



Code of Conduct & Confidentiality Agreement



Document Version Control

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1. PURPOSE

The purpose of this Code of Conduct is to:

- promote child safety and wellbeing in the Victorian State Youth Brass Band environment;
- set standards about the ways in which individuals will work, behave and conduct themselves when interacting with all band members and other children/youths - regardless of their ability, gender, race, creed or other differentiating feature;
- outline the possible consequences should this code of conduct be breached.

2. REFERENCE DOCUMENTS

Title	Owner	Version
Child Wellbeing and Safety Act 2005	Vic. Gov.	044
Child Protection Policy	Skunkworks	1.0
What to do when an allegation of child abuse is made	Skunkworks	1
Child Safety Incident Report - template	Skunkworks	1
VSYBB Volunteer Policy	Skunkworks	1
VSYBB Volunteer Engagement Handbook	Skunkworks	1
VSYBB Child Safe Volunteer Induction	Skunkworks	1

3. SCOPE

All individuals who are working in the Victorian State Youth Brass Band environment are required to comply with this Code of Conduct. Such individuals include those who are:

- directly engaged or employed or come in contact with band members at Victorian State Youth Brass Band.

The Victorian State Youth Brass Band environment is any physical or virtual place made available or authorised by Skunkworks Community for use by band members during or outside band rehearsal, and includes:

- online VSYBB environments including social media; and
- Other locations provided used VSYBB for our band member's use, including locations used for band camps, band performances, excursions, competitions and other events.

4. CHILD SAFETY TEAM

Under the Directors of Skunkworks Community, the Child Safety Team will:

- a) Be responsible for the overall welfare and wellbeing of staff and volunteers;
- b) Be accountable for managing and maintaining a duty of care towards staff and volunteers;
and
- c) Nominate a Child Safety Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.



All reports of child abuse or child safety by members of the band's Community should be made to a member of the Child Safety and Wellbeing Team. The members of the Child Safety and Wellbeing Team are documented in Child Safety and Wellbeing Policy.

5. STANDARDS OF CONDUCT

5.1. ACCEPTABLE BEHAVIOURS

Skunkworks Community (SW) and Victorian State Youth Brass Band (VSYBB) staff and volunteers are responsible for supporting the safety, participation, wellbeing and empowerment of children and are expected to behave with children by:

- working towards the achievement of the vision and mission of the SW / VSYBB
- adhering to the VSYBB's child safe policy at all times and upholding the SW / VSYBB's statement of commitment to child safety at all times
- upholding their duty of care towards the children in their care;
- establishing and maintaining a child safe environment in the course of their work;
- respecting each child's privacy;
- protecting each band member from violence, abuse, bullying, torment, ridicule and neglect;
- avoiding covert or overt sexual behaviours when interacting with band members;
- maintaining appropriate physical and emotional boundaries when in the band members presence;
- refraining from using or possessing illegal drugs or alcohol when working with the band members;
- being positive role models;
- treating everyone with respect;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- promoting the cultural safety, participation and strengths of Aboriginal band members, band members with culturally and/or linguistically diverse backgrounds, band members with a disability, international band members, band members who are unable to live at home
- promoting the safety, participation and growth of children with a disability (for example, during personal care activities);
- immediately reporting any allegations or concerns of child abuse to a member of the SW / VSYBB's Child Safety Team;
- ensuring that wherever possible no adult is left alone with a child (excepting if they are a parent of the child);



- responding promptly if an allegation of child abuse is made and as quickly as possible, ensuring that the child(ren) are safe;
- encouraging band members to have a voice and participate in all relevant SW / VSYBB activities where possible, especially on issues that are important to them;
- only using online contact with band member and their families for musical or relevant VSYBB purposes;
- not tolerating racism within the VSYBB and reporting any instance of racism to be dealt with by Skunkworks Community;
- Supporting all children to express their culture and enjoy their cultural rights.
- building and maintaining an inclusive culture, which is respectful of different family structures in order to support all children to feel safe and be safe.

5.2. UNACCEPTABLE BEHAVIOURS

Victorian State Youth Brass Band staff and volunteers, must not engage in specific inappropriate behaviours with children that includes but are not limited to the following:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily or inappropriately
- put children at risk of abuse
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature with or in the presence of children
- use inappropriate language in the presence of children
- express personal views in a discriminatory or demeaning way in the presence of children
- discriminate against any child, because of (but not limited to) culture, race, sex, ethnicity or disability
- fail to inform the Musical Director or Child Safety Officer of any unbecoming or inappropriate behaviour that would endanger the safety of any VSYBB child or their family
- ignore or disregard any suspected or disclosed child abuse
- communicate directly with a band member through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to music or extra-curricular activities or where there is a safety concern or other urgent matter



By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to one of Victorian State Youth Brass Band's Child Safety Officers.

6. BREACH OF THIS CODE

Staff, volunteers, contractors and visitors who breach this code of conduct will be liable to disciplinary action in accordance with Skunkworks Community and Victorian State Youth Brass Band policies.

In instances where a reportable allegation has been made, the matter will be managed in accordance Skunkworks/VSYBB Reportable Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Child Safety Code of Conduct must be reported to the Skunkworks Community Directors and if the breach or suspected breach relates to the Skunkworks Community Directors, contact the President Victorian State Youth Brass Band.

7. IMPLEMENTATION AND REVIEW

The VSYBB community will be informed about this Code of Conduct. It will be publicly available on the Skunkworks Community website (State Youth Brass Band page) and communicated via email.

This Code of Conduct will be reviewed at least every year and every time there is a reportable incident or otherwise as often as circumstances require.

8. CODE OF CONDUCT AGREEMENT

Each staff and volunteer member will be asked to sign off on this Code of Conduct each year. By signing the Code of Conduct below, the signatory is committing to ensuring they follow the SW / VSYBB's Code of Conduct when working with our band members.

Signatory's Name: _____

Signature: _____

Date: _____



9. CONFIDENTIALITY

Whilst you are working as a volunteer, you may receive, overhear, or observe confidential information regarding band members, staff or other volunteers. Confidential information received in the course of your volunteering must be kept confidential. Confidential Information means all information relating to:

- a) Skunkworks Community and the VSYBB's business, current and future band members and parents, suppliers, financial affairs, commercial, economic and policies of VSYBB; and
- b) the methods, processes, systems, techniques, practices and procedures employed by the VSYBB.

You must not, either during your role or after it has ended, disclose any Confidential Information developed, accessed or acquired by you as a result of your role, except:

- a) as required by Law
- b) with the Skunkworks Community and VSYBB's prior written consent

Discussing information you have acquired during your volunteer role with staff, band members, family, friends or other volunteers inside or outside the VSYBB is not acceptable. You must only use the Confidential Information for the purpose of your role and must not use or attempt to use any Confidential Information in any manner which may injure or cause loss to the Skunkworks Community and the VSYBB.

Confidentiality requirements apply to the use of social media and email.

In your volunteer role, you must not contact the media except with permission from the Skunkworks Community Directors.

Privacy Laws protect personal information about volunteers, band members and staff. You may need to be told specific detail about a band member to enable you to carry out your volunteer role. The Skunkworks Community and VSYBB will only provide you with information that is necessary for your role. Not all volunteers you are working with may need to be aware of this information, therefore this information needs to be treated as private and confidential.



10. CONFIDENTIALITY AGREEMENT

The following statement shall be read and the document signed:

I acknowledge that any information received from band members or staff records placed in my charge or custody during the course of my volunteer work with Skunkworks Community and the Victorian State Youth Brass Band may not be disclosed to any person without the authorisation of the Skunkworks Community Directors.

Any unauthorised disclosure of confidential information, whether deliberate or otherwise, will result in immediate termination of my volunteer work and may also result in criminal or civil proceedings against me.

Signatory's Name: _____

Signature: _____ Date: _____