



VIVERE MUSIC

CHILD SAFE CODE OF CONDUCT

At Vivere Music, we are dedicated to providing a safe, inclusive, and supportive environment where all children can learn and grow through music. This Code of Conduct sets clear expectations for how staff should behave around children, to protect their safety and well-being at all times. It outlines behaviours we promote, those we do not tolerate and highlights our shared responsibility to prevent harm, report concerns, and foster a culture where child safety comes first.

The owner will:

1. Be responsible for ensuring that the organisation is Child Safe
2. Be responsible for the overall welfare and wellbeing of staff
3. Be accountable for managing and maintaining a duty of care towards staff and members of the community

As a tutor or staff member at Vivere Music, I commit to:

1. **Act professionally:** maintain respectful, ethical relationships with children, families and colleagues - prioritising their safety, well-being, and best interests.
2. **Inclusion and Cultural Safety:** Welcome and include all children, families, and carers, actively promoting cultural safety and diversity.
3. **Professionalism and Integrity:** Maintain professional conduct, communicate transparently with families, and uphold ethical standards in all interactions.
4. **Communicate transparently:** keep families informed about lessons, progress, and any concerns.
5. **Collaboration and Support:** Work with families and the Vivere team to ensure each child's needs remain central to all decisions.
6. **Provide safe supervision:** ensure students are properly supervised during all lessons and activities.
7. **Listening and engagement:** value children's voices and respond appropriately to their needs, concerns or disclosures.
8. **Report concerns:** speak up about risks or breaches. Report anything that compromises child safety to the owner of Vivere Music.
9. **Protect privacy and confidentiality:** keep child protection matters confidential and manage boundaries respectfully.
10. **Stay informed:** participate in training and keep up to date with child safety best practices.
11. **Be ready:** respond calmly and effectively to emergencies or incidents.

As a member of Vivere Music's community, no person shall ever:

1. **Harm or abuse a child:** engage in illegal, unsafe or abusive behaviour
2. **Discriminate against any child:**
3. **Ignore concerns:** dismiss, minimise, or ignore signs, suspicions, or disclosures of abuse
4. **Use inappropriate language:** speak to or about children using hurtful, offensive, or discriminatory language
5. **Fail to report abuse:** withhold information from authorities if I know a child has been harmed.
6. **Initiate unnecessary physical contact:** engage in any unwarranted or inappropriate physical contact
7. **Shame or belittle:** persistently criticise or humiliate a child, or create a climate of fear.
8. **Isolate children:** deliberately stop a child from forming friendships or connections.
9. **Expose children to adult content:** showing inappropriate material or using inappropriate language or gestures.

10. **Cross personal boundaries:** develop a “special” relationship with a specific child or young person for their own needs
11. **Photograph or video:** without the child and/or parental consent
12. **Work with children while under the influence:** of both alcoholic or illegal substances.
13. **Engage in open mature/adult discussions:** in the presence of children
14. **Do anything in contravention:** of the organisation’s policies, procedures or this Code of Conduct

I understand the following types of behaviour may be of concern:

- Being alone with a child when there is no professional reason for doing so.
- Showing favour to one child over others.
- Babysitting, mentoring and/or tutoring a child out of work hours (without managerial approval for this kind of secondary employment).

All staff, volunteers, families and community members are encouraged to speak up if they have concerns about the safety of children. Complaints about a breach of this Code of Conduct must be reported to the owner of Vivere Music - Catherine Ho. Catherine can be contacted on her mobile: **0450 078 885**, or via her email: **teaching@viveremusic.com.au**

Some breaches of this Code of Conduct may need to be reported to the NSW Police, the Department of Communities and Justice and the Office of the Children’s Guardian. In the case of this please, speak to **Catherine Ho** and a plan will be derived to protect the children.

Staff and volunteers who breach our Code of Conduct may also be subject to disciplinary action and/or dismissal. This can include increased supervision or suspension or termination from the music school.

PLEASE NOTE:

An adult in child-related work in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so.

All adults in NSW are required to report information to police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused.

I have read this Code of Conduct and agree to abide by it and its terms.

Name:

Signature:

Date:

Last reviewed: 09 Jan 2026

Next review date: 09 Jan 2027

Responsible officer: Catherine Ho
(Owner of Vivere Music)