

Australian Band and Orchestra Directors' Association Victorian Branch: Child Safety Code of Conduct

*Throughout this document the Australian Band and Orchestra Directors' Association Victorian Branch will be referred to as ABODA Victoria.



Help for non-English speakers

If you need help to understand this policy, please contact ABODA Victoria at aboda.vic@gmail.com

Name

Child Safety Code of Conduct

Purpose

The ABODA Victoria Child Safety Code of Conduct demonstrates our association's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe. This document sets expectations for how ABODA committee members, ABODA members, clinicians, guests, volunteers and contractors at ABODA Victorian branch should behave around children. This helps children participate safely in our Association, events and have fun.

This policy provides an overview of our association's approach to implementing the [Child Wellbeing and Safety Act 2005](#) for non-profit organisations, and also pertains elements to [Ministerial Order 1359](#) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Scope

This policy:

- applies to all ABODA Victoria committee members, volunteers, contractors, members and event attendees whether or not they work in direct contact with children.
- applies in all physical and online environments with the involvement of ABODA Victoria used by children during or outside of school hours, including other locations provided for a child's use and those provided through third-party providers.
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related policies section below.

Statement of Commitment

This Code of Conduct identifies positive child safe behaviours that we ask ABODA committee members, ABODA members, clinicians, guests, volunteers and contractors to demonstrate. It also identifies behaviours that we consider unacceptable and not permitted at our Association and events.

All staff, volunteers and board members of ABODA Victoria are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. All personnel of ABODA Victoria are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

Not following standards of acceptable and unacceptable behaviour is a breach of this Code of Conduct and may result in disciplinary action. Some behaviours on their own may not be a serious breach of the Code of Conduct but together may indicate a concerning pattern of behaviour that poses a risk to the safety of children.

I / We will:

- take all reasonable steps to protect children from abuse
- take disclosures of harm or abuse made by a child seriously
- raise concerns with ABODA Victoria management if risks to child safety are identified, and will report and act on any concerns or observed breaches of this Code of Conduct
- participate in all compulsory training and professional development including training on child safety and wellbeing
- treat all children and young people with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristics
- consider the different needs of all children at ABODA Victoria, support them to participate fully in programs and help them and their families feel included in the association and at events
- make Aboriginal children and families feel included and welcome at ABODA Victoria and support Aboriginal children to express their culture and enjoy their cultural rights
- never be racist towards anyone at ABODA Victoria and report any instances of racism I become aware of
- help ABODA Victoria be a place where people of all cultures feel safe and included
- listen to children and respond to them if they feel unsafe.
- value children and young people's ideas and opinions
- promote friendships and encourage children and young people to support their peers
- involve children and young people in decisions about the activities they participate in at ABODA Victoria and welcome the participation of parents and carers in these decisions
- report any conflicts of interest I have (such as an outside relationship with a child) that may affect my ability to perform my role
- respect the privacy of children and their families, including keeping all personal information confidential unless required by law to share it

- inform parents and carers if there are situations that need to be safely managed but are outside the boundaries of this Code of Conduct
- ensure breaches of this Code are reported to the ABODA Victoria president immediately
- comply with all relevant Australian and Victorian legislation and our child safe policies and procedures
- uphold the rights of the child and always prioritise their needs.

I / We will not:

- condone or participate in illegal, unsafe, abusive or harmful behaviour towards children – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- exaggerate or trivialise child abuse issues
- use hurtful or offensive behaviour or language with children
- fail to report information to police if I know a child has been abused
- persistently criticise and/or denigrate a child
- deliberately prevent a child from forming friendships
- verbally assault a child or create a climate of fear
- offer children and young people alcohol, cigarettes or other drugs
- show children pornographic images
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as changing clothes
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or unnecessary or unsuitable attention
- have unauthorised contact with children and young people online, on social media or by phone
- take photographs, screenshots or share images of children involved in activities that are not authorised by ABODA Victoria
- be alone with a child when there is no professional reason for doing so
- engage in babysitting, mentoring and/or tutoring a child out of work hours (without managerial approval for this kind of secondary employment)

In the event of a breach

If I / we suspect that this Code of Conduct has been breached by another person in the organisation, I / we will:

- act to prioritise the best interests of the child or children
- promptly take actions to ensure the child or children are safe
- as soon as possible report the incident or concerns using the ABODA Victoria complaints process
- maintain the privacy of those involved, following ABODA Victoria record keeping, privacy and information sharing guidelines.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to ABODA Victoria Child Safety Officer Amanda Morrison / leadership.

I, the undersigned, hereby agree to adhere to this Code of Conduct:

Name:

Signature:

Date:

Policy status and review

The President is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from committee members and the ABODA Victoria community.

Created date	29/7/2023
Consultation	ABODA Victoria committee members
Endorsed by	Amanda Morrison, President ABODA Victoria
Endorsed on	27/8/2023
Next review date	27/8/2024