

Sample Human resources practices for child safe organisations

Child safety officer

The president for the time being (or in his or her absence the Vice President for the time being) is (organisation)'s designated Child Safety Officer

Training and induction

All musical directors and volunteers working with children will receive training in the following areas:

- identifying, assessing and reducing or removing child abuse risks
- your organisation's policies and procedures (including the code of conduct and child safe policy)
- legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks, where required
- how to handle a disclosure or suspicion of abuse, including your organisation's reporting guidelines
- cultural awareness training.

Supervision

Where practical, a musical director and at least one other volunteer will be present during activities with children. In particular, children with a disability may require additional supervision.

All new musical directors and volunteers will be supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate.

Any warning signs will be reported through appropriate channels, including Hyde Street Band Inc.'s internal reporting procedures (such as your Child Safety Officer and Management Committee), the Department of Health and Human Services (child protection), or police if a child is believed to be at imminent risk.

Performance and development review

(organisation) uses a proactive performance development strategy to improve musical directors and volunteers skills and knowledge on child safety.

Performance is measured against the organisation's standards of conduct and care to ensure that musical directors and volunteers meet expected outcomes.

Code of conduct

Please see the separate Child Safety Code of Conduct.