



Child Safety Policy

Surfers Paradise Brass Band & Benowa Brass Band

1. Purpose

This policy outlines how Surfers Paradise Brass Band and Benowa Brass (known onwards as “the bands”) ensures a safe, supportive, and child-friendly environment for all members under 18 years of age. It clarifies expectations, supervision arrangements, and Blue Card requirements in accordance with the **Working with Children (Risk Management and Screening) Act 2000 (Qld)**.

2. Scope

This policy applies to:

- All band members (adult and youth)
- Conductors, tutors, committee members, and volunteers
- Rehearsals, performances, competitions, workshops, tours, and community events
- Any activity where minors participate in or attend band-related activities

3. Legislative Framework

This policy aligns with the following legislation and standards:

- Child Safe Organisations Act 2024 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Child Employment Act 2006 (Qld)
- Blue Card System requirements
- 10 Child Safe Standards (QFCC)
- United Nations Convention on the Rights of the Child (UNCRC)

4. Our Commitment to Child Safety

The bands uphold the rights of all children and young people, guided by a universal principle that prioritises the cultural safety of Aboriginal and Torres Strait Islander children. Both bands are committed to:

- Providing a safe, inclusive, and respectful environment for young musicians
- Ensuring children are supervised appropriately at all times
- Preventing harm, abuse, or misconduct
- Complying with Queensland child-safety legislation
- Promoting a culture where concerns can be raised without fear
- Zero tolerance for child abuse or harm.

5. Child and Youth Risk Management Strategy (CYRMS)

The bands maintain a current CYRMS, including:

- Statement of commitment to child safety and cultural safety
- Code of conduct for interacting with children
- Procedures for recruiting and managing volunteers
- Risk management plans for all activities, including online environments and offsite events
- Use of specific risk assessment tools and templates
- Procedures for handling disclosures, complaints, and reportable conduct

6. Blue Card and Screening Requirements

6.1. General Rule

Individuals working or volunteering with children must:

- Hold a Valid Blue Card
- Be linked to the relevant band through the Blue Card Services portal
- Maintain compliance with renewal and ongoing monitoring requirements.
- **Events not specifically child-focused** (e.g., community concerts, competitions, or adult-based activities) **do not require Blue Cards unless the event exceeds 7 consecutive days**. However, both bands will maintain a record of all volunteers, including names and contact details, for transparency and safety.

6.2. Committee Responsibilities

The bands committee must:

- Maintain a register of members who hold Blue Cards
- Ensure Blue Cards are obtained where legally required
- Review roles annually to confirm compliance

7. Supervision of Minors

7.1. Rehearsals

- Parents/guardians are responsible for transporting and supervising their children before and after rehearsals
 - Parents/guardians are welcome to stay during rehearsals, providing they abide by the bands policies and procedures
- During rehearsals, minors are supervised by the musical director or any committee members that are present
- At least two adults must always be present with a minor (no one-on-one situations)

7.2. Performances & Events

- Minors remain under general supervision of band leadership
- For parades, competitions, and community events, minors must be signed in and out by a parent/guardian
- Parents are encouraged to attend performances where practical

7.3. Travel & Accommodation

- Parents/guardians are responsible for all travel arrangements unless otherwise agreed in writing
- Where commitments require staying away from home, the band encourages parents/guardians to stay with their minor. Where this is not possible, parents/guardians must make prior arrangement in written form to the committee

8. Code of Conduct

All participants must follow the bands Code of Conduct. As aligned with the Code of Conduct, all members must:

- Treat children with respect, fairness, and courtesy
- Maintain appropriate physical and emotional boundaries

- Avoid one-on-one unsupervised interactions
- Use appropriate language and behaviour at all times
- Report any concerns immediately to the committee

Members must **not**:

- Engage in any form of harassment, discrimination, or bullying
- Transport minors without parental consent
- Photograph or film minors without permission

9. Child Participation and Feedback

The bands value the voices of children and young people. We will:

- Create meaningful opportunities for children to contribute to decision-making and policy reviews
- Invite feedback through regular surveys, suggestion boxes, and direct consultation
- Ensure children understand how to raise concerns or make a complaint

10. Managing Concerns or Incidents

Any member of the bands who becomes aware of:

- Unsafe behaviour
- Inappropriate conduct
- A child at risk
- A breach of this policy

must report it immediately to:

- The Band President, committee member or
- Via phone: 0419 646 515 or email: surfersbrass.secretary@outlook.com

Serious concerns will be escalated to:

- Queensland Police Service
- Blue Card Services
- Relevant child protection authorities

All reports will be handled confidentially and sensitively.

11. Risk Management

The bands will:

- Review child-safety risks annually
- Ensure venues are safe and appropriate
- Maintain emergency procedures
- Ensure first-aid resources are available at rehearsals and events
- Investigate complaints / reports with clear timeframes, escalation pathways and support all parties.

12. Public Availability and Transparency

The bands will ensure this policy is accessible to all members, parents and guardian by:

- Providing the policy in multiple formats (easy to read, large fonts, translated where applicable)
- Publish this policy and supporting documentation on their websites or members portal
- Provide printed copies upon request
- Communicate updates and review outcomes to stakeholders.

13. Roles and Responsibilities

- Committee and Executive: Oversee compliance, governance, and policy review
- Child Safety Officer (if applicable): Coordinate implementation and act as a contact for concerns
- Members and Volunteers: Uphold the policy and report concerns
- Parents and Guardians: Support child safety practices and encourage children to speak up

14. Implementation and Monitoring

The bands will:

- Implement this policy through operational procedures and supervision
- Monitor compliance through regular reporting and annual review
- Evaluate effectiveness through feedback and audits

15. Policy Review

This policy will be reviewed annually, or earlier if:

- Legislation changes
- Band activities change
- An incident or concern highlights the need for revision

16. Support documents

- Code of Conduct
- Incident Reporting Form
- Risk Assessment Templates.