

Suzuki Music (Victoria)

Child Safe Policy



This Child Safe Policy was approved by the Suzuki Music Council on May 15 2017, and endorsed by members at the annual general meeting. It is due to be reviewed on May 15 2019.

This policy was written to demonstrate the strong commitment to child safety of our staff, teachers and volunteers, and to provide an outline of the policies and practices we have developed to keep everyone safe from any harm, including abuse.

Commitment to child safety

All children who participate in activities organised by Suzuki Music (Victoria) have a right to feel and to be safe. The welfare of the children in our care will always be our first priority, and we have zero tolerance for child abuse. We aim to create a child safe and child friendly environment where children can feel safe, develop their musicianship, and enjoy being part of a nurturing musical community.

This policy was developed in collaboration with staff, volunteers and parents, on behalf of the children who use our services. It applies to all staff, volunteers, children and individuals involved in our organization.

Children's rights to safety and participation

Suzuki Music (Victoria) staff, teachers and volunteers encourage children to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We listen to and act on any concerns children, or their parents, raise with us. We make ourselves available to discuss issues with children and parents as they arise, and we actively seek feedback after Suzuki Music (Victoria) events.

Valuing diversity

We value diversity and do not tolerate any discriminatory practices. Embedded in the Suzuki philosophy is the understanding that every child has value and potential, regardless of their physical or intellectual capabilities, and regardless of their ethnicity or culture.

Suzuki Music (Victoria) is sensitive to the needs for cultural safety of Aboriginal children and their families, and of children from culturally and/or linguistically diverse backgrounds and their families. We welcome the participation of these groups in Suzuki events.

We also welcome children with a disability. Our teachers work with parents to determine the most appropriate programs for their children, and when planning events, we look creatively for ways to include them.

Recruiting staff and teachers

Suzuki Music (Victoria) applies the best practice standards in the recruitment and screening of staff and teachers. We interview and conduct referee checks on all staff and teachers, and require police checks and Working with Children Checks for relevant positions. Our commitment to Child Safety and our screening requirements are included in all advertisements.

Supporting staff and teachers

Suzuki Music (Victoria) seeks to attract and retain the best staff and teachers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and teachers, all of whom receive training on the requirements of the Code. This takes place during Teacher Training courses, and in the ongoing Professional Development sessions run by Suzuki Music (Victoria).

Reporting a child safety concern or complaint

The President and Vice President of Suzuki Music (Victoria) are the appointed Child Safety People whose specific responsibility it is to respond to any complaints made by staff, volunteers, parents or children.

All concerns and complaints are handled with sensitivity, and with confidentiality, insofar as this is possible.

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur, and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

Reviewing this policy

This policy will be reviewed every two years, and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers.

Suzuki Music (Victoria) Code of Conduct for Employees, Volunteers and Contractors Working with Children and Young People



Management, staff, volunteers and contractors at Suzuki Music (Victoria) are required to abide by this Code.

Under the President of Suzuki Music (Victoria), management will:

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
3. Provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

The President and Vice President will act as Child Safety Officers, dealing with any child safety issues that may arise.

All people involved in the care of children on behalf of Suzuki Music (Victoria) will:

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for the relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect, and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Use touch in a professional and appropriate manner for guidance and instruction;
11. Respect the privacy of children, their families and teacher/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of Suzuki Music (Victoria); and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;

4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities, unless it is with the approval of, and under the supervision of, the child or young person's parent or guardian;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children;
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.