

DRMC CHILD SAFE POLICY

Overriding this POLICY is the requirement to conform to Education Department Policies and Upwey High School Policies.

Dandenong Ranges Music Council is committed to the safety and wellbeing of children and young people.

Our community recognizes the importance of, and a responsibility for, ensuring our organization provides a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development and enjoyment of activities.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Upwey High School policy, and procedures and professional standards, codes or ethics as these apply to staff and other personnel e.g. Visiting specialists, teachers and volunteers.

The Board of Dandenong Ranges Music Council will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide an inclusive, safe and orderly environment for all DRMC sponsored activities. It will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the DRMC Community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies to the use of digital technology and social media.

Evaluation

This policy will be reviewed every 2 years as required by legislation.

Policy Statement

Our Child Safe Policy should be publicly available to help raise awareness about the importance of child safety in organisations and demonstrate our commitment to protecting children from abuse.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

The Child Safe standards are:

Standard 1 – Strategies to embed an organizational culture of child safety

Standard 2 – A child safety policy or statement of commitment to child safety

Standard 3 – A child safety code of conduct

Standard 4 - School staff selection, supervision and management practices for a child-safe environment

Standard 5 – Procedures for responding to and reporting allegations of suspected child abuse

Standard 6 – Strategies to identify and reduce or remove risks of child abuse

Standard 7 – Strategies to promote child empowerment and participation Guidelines

STATEMENT OF COMMITMENT

Dandenong Ranges Music Council is a Child Safe organization, with zero tolerance for child abuse and a commitment to children's best interests.

All young persons who participate in our activities have a right to feel and be safe. We encourage young persons to express their views and we listen to their suggestions, especially on matters that directly affect them.

Physical or sexual abuse of a child, including grooming for sexual conduct with a child under the age of 18 years, is a crime. Directors of DRMC who reasonably believe they have witnessed such abuse must by

legal obligation, report it to relevant authorities, which may include Police and the Principal of Upwey High School.

KEY RISKS

- Physical or Sexual abuse
- Grooming (abuse of trust usually occurs where there is an ongoing relationship)
- Inappropriate child-to-child or adult-to-child contact
- Circulation of sexually explicit material

RISK MANAGEMENT STRATEGIES

- Awareness of Child Safety to deter inappropriate behaviour
- Promote Child-Safe Policy in activity briefings and our website
- Listen if young persons report feeling uncomfortable
- Make sure young persons and adults know whom to go to, if they have concerns.
- If families bring young persons to activities, the organiser or teacher must immediately advise the parent or carer that they must always directly supervise their young persons AND IF THE CHILD IS RECEIVING INDIVIDUAL TUITION, THEY MUST HAVE ANOTHER RESPONSIBLE ADULT OTHER THAN THE INSTRUCTOR PRESENT
- Avoid, where possible, being solely responsible for others' young persons
- Where possible, design activities so there are clear sightlines and obstruct any hidden places that could conceal inappropriate conduct
- Promote Code of Conduct covering Child Safety to membership
- Require each Board member Staff members and volunteer to have a Working with Children's Check

EMPOWER YOUNG PERSONS

- Ask any young persons involved for their ideas, about what will make them, and other young persons feel and be safe.

CODE OF CONDUCT

DRMC BOARD Members and employees

- will take all reasonable steps to protect young persons from abuse
- will model appropriate adult behaviour
- will listen to young persons and respond to them appropriately
- will welcome all young persons and their parents or carers, and will be inclusive
- will respect privacy of young persons and only disclose information to people who need to know
- will not ignore or disregard any complaints, concerns, or disclosures regarding child safety
- will not develop 'special' relationships with specific young persons or show favouritism with gifts or inappropriate attention
- will not exchange personal contact details such as phone numbers, social networking site or email addresses with children.

REQUIREMENTS RELATING TO ALLEGATIONS OF ABUSE

1. Ensuring the safety of the child is the first responsibility of those in the vicinity of a suspected incident.
2. If the situation is urgent, then the person in danger, parent or other responsible adult must contact police on 000 immediately, then complete an Incident Report Form.
3. If not urgent, an Incident Report Form must be completed as soon as possible, but within 72 hours, AND a DRMC Board member, as identified on the form must be phoned and emailed.
4. The DRMC person must notify the Principal of Upwey High School and take appropriate action to deal with the situation, taking into consideration confidentiality issues pertaining to the child.

5. If the contacted DRMC person feels that further support is required, then further input from others of the nominated names is appropriate and/or if necessary the DRMC Board may be involved.

The Incident Report Form is available from the brochure holder in the Blue Room, on the website and at the DRMC Office during office hours.

DRMC is committed to regularly training and educating staff and volunteers on child abuse risks.

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

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome.

We understand that when recruiting staff and volunteers we have ethical as well as legislative obligations.

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

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

Child Safety 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 must report such.



DRMC OHS POLICY

An **OHS Policy** is simply a method of stating how you, your employees, contractors, volunteers, members, students and visitors are expected to behave when they are on DRMC property or performing DRMC related activities.

Purpose

DRMC is committed to ensuring the safety, health and wellbeing of its employees, contractors, consultants, volunteers, members, students and visitors through the provision of a safe workplace and/or rehearsal/performance/meeting space.

Scope

This policy applies to all prospective and current employees, volunteers, members, contractors, consultants, students and visitors.

Guidelines

- Treat all persons at the Community Music Education Hub with courtesy and respect
- Keep personal items with you at all times. The DRMC is not responsible for unattended items or instruments.
- Observe booking times and follow guidelines for hirers
- Observe posted rules throughout the building
- Use furniture appropriately: do not damage, misuse or tilt chairs or place feet or shoes on furniture
- Do not place drinks or vases on pianos or keyboards

Safety

- Keep entrances and exits clear, place bags and similar items under tables or chairs
- Use trolleys for moving heavy equipment
- Move pianos with assistance
- Use correct lifting methods
- Gaffer tape all electrical leads
- Wipe up spills in kitchen or toilet
- Food and drink to be consumed in kitchen, meeting room or on mat area.
- Only covered drinks (water bottles, travel mugs) allowed in Blue Room or Ensemble Rooms
- 1st Aid Kit is located in the kitchen

Prevention

- Loud disruptive, disrespectful, threatening, disturbing, abusive or other behaviour not reasonably expected in a community music centre will not be tolerated and members/hirers/students/parents acting in such a manner will be asked to leave
- The DRMC will conduct periodic risk assessment to establish preventative measures
- Use gloves supplied in kitchen when handling food to share
- Record food to be shared in the Food Handling Record Book in the kitchen
- No smoking – UHS is a smoke free zone
- All staff/contractors/volunteers who are on the site 8am-4:30pm (Mon-Fri) must complete an UHS OHS site induction (annual for volunteers and contractors).
- All staff/contractors/volunteers who use the site at any time must also adhere to UHS Policies such as Childsafe Code of Conduct, Traffic Management, Drugs and Smoke-free School.
- All staff/contractors/volunteers on site 8am-4:30 pm (Mon-Fri) must be signed in/out at the school General Office.
- All staff/contractors/volunteers on site 8am-4:30 pm (Mon-Fri) must be name badged officially. Either a UHS Lanyard or a DRMC name badge, not their own badge.
- All contractors/volunteers on site 8am-4:30 pm (Mon-Fri) must only be in the area of the school grounds relating to the purpose of their visit.
- All staff/contractors/volunteers on site at any time must follow UHS Emergency Management Policy.

Emergency Management

- During school hours follow UHS Evacuation Diagram – F Block
- Out of school hours see Fire Danger Period document
- During school hours adhere to UHS fire drills and periodic emergency evacuations



Dandenong Ranges Music Council Inc.

Reg No A0009702L

ABN 22 320 640 2

Dandenong Ranges Community Music Education Hub

FIRE DANGER PERIOD INFO

The Community Music Education Hub at Upwey High School will be closed on days declared by fire authorities as Code Red. On Extreme days, the site may be closed. A decision to close Upwey High School Campus will be confirmed by noon the day before. Please refer to www.education.vic.gov.au

Mid-Week Out of School Hours Programs

The Community Music Education Hub is used by DRMC groups and instrumental tutors during weekday afternoons and evenings. The Evacuation Procedure Diagram for school hours hirers is located on the Blue Room and Mezzanine Doors.

PLEASE DO NOT PARK ON ACCESS ROADS AT ANY TIME.

Weekend Programs

On Saturdays the Community Music Education Hub is used by occasional outside hirers

On Sundays it is used by In Schools Music and occasional outside hirers

ON CODE RED DAYS THE SITE WILL BE CLOSED

ON EXTREME DAYS THE SITE MAY BE CLOSED Call 9754 2838 to check

At all time and particularly on days of total fire ban - all students are to be personally escorted to and from their lessons and a parent or guardian must stay with the child.

NO child is to be dropped at the gate or entrance. Children may only be released directly to a parent. Staff must remain until the last student has been collected by a parent.

In case of significant smoke, it is suggested that you remain inside the Community Music Centre; tune radios to **3LO/774 AM** band and or local station **3MDR 97.1 FM** for current evaluation of situation.

First Aid Kit is located in the kitchen.

EMERGENCY CONTACTS / INFORMATION

EMERGENCY 000 FOR FIRE/AMBULANCE/POLICE

BUSHFIRE INFORMATION LINE: 1800 240 667

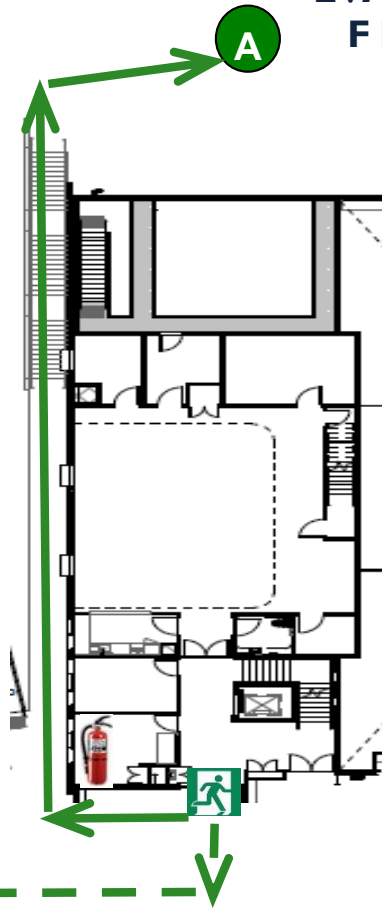
www.cfa.vic.gov.au

Road closures: www.vicroads.vic.gov.au

DRMC mobile: 0400 995 493

Upwey High School: 9754 2838

EVACUATION DIAGRAM F Block: Music Centre



Evacuation and Shelter-In-Place Procedures

Listen carefully to all instructions/announcements, and remain calm.

Assembly Point A: Bus turntable

Bottom of embankment, next to school oval
Vehicle access via Chosen Avenue

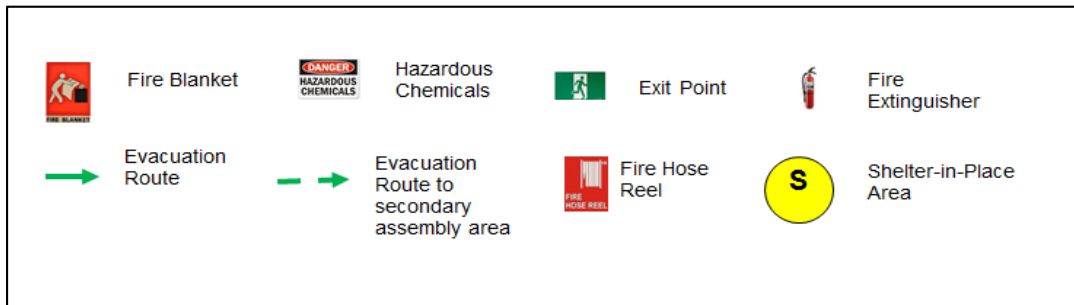
Assembly Point B: Gate 5 Carpark

Southside of B Block
Vehicle access via school grounds

Shelter-In-Place Locations

Year 7 – S Block Year 8 – C Block Year 9 – Aurora
Year 10 – B Block Year 11 – B Block Year 12 – Presentation
All others and visitors report to the Later Years Centre (L Block)

B
Legend



In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Incident Controller, call 000.



Confine fire and smoke. Close windows and doors (if safe).
Keep low, under the smoke.



Extinguish or control fire (if safe to do so).