



Young Regional School of Music

Child Safe Policy

Young Regional School of Music (YRSM) wants children who participate in our programs to have a safe and happy experience. We support and respect our children, their families and our staff.

Title	Child Safe Policy
Introduction	<p>Young Regional School of Music (YRSM) is dedicated to the emotional, physical and musical well-being of children in its care. Consequently, as a major strategic concern, YRSM is committed to the development and management of policy that governs the safety of students within its care and for the teaching, administrative and auxiliary staff employed by YRSM.</p> <p>The policy focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children's participation.</p>
Children's Participation	<p>Our organisation supports the active participation of children in the programs, activities and services we offer through:</p> <ul style="list-style-type: none">• Tailoring lessons to suit individual needs;• Maintaining communication with families through the "Music Journal"; and• Developing positive relationships between tutors and students and their families. <p>We provide a range of ways to allow children to provide feedback or raise concerns. We listen to their views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.</p>
Recruitment	<p>Statement YRSM will maintain a rigorous and consistent recruitment, screening and selection process.</p> <p>Practice All advertising will include a role description that identifies key skills and demonstrates YRSM's commitment to a child-safe environment. Short-listing will be used to evaluate experience, values, skills and qualifications, and to identify any gaps or inconsistencies. An interview panel of at least two people, where possible one male and one female, will ask a range of pre-planned interview questions including direct, situational, values-based and behavioural types. These will be used in order to determine industry-based knowledge, past experience and likely future behaviours. Referee checks and WWCC verification will be used to confirm applicant suitability. All offers of employment with YRSM are contingent upon a successful Working with Children Check. All recruited staff will undergo an induction process which will include mandatory training in policies, procedures and practices.</p>
Complaints Management and Reporting	See attached Policy

<p>Training, support and supervision of workers</p>	<ul style="list-style-type: none"> • All new workers will receive a copy of all child safe policies and procedures and the CEO will set up a meeting to discuss the policies and allow the new worker to ask questions and clarify their understanding. • All personnel engaged with YRSM will be required to adhere to the YRSM’s Code of Conduct and this Child Safe Policy. • Child Protection training is a fundamental requirement of employment with YRSM. Training in Child Protection is a legislative requirement and applies to all YRSM personnel. Training in Child Protection is mandatory and will be provided at YRSM’s expense. • At the commencement of duties and annually thereafter this policy and training will be updated and signed off by all YRSM staff as being read and understood. • Child Safe is a standing agenda item at meetings and workers are encouraged to ask questions and contribute to the continuous improvement of Child Safe policies, procedures and practices in the workplace.
<p>Other legislation, industry standards or internal policies</p>	<ul style="list-style-type: none"> • Children’s Guardian Act 2019 • Child Protection (Working With Children) Act 2012 • Children and Young Persons (Care and Protection) Act 1998 • Recruitment Policy • Disciplinary Policy • Codes of Conduct • Vision, Values and Aims Statement • Complaints and Allegations Policy • Staffing, Employment and Salaries Policy
<p>Communication</p>	<ul style="list-style-type: none"> • Our policy will be discussed during induction sessions for all new staff, volunteers and students. • Our policy will be discussed at staff meetings. • Our polices will be available on the YRSM website for all families.
<p>Review</p>	<p>The policy and guidelines will be reviewed every twelve months, or as requirements dictate, and will incorporate comments and suggestions from our range of stakeholders (including staff, children and families).</p>

Approved by the YRSM Board December 2020. To be reviewed December 2021

