



RISK MANAGEMENT STRATEGY



REDLANDS EISTEDDFOD INC.

CODE OF CONDUCT

Effective as of January 2007

As providers of cultural activities for children through to adults we believe we are part of the community of care. Whilst providing performance platforms for young people in the fields of Music, Dance and Speech & Drama in a positive environment, we are at all times committed to their safety and well being. They will be treated with respect and understanding at all times. In order to ensure they are kept safe from harm our organization will take the following steps and implement the following procedures:

- Ensure that all venues and facilities are safe for both performers and the audience and that all signage is clear and that the various areas are clearly marked and supervised.
- Ensure that adequate change rooms are made available for dancers, catering for both gender and age. These change rooms will be constantly supervised by a qualified member of the organization.
- Ensure that all volunteers of the organization coming into contact with the children in any way hold a current blue card, have undergone a blue card check and 3 reference checks.
- Ensure that all Adjudicators (the only paid people associated with the eisteddfod for their expert advice) have been screened thoroughly, hold a blue card and are well referenced.
- Ensure that each volunteer is competently trained at the task set and is fully aware of their code of conduct. A form will be signed to acknowledge this.
- Ensure each volunteer signs in and out at the beginning and end of each shift.
- Ensure that the rules surrounding Photography and Videoing of performers are upheld.
- Ensure that all children under the age of 18 are accompanied by a parent, carer or teacher at all times other than when performing or when backstage.
- Ensure that the rules and regulations including acceptable codes of conduct governing participation by both performers and parents/teachers are provided in the schedule and programme and that acknowledgement of this is recorded on the entry form.
- Notify the Department of Child Safety if any volunteer suspects a child is being harmed in the home. This includes any suspicions of a family member harming the child/young person whilst at the Eisteddfod.
- Notify the Department of Child Safety if any volunteer suspects a child is self-harming.
- Notify the Police if any volunteer suspects a child is being harmed outside the home. This includes any harm done to a child/young person whilst at the Eisteddfod.

As a volunteer organization providing performance opportunities for young people, we will demonstrate:

- Understanding of children and young people, their ages, stages of development, special circumstances and special needs.
- No physical contact at any time unless requested by the child/young person in the case of a minor costume or prop malfunction.
- Use of language, which is age/stage appropriate, clear non-bullying and non-sexual.
- Willingness to listen to concerns of the child/young person regarding another child, parent, teacher or volunteer.
- Willingness to listen to concerns of the parent/carer regarding another child, parent, teacher or volunteer.
- Willingness to listen to concerns of teachers regarding another child, parent teacher or volunteer.
- Openness to parent, child and teacher's feedback, suggestions and complaints.

Performers-(ie. children and young people) will demonstrate :

Willingness to listen and receive instructions from volunteers of the organization.

- Respect for other children/young people and adults who are taking part in the eisteddfod. This includes swearing, bullying, intimidation, interference with others property (this includes costumes, props, music, poetry books and instruments) and have no uninvited physical contact with others.
- Adherence to the Rules and Regulations (i.e. conditions of entry) listed in the Schedule and Programme
- Safe and appropriate behaviour while waiting to perform.
- Responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm.

CODE OF CONDUCT CONTINUED.

Parents/Carers and Teachers will demonstrate :

Willingness to listen and receive instructions from volunteers of the organization.

- Willingness to stay out of all areas for performers unless specified.
- Respect for children/young people and adults who are taking part in the Eisteddfod. This includes inappropriate language, bullying, intimidation, interference with property and uninvited physical contact with others.
- Adherence to all rules and regulations (conditions of entry) of the Eisteddfod listed in the schedule and programme as well as total compliance with the Photography and Videoing Regulations.
- Responsibility for the whereabouts of the child/young person/s they are accompanying unless performing or preparing backstage.
- Responsibility for reporting inappropriate behaviour and unsafe situations or harm.

In order to ensure that the eisteddfod is a positive, worthwhile experience for children/young people, as organizers of the Eisteddfod we have the right to :

Disqualify any child/young person or group of children/young people from the competition for failing to comply with the code of conduct above.

- Disqualify any child/young person whose parent/carer or teacher has not complied with the code of conduct above.
- Raise concerns with child/young person, parent or teacher or volunteer if there are concerns.
- Expect that concerns of the children/young people, parents or teachers will be voiced as soon as they arise so that they can be dealt with immediately.
- Refuse entry to venues any child/young person, parent or teacher or volunteer who has previously behaved inappropriately according to the code of conduct.
- Remove any volunteer from duty who has behaved in any way contrary to the code of conduct above.

Procedures for handling suspicions or disclosures of harm :

React calmly and quietly.

- Move to a quiet area so everyone feels comfortable.
- Listen and reassure them that they are safe and that you are going to get help.
- Never ask leading questions- let them tell the story.
- Make sure detailed notes are made regarding the disclosure (whether during or after) including date, time, location who was present, exactly what they said and any thing you may have said.
- Report the disclosure of harm to either the Department of Child Safety or Police. (depending on the nature of the harm-criminal offences including sexual assault must be reported to the police)-Include all disclosure details above including the name, age, and address of the child or young person harmed, where the child or young person is at that point of time, any information regarding the alleged perpetrator of the crime and your details.

.....
AGREEMENT

Agreement to be signed by either Parent, Carer or Teacher of performer (i.e for Child or Young Person)

(To the age of 18 years.)

The clause below is to be added to the Entry Form. The Child Protection Policy and Code of Conduct will appear in the Rules and Regulation of both the schedule and Programme. Entries will not be accepted unless entry form is signed accepting ALL conditions of entry. .

I.....have read and agree to uphold the Rules and Regulations, Child protection Policy and Code of Conduct of the Redlands Eisteddfod Inc. necessary for the organization to maintain a safe, friendly environment for children and young people.

Signed..... Competitors Name.....

Date.....

PLEASE RETURN THIS FORM SIGNED WITH YOUR ENTRY FORM IF YOU HAVE NOT DONE SO PREVIOUSLY.