



Lane Cove Youth Orchestra

(Incorporated in NSW) ABN 37 229 050 010 Internet: www.lanecoveyouthorchestra.org.au

Child Safe Policy

We want children who participate in our program to have a safe and happy experience. We support and respect our children, their families and our workers.

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| Title | Lane Cove Youth Orchestra Child Safe Policy |
| Introduction Describe the policy intent and who it applies to. | Our policy guides workers (paid and volunteer), educators and students on how to behave with young people in our organisation. The policy focuses on how we can ensure our orchestra is a safe learning environment. |
| Children's Participation Describe how you involve children and get them to actively participate in your organisation. | Young eligible musicians are invited to attend rehearsals to play orchestral music, expand their musical skills and learn ensemble techniques in a safe co-educational environment. Tuition is provided by a conducting and tutorial team all of whom have a Working With Children Check (WWCC) clearance. |
| Recruitment Describe how you select suitable workers to work with children. | <p>Suitable tutors are selected by recommendation from musicians already known to us. A WWCC clearance is required.</p> <p>All parents on overnight camp, tutors, non-parental helpers, committee members and players over 18 years of age must have a current WWCC.</p> <p>We promote our code of conduct and the fact that our service is a Child Safe Service in all our recruitment material.</p> |

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| <p>Complaints Management and Reporting Department of Family and Community Services NSW Ombudsman Office of the Children’s Guardian.</p> | <ul style="list-style-type: none"> ▪ Any complaints can be lodged with the President, either by email or in person at weekly rehearsals. ▪ The President is the contact person who manages any child safety complaints. ▪ On receipt of a complaint, the contact person will: <ul style="list-style-type: none"> ○ Select another person from the committee to help assist with the complaint. ○ With the other committee member, interview the person who made the complaint and the complainant. ○ Make a recommendation. ○ Advise the complainant of the recommendation. |
| <p>Training, support and supervision of workers Describe what training you provide and how you support and supervise your workers.</p> | <ul style="list-style-type: none"> ▪ We promote respect, fairness and consideration for all workers. ▪ All junior tutors are supported by the President and the senior conductor to support and supervise their work. ▪ All new workers are referred to the website where a copy of all child safe policies and procedures are available. ▪ The President meets with new workers to outline the policies and behavioural standards of the orchestra. ▪ All new members of the orchestra are made aware of the behavioural code of conduct. |
| <p>Other legislation, industry standards or internal policies List any other legislation or industry standards which may be relevant to your child safe policy.</p> | <ul style="list-style-type: none"> ▪ Child Protection (Working With Children) Act 2012. ▪ Office of the Children’s Guardian Code Of Conduct guide ▪ Lane Cove Youth Orchestra Behaviour Code (pdf submitted). ▪ Lane Cove Youth Orchestra: Responsibilities of Conductor (pdf submitted). |
| <p>Communication Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.</p> | <ul style="list-style-type: none"> ▪ All relevant policies (including this one) are available on the website. ▪ All new workers and members of the orchestra are referred to the website to read the policies, procedures and behavioural code of conduct. |
| <p>Review Set a date to review and update your child safe policy for continuous improvement purposes.</p> | <ul style="list-style-type: none"> ▪ The policy and guidelines will be reviewed on an as needed basis and incorporate comments and suggestions from our range of stakeholders (including workers, children and families). |