being looked into
- the process will be handled in a fair and open way
- reasons are provided for decisions that are made
- the protection of privacy

Making a Complaint

A person wishing to make a complaint may do so in writing or verbally to:

- any WAYACHAMP tutor OR
- the Program Director

Procedure for complaints management

If a complaint is received by a tutor, it is the responsibility of that tutor to inform the Program Director. Once the complaint has been received by the Program Director, they will:

- make a written record of the complaint
- inform the complainant that their complaint has been received and that action is being taken
- investigate the complaint
- resolve the complaint

6. Working with Children Check

The Working with Children Check (WWC Check) is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands.

The WWC Check aims to protect children by:

- **deterring** people from applying to work with children where they have a relevant charge or conviction on their criminal record that indicates they may harm a child;
- **detecting** new charges and convictions of those people who hold a current WWC Card and preventing them from continuing to engage in child-related work* where their criminal record and behaviour indicates they may harm a child; and
- **protecting** children by creating awareness that child safety is a whole of community responsibility.

A WWC Check is required by a person if they engage in certain paid or unpaid work with children, described as 'child-related work' under the WWC Act.

*Child-related work has a specific definition which is found in section 6 of the WWC Act: Work is child-related work if the usual duties of the work involve, or are likely to involve, contact with a child and no exemptions apply.

All WAYACHAMP staff are therefore required to hold a current Working With Children Check. If they do not have one or it has expired, they must apply for a new check prior to commencing in engagement with WAYACHAMP students.

7. Signed Declaration

I have read and understood WAYACHAMP's Child Safety policy

I understand my responsibilities and agree to model attitudes and behaviours which demonstrate my commitment to child safety and wellbeing

I understand the procedures for reporting concerns and complaints

I declare that I **DO NOT HAVE** any convictions, circumstances or reasons, which might preclude my working with, or near, children

My Working with Children Check no. is _____ exp _____

Signed _____

Name _____

Date _____