

# Redland City Bands

## Child Protection and Safeguarding policy



### Policy Statement

1. All people, regardless of their age, gender, race, religious beliefs, disability, sexual orientation, or family or social background, have equal rights to protection from abuse, neglect or exploitation; specifically, Redland City Bands has a strong commitment to child safety and all children who are members of, or visit Redland City Bands have a right to feel safe and to be safe. Redland City Bands has a zero tolerance to child abuse, and the welfare of our child members will always be a primary priority. We are committed to maintaining a child safe and child friendly environment where children can feel safe and have fun.
2. Redland City Bands commits to promoting and protecting the welfare and human rights of people that interact with, or are affected by, our work - particularly those that may be at risk of abuse, neglect or exploitation. We have no tolerance for abuse, neglect or exploitation. We will take a survivor-centric approach in all that we do.
3. All members, volunteers, partners and third parties of Redland City Bands share responsibility for protecting everyone from abuse, neglect or exploitation. Beyond this, particular people have specific responsibilities, and they must carry out their duties without exception.
4. Redland City Bands has a Code of Conduct that all members are aware of and it is their personal responsibility to uphold the standards of the Code of Conduct; any inappropriate conduct will be result in disciplinary action as outlined in the Redland City Band's Constitution, and any illegal behaviour of a violent or sexual nature will result in immediate Police notification.
5. All Conductors and all members of the Committee must provide their Blue Card, or a valid exemption to the band Secretary for registration; or for members of the Executive, an application in process as soon as practicable after appointment – for clarity, Conductor Blue Cards are required *prior* to appointment.
6. All communications from Redland City Bands to children are to have their parent or primary care giver's email address included in the communication; this is to extend to texts from Band Reps to include in their distributions the parent or primary care giver's mobile number; this can continue until the parent or primary care giver advises Redland City Bands via an email to the Secretary or text to the Band Rep that they no longer wish/need to receive the Band's communications, but not before the child is 18 years old.
7. Redland City Bands has a process for managing incidents that must be followed when one arises.

### Purpose

8. The purpose of this policy is to:
  - a. Help protect people that interact with, or are affected by, Redland City Bands.
  - b. Define the key terms we use when talking about protecting people or safeguarding.
  - c. Set out and develop the way Redland City Bands manages safeguarding risks.
  - d. Set out the specific roles and responsibilities of persons working in and with Redland City Bands.
  - e. Facilitate the safe management of incidents.
  - f. To support a positive and effective internal culture towards safeguarding.

## Definitions

9. Child is an individual under 18 years of age.
10. 'Safeguarding' means protecting the welfare and human rights of people that interact with, or are affected by, Redland City Bands, particularly those that might be at risk of abuse, neglect or exploitation. This refers to any responsibility or measure undertaken to protect a person from harm.
11. 'Abuse, neglect or exploitation' means all forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example:
  - a. Sexual harassment, bullying or abuse;
  - b. Sexual criminal offences and serious sexual criminal offences;
  - c. Threats of, or actual violence, verbal, emotional or social abuse;
  - d. Cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime;
  - e. Coercion and exploitation;
  - f. Abuse of power.
12. 'Reasonable grounds to suspect' is a situation where a person has some information that leads them to believe that abuse, neglect or exploitation has taken place, is taking place, or may take place. It comes with a low burden of proof (in fact, no proof is needed at all) but is based on some information. Questions that may help a person to determine whether they have 'reasonable grounds to suspect' might include:
  - a. Could you explain to another person why you suspect something? This helps to make sure that your suspicion is based on information, even if you have no proof.
  - b. Would an objective other person, with the same information as you, come to the same conclusion? This helps to make sure that your suspicion is as objective as possible.
13. A 'survivor-centric approach' means considering and lawfully prioritising the needs, right and wishes of survivors.

## Roles and responsibilities

14. While the responsibility to protect people is shared by all who work at or with Redland City Bands, some individuals have specific obligations with which they must comply.
15. The members of the Committee of Redland City Bands are responsible for:
  - a. Protecting all people that interact with, or are affected by, Redland City Bands;
  - b. Ensuring that there are appropriate and effective ways for Redland City Bands to do this;
  - c. Ensuring that Redland City Bands observes all relevant laws relating to safeguarding;
  - d. Ensuring that Redland City Bands takes a survivor-centric approach.
16. The Executive of Redland City Bands must:
  - a. Ensure Redland City Bands has effective and appropriate ways to manage safeguarding and legal compliance;
  - b. Ensure that, within Redland City Band's approach, reasonable steps are taken to protect people;
  - c. Ensure that reports to external parties are made where required.

17. The Safeguarding Managers of Redland City Bands are all Conductors and any and all members of the Committee, must:
- a. Manage reports of abuse, neglect or exploitation;
  - b. Ensure that all members, contractors, and volunteers are aware of relevant laws, policies and procedures, and Redland City Band's Code of Conduct;
  - c. Ensure that all members, contractors and volunteers are aware of their obligations to report suspected incidents of abuse, neglect or exploitation;
  - d. Manage reports of abuse, neglect or exploitation;
  - e. Provide support for members, contractors and volunteers in undertaking their responsibilities.
18. All Members of Redland City Bands must:
- a. Promote a positive culture towards safeguarding;
  - b. Implement this policy in their area of responsibility;
  - c. Ensure that the risks of incidents have been considered in their area of responsibility;
  - d. Ensure that there are appropriate controls in place to prevent, detect and respond to incidents;
  - e. Facilitate the reporting of any suspected abuse, neglect or exploitation;
  - f. Take a survivor-centric approach to potential incidents and ensure that any incident is dealt with transparently and accountably.
19. All Members and Volunteers of Redland City Bands must:
- a. Familiarise themselves with the relevant laws, the Code of Conduct, as well as this policy for safeguarding;
  - b. Comply with all requirements;
  - c. Report any incident to the appropriate authority when it is reasonable to suspect that a person's safety or welfare is at risk
  - d. Report any suspicion that a person's safety or welfare may be at risk to the appropriate authority;
  - e. Provide an environment that is supportive of everyone's emotional and physical safety.
20. All partners and contractors of Redland City Bands must:
- a. Implement the provisions of this policy and Redland City Bands's procedures in their dealings with Redland City Bands;
  - b. Report any suspicion that an incident may have taken place, is taking place, or could take place.

## Managing safeguarding risk

21. The way Redland City Bands manages the risks of safeguarding will be:
- a. Holistic. Redland City Bands and its stakeholders will work to prevent, detect and take action on incidents.
  - b. Risk-based and proportionate. Redland City Bands will regularly assess the risks to people in its operations and develop proportionate controls to mitigate those risks.
  - c. Survivor-centric. Redland City Bands will put survivors at the heart of its approach to safeguarding.

- d. Lawful. Redland City Bands will ensure that it understands and complies with the law in everything it does, in all jurisdictions in which it works.

22. Redland City Bands will manage the risk of safeguarding by:

- a. Having up-to-date and documented risk assessments;
- b. Maintaining a register of Redland City Band's legal obligations for safeguarding and workplace health and safety in all the jurisdictions in which it operates;
- c. Having an action plan that sets out how it will manage safeguarding;
- d. Adhering to this Safeguarding Policy and its Code of Conduct;
- e. Implementing policies, procedures and systems that introduce controls to reduce the likelihood and consequence of incidents;
  - i. by not leaving a guest of the band unsupervised with a child or children;
- f. Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities;
- g. Maintaining two reporting processes: the confidential reporting process, and the overt reporting process;
- h. Having an incident response plan;
- i. Monitoring and reviewing the effectiveness and proportionality of its safeguarding approach.

## Managing incidents

23. Harassment, abuse, neglect and exploitation are all serious misconduct and Redland City Bands reserves the right to:

- a. Take disciplinary action against those it believes are responsible, which may include dismissal;
- b. Take civil legal action;
- c. Report the matter to law enforcement.

### *Reporting suspected incidents*

24. All members, volunteers and third parties must, as soon as practicable, report any suspicion that an incident has taken place, may be taking place, or could take place.

25. They may do this through direct reporting to:

- a. The Executive;
- b. Any member of the Committee;

26. If a person wants to report confidentially, including with anonymity, they may use the confidential reporting system, which is: to escalate to a member of the Executive or Committee, and make it known that they wish to remain anonymous.

27. If a person believes that another person is at risk of immediate harm or the victim of a criminal offence, they must dial 000.

### *Responding to suspected incidents*

28. All suspected, perceived, potential or actual incidents will be managed through the incident response plan.

### *External reporting*

29. Redland City Bands will:
  - a. Report any suspicion of a criminal offence to the police or the relevant criminal judicial body;
  - b. Disclose any relevant details to our Insurance provider as required under the terms of Redland City Band's insurance policy.

### **Privacy and data protection**

30. All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Redland City Bands will protect personal information.
31. Redland City Bands's Privacy Policy applies.

### **Administration of this policy**

32. This Policy will be reviewed every two years. The next review will be in May 2027.