

GLISS MUSIC SCHOOL

Child Safety and Wellbeing Policy

Developed in accordance with Child Safe Organisations National Principles

Executive Summary

We want children who participate in our lessons and events to be safe. Gliss Music School maintains a child safe environment through encouraging the active participation of children, employing and supporting the most suitable people to work with children, and implementing effective risk management strategies. We keep our community, including children and families, informed about our approach to child safety and encourage them to report any concerns they may have for the safety and wellbeing of children involved with Gliss Music School.

Title	Child Safety Policy
Definitions	Child means a person below the age of 18
1. Purpose	<p>1.1 Gliss Music School is committed to the safety and wellbeing of all children accessing our lessons, programs and events and to establishing and maintaining a child safe environment.</p> <p>1.2 Gliss Music School does not tolerate any form of child abuse.</p> <p>1.3 The purpose of this policy is to:</p> <ul style="list-style-type: none">1.3.1 Articulate our strategies for maintaining a child safe environment and preventing harm to children1.3.2 Ensure that the Directors, management, tutors and volunteers are aware of their responsibilities in relation to child safety within our organisation

2. Children's Participation

2.1 Gliss Music School recognises the importance of children's active participation in creating and maintaining a child safe organisation.

2.2 We support the active participation of children in the lessons, programs and events we offer by:

- a) Actively encouraging them to express their views and opinions
- b) Listening to and respecting their ideas
- c) Helping them to find new ways to express themselves
- d) Asking for their feedback
- e) Placing them at the centre of all that we do.

3. Recruitment, Supervision and Training

3.1 Recruitment

- 3.1.1 Our organisation maintains a rigorous and consistent recruitment, screening and selection process for staff, contractors and volunteers to identify the safest and most suitable people who share Gliss Music School's values and commitment to protect children.
- 3.1.2 Individuals are selected to work with Gliss Music School through panel interviews and after thorough referee checks have been conducted.
- 3.1.3 It is a requirement of all staff, contractors and volunteers working with Gliss Music School that they hold and maintain a current Working With Children Check for the duration of their engagement with us.

3.2 Supervision

- 3.2.1 All staff members are supervised by a more senior member of the organisation and their performance is monitored through regular check-ins and performance reviews.
- 3.2.2 Children are encouraged to provide feedback to the organisation on staff members at regular intervals throughout the year.

3.3 Training

- 3.3.1 All new staff members and contractors who will have direct contact with children during the course of their employment at Gliss Music School receive a copy of our **Child Safety Policy** and related procedures. Their direct manager will set up a meeting to discuss the policies and allow the new worker to ask questions and clarify their understanding.
- 3.3.2 All new staff members who will have direct contact with children during the course of their employment at Gliss Music School are required to complete training and sign documentation stating they will abide by our policies.
- 3.3.3 Child safety is a standing agenda item at staff meetings and staff are encouraged to ask questions and contribute to the continuous improvement of child safe policies, procedures and practices in the workplace.

4. Risk Management

4.1 Gliss Music School ensures that child safety is a part of its overall risk management approach. Risk Assessments are undertaken and documented for each program we offer and specific risks associated with child safety are identified and control measures implemented.

5. Complaints Handling and Reporting

5.1 Complaints Handling

5.1.1 Anyone, including children and their families, can make a complaint about a staff member, contractor or volunteer at Gliss Music School. Refer to the **Complaints Handling Policy** and **Child Safety Reporting Process** for information on how to make a complaint.

5.2 Reporting of Child Abuse

5.2.1 Staff, contractors and volunteers who work with Gliss Music School have a responsibility to be aware of indicators of child abuse and to report any concerns they may have for the safety and wellbeing of children involved in our lessons, programs and events.

5.2.2 If a staff member, contractor or volunteer has reasonable grounds to suspect that a child or young person is at risk of significant harm they should report this to their direct manager immediately.

5.2.3 Any person within or outside of the organisation may report their concerns for the safety and wellbeing of a child to the Department of Family and Community Services (Child Protection Helpline 132 111).

6. Other legislation, industry standards or internal policies

6.1 Legislation:

- [Child Protection \(Working With Children\) Act 2012](#)
- [Children and Young Persons \(Care and Protection\) Act 1998](#)
- [Child Safe Standards – Office of the Children's Guardian](#)

6.2 Related Policies and Procedures:

- Code of Conduct
- Complaints Handling Policy
- Child Safety Reporting Process

7. Communication

7.1 Communication with Staff, Contractors and Volunteers

- 7.1.1 Our policy will be discussed during induction sessions for all new staff, contractors and volunteers.
- 7.1.2 Child Safety will be discussed regularly at staff meetings and ongoing professional development and mentoring will be provided for staff to help them understand and comply with the policy.

7.2 Communication with Children, Parents and Caregivers

- 7.2.1 We will display key information from our policy and Code of Conduct on our website and in introductory brochures to ensure children understand their rights and how to speak up if something makes them feel unsafe.
- 7.2.2 Parents and caregivers of the children who are involved in our lessons, programs and events will receive an electronic copy of the Child Safety Policy and Code of Conduct at least once per calendar year.
- 7.2.3 Our policy will be publicly accessible on our website.

8. Review

- 8.1 Initially, this policy will be reviewed after 6 months from the date of approval. Thereafter, this policy will be reviewed annually.

Approved Date: 6.8.2022

**Approved by: Gliss Music School Directors, V
1.0**

Review Date: June 2024