



VIVERE MUSIC

CHILD SAFE POLICY

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INTRODUCTION

Vivere Music is committed to creating a community that is safe, inclusive, and welcoming for all children, young people, and their families.

We believe child safety is a shared responsibility. All staff, teachers, and volunteers play a vital role in upholding a safe learning space and are expected to speak up if concerns arise.

PURPOSE

All children at Vivere Music have a right to feel safe, protected and included.

This policy is part of our organisation's ongoing commitment to protecting the children in our care from harm and abuse.

It:

- Outlines child safe practices our organisation has put in place to minimise the risks to child safety.
- Sets out what is required from staff, including volunteers and others who interact with our organisation, so they know what is expected from them to keep children safe.

At Vivere Music we commit to the safety and wellbeing of every child in our care. Please read our Statement of Commitment to Child Safety, which is available on our [website](#) and is displayed on site.

Our organisation ensures services and activities are inclusive of all children, including children with diverse needs. Vivere Music maintains a zero-tolerance approach to abuse and is committed to ensuring all concerns are reported and thoroughly investigated.

All staff, volunteers, and carers are guided on how to respond to suspected abuse, both within and outside the organisation.

SCOPE AND AUDIENCE

POLICIES

Vivere Music is dedicated to creating a safe and supportive environment for all children involved in our programs. We uphold the rights of every child—regardless of background or identity—to be protected from abuse, and we have zero tolerance for any form of child abuse.

Everyone in the Vivere Music community shares the responsibility for safeguarding children and reporting any concerns.

We value children's voices and incorporate their input into our child protection practices. Vivere Music is committed to the Child Safe Standards and to fostering an environment where both children and staff feel safe, supported, and respected. In cases of immediate danger, individuals are urged to contact emergency services on 000.

Social media use and online communication

Staff and volunteers must never communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence.

Photography and the use of images

Photos and videos of children can only be taken with the permission of parents or carers. Parents and carers must also approve any images used on our social media channels. It is unacceptable for staff or volunteers to take photos or videos of children, other than their own, on personal devices or to share images without permission.

Physical contact

Physical contact with children should be kept to a minimum. Everyone involved in the organisation is expected to have healthy physical boundaries with children.

Secondary employment

Staff members must declare any secondary employment and make sure there are no conflicts of interest associated with the employment.

Staff and volunteers are not allowed to babysit children in our care unless they know the family or carer outside the organisation. If this is the case, they must let the organisation know that this arrangement is in place so it can be documented.

Out of hours contact with children

Staff and volunteers must let us know about any out-of-hours contact they have with children in our care. It is unacceptable for staff or volunteers to participate in the lives of children outside the organisation without a valid reason. Professional boundaries with the children in our care must be maintained at all times.

RESPONSIBILITIES

Everyone at Vivere Music is expected to carry out the requirements specific to their role to keep children safe. This includes:

- Upholding our organisation's commitment to child safety

- Reading, signing and uploading the behaviours set out in our Child Safe Code of Conduct
- Meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management
- Taking part in our regular reviews of our child safe documents
- Reporting all breaches of our policies or any allegations of child harm or abuse, and meeting all external reporting obligations.
- Completing all child safe training.

Please contact Vivere Music or people responsible for child safety concerns with any of your child-safety related questions or concerns.

The owner of Vivere Music has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The owner is also responsible for ensuring that appropriate policies and procedures and a Child Safe Code of Conduct is in place.

A] The **owner** of Vivere Music is responsible for:

- Ensuring child safety and implementing the requirements of the Child Safe Standards are embedded in all areas of Vivere Music
- Dealing with and investigating reports of child abuse immediately as they are notified
- Ensuring that all workers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the Vivere Music community are aware of their obligation to report suspected abuse of all forms of a child in accordance with these policies and procedures
- Ensuring that all workers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for workers in undertaking their child protection responsibilities.
- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate or minimise any risk of the extent possible
- Educate workers about the prevention and detection of child abuse
- Educate workers on the inclusion of cultural safety
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities

B] All staff share the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and Vivere Music's policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety may be at risk to their manager/supervisor (or, if their manager/supervisor is involved in the suspicion, to a responsible person in the organisation); and
- Provide an environment that is supportive of all children's emotional and physical safety.

C] Active participation of children, families and communities is encouraged in order to build an organisation that is child safe.

- All our child-related policies and procedures are easily accessible on our website and offline for everyone who accesses our services and events, including children, parents, carers and community members.
- Children, parents and carers from diverse backgrounds and circumstances are encouraged to provide feedback on our child-related policies and procedures, including our Child Safe Code of Conduct that describes acceptable and non-acceptable behaviours and our Child Safe Risk Management Plan.
- We provide opportunities for children to provide feedback to the owner on what makes them feel safe, supported and included.

DEFINITIONS

Abuse of a child: refers to physical abuse, sexual abuse, psychological/emotional abuse, neglect; and exposure to family and domestic violence.

Child for the purposes of this policy means a person below the age of 18 years.

Note: Relevant legislation, services and authorities may refer to a child between the ages of 12 and 18 as a “young person”.

Child protection: any responsibility, measure or activity undertaken to safeguard children from harm.

Child protection authority: The State or Territory government agency that is responsible for protecting children from the risk of harm of abuse or neglect when their parents or carers are unable to do so.

Child protection report: an official notification of a risk of abuse concern to a State or Territory child protection authority.

Cultural Safety: upholding the rights of Aboriginal and Torres Strait Islander children and the children of all nationalities to:

- identify as Aboriginal and/or Torres Strait Islander or another nationality without fear of retribution or questioning
- receive an education that strengthens their culture and identity
- maintain connection to their land and Country
- maintain their strong kinship ties and social obligations
- be taught their cultural heritage by their Elders
- receive information in a culturally sensitive, relevant and accessible manner

Grooming: a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to

establish a position of “trust” so they can then later sexually abuse the child.

Lack of appropriate care: includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

Misconduct: inappropriate behaviours that may not be as severe as abuse, but could indicate that abuse is occurring and would often be in breach of an organisation’s Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Reasonable grounds for belief: is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- a. the child is in need of protection,
- b. the child has suffered or is likely to suffer “significant harm as a result of physical injury”, or
- c. the parents are unable or unwilling to protect the child.

A “reasonable belief” or a “belief of reasonable grounds” is not the same as having proof, but is more than mere rumour or speculation.

A “reasonable belief” is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a “reasonable belief” might be formed if:

- a. a child states that they have been physically or sexually abused;
- b. a child state that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- c. someone who knows a child states that the child has been physically or sexually abused;
- d. professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- e. signs of abuse lead to a belief that the child has been physically or sexually abused.

Workers include all staff, contractors and volunteers including the owner.

EMPLOYMENT OF NEW PERSONNEL

Vivere Music undertakes a comprehensive recruitment and screening process for all workers that aims to:

- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share Vivere Music's values and commitment to protect children; and
- prevent a person from working at Vivere Music if they pose a risk to children.

Vivere Music requires all workers to pass through the organisation's recruitment and screening processes prior to commencing their engagement with Vivere Music.

Vivere Music may require applicants to provide a Working With Children's Check (WWCC) in accordance with the law and as appropriate, before they commence working at Vivere Music and during their time with Vivere Music at regular intervals.

Vivere Music will undertake thorough reference checks as per the approved internal procedure.

Once engaged, workers must review and acknowledge their understanding of this Policy.

RISK MANAGEMENT

Vivere Music will ensure that child safety is a part of its overall risk management approach.

The owner of Vivere Music will have the ultimate responsibility of managing risks at Vivere Music and maintain regular training in relation to child safety.

REPORTING

Any worker who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. Contact details for NSW can be found in Appendix I.

They should also advise their manager/supervisor/owner about their concern.

In situations where the manager/supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

Managers/supervisors must report complaints of suspected abusive behaviour or misconduct to the owner and also to any external regulatory body such as the police.

For the purposes of this policy any worker will be considered a mandatory reporter and should adhere to the mandatory reporting requirements for New South Wales.

INVESTIGATING

If the appropriate child protection service or the police decide to investigate a report, all workers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the owner will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the owner may decide to conduct an investigation. All workers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The owner will make every effort to keep any such investigation confidential; however, from time to time other workers may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the owner shall coordinate the investigation with the appropriate investigators and/or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

RESPONDING

If it is alleged that the worker may have committed an offence or have breached the organisation's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Vivere Music will have safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

RELATED DOCUMENTS

Vivere Music has a range of key documents that relate to child safety. These can be accessed at www.viveremusic.com.au/childsafepolicy.

- [Statement of Commitment](#)
- [Child Safe Code of Conduct](#)
- [Child Safe Reporting Policy](#)
- [Child Safe Recruitment, Induction and Training Policy](#)
- [Child Safe Risk Management Policy](#)

PUBLICATION

Our Child Safe Policy and other child safe documents can be found on our website at [Vivere Music](#). Anyone involved in our community can request a copy via email at any time. We invite any feedback for our child safe policy documents whenever our it is up for review.

REVIEWING

Every year, and following every reportable incident, the owner shall conduct a review of the Child Safe Policy to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care.

APPENDIX I:

MANDATORY REPORTING GUIDELINES

Vivere Music has to understand and comply with a number of NSW child protection laws and schemes. These include:

- NSW Child Safe Scheme
- Children's Guardian Act 2019
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care and Protection) Act 1998

Where to contact if you need to respond to a risk of child abuse, or concern or allegation of misconduct.

Office of the Children's Guardian

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/reportable-conduct-scheme/notification-forms>

IN ALL INSTANCES WHERE A CHILD IS IN IMMEDIATE RISK OF ABUSE CALL THE POLICE ON 000

APPENDIX II:

NSW CHILD SAFE STANDARDS

STANDARD 1:

Child safety is embedded in organisational leadership, governance and culture

- The organisation publicly commits to child safety and leaders champion a child safe culture
- Child safety is a shared responsibility at all levels of the organisation
- Risk management strategies focus on preventing, identifying and mitigating risks to children
- Staff and volunteers comply with a code of conduct that sets clear behavioural standards towards children
- Staff and volunteers understand their obligations on information sharing and record keeping

STANDARD 2:

Children participate in decisions affecting them and are taken seriously

- Children are able to express their views and are provided opportunities to participate in decisions that affect their lives
- The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and be less isolated
- Children can access abuse prevention programs and information
- Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to communicate and raise their concerns

STANDARD 3:

Families and communities are informed and involved

- Families have the primary responsibility for the upbringing and development of their child and participate in decisions affecting their child
- The organisation engages in open, two-way communication with families and communities about its child safety approach and relevant information is accessible
- Families and communities have a say in the organisation's policies and practices
- Families and communities are informed about the organisation's operations and governance

STANDARD 4:

Equity is upheld and diverse needs are taken into account

- The organisation actively anticipates children's diverse circumstances and responds effectively to those with additional vulnerabilities

- All children have access to information, support and complaints processes
- The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, children who identify as LGBTQIA+ and children from culturally and linguistically diverse backgrounds

STANDARD 5:

People working with children are suitable and supported

- Recruitment, including advertising and screening, emphasises child safety
- Relevant staff and volunteers have Working With Children Check
- All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities, including reporting obligations
- Supervision and people management have a child safety focus

STANDARD 6:

Processes to respond to complains of child sexual abuse are child focused

- The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families
- The organisation has an effective complaint-handling policy and procedure which clearly outline roles and responsibilities, approaches to dealing with different types of complaints and obligations to act and report
- Complaints are taken seriously, responded to promptly and thoroughly, and reporting, privacy and employment law obligations are met

STANDARD 7:

Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

- Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
- Staff and volunteers receive training on the organisation's child safe practices and child protection
- Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures

STANDARD 8:

Physical and online environments minimise the opportunity for abuse to occur

- Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development
- The online environment is used in accordance with the organisation's code of conduct and relevant policies

STANDARD 9:

Implementation of the Child Safe Standards is continuously reviewed and improved

- The organisation regularly reviews and improves Child Safe practices

- The organisation analyses complaints to identify causes and systemic failures to inform continuous improvement

STANDARD 10:

Policies and procedures document how the organisation is child safe

- Policies and procedures address all Child Safe Standards
- Policies and procedures are accessible and easy to understand
- Best practice models and stakeholder consultation inform the development of policies and procedures
- Leaders champion and model compliance with policies and procedures
- Staff understand and implement the policies and procedures.

Derived from the Office of the Children's Guardian

<https://ocg.nsw.gov.au/child-safe-scheme/what-are-child-safe-standards>