



AUCKLAND BOYS' CHOIR

Safeguarding Policy

Purpose and scope

The purpose of this policy statement is to:

- Protect all children and young people (below the age of 18) under the care of the Auckland Boys' Choir (the Choir) from harm
- Provide staff and volunteers, young people and their families, and all stakeholders of the Choir with the overarching principles to guide our approach in child protection

The scope of this policy applies to:

Any person working under, with, or on behalf of the Choir, including staff, the Board of Management, volunteers, and parent helpers

Legal framework

This policy has been drawn up to support the basis of legislation, policy and guidance that seeks to protect children in New Zealand in accordance with the Children's Act 2014 (accessible [here](#))

Safeguarding Officer

The primary Safeguarding Officer portfolio will be appointed each year at a regular board meeting, through a simple majority. This is not a primary board position, rather it is an additional portfolio any existing board member (other than the Musical Director(s) and the Choir Manager) can hold

The Safeguarding Officer will:

- Act as a primary point of contact for disclosures and concerns about a child or young person
- Manage allegations against staff and volunteers
- Monitor the Choir's compliance with additional safeguarding legislation as necessary
- Respond quickly and appropriately to any safeguarding concerns
- Provide guidance to ensure the Choir is safe and inclusive
- Hold a current and valid First Aid certification



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Code of conduct for staff and volunteers

All staff and volunteers are to be fully police vetted before assisting with any choir activities

All staff are responsible for adhering to this policy and reporting any safeguarding concerns to the Safeguarding Officer

Guidance on sharing images and photography

Upon their child's successful invitation to the Choir, every parent signs a waiver providing consent for the Choir to:

- *Share their names, addresses, phone numbers, and email addresses with other choir families to facilitate communication and potential transport arrangements*
- *Use and upload general photos of the Choir to the Choir's website, and in media*
- *Conduct Police Vetting when they serve as parent helpers in the Choir*

Behaviour codes for children and young people

Upon successful invitation to the Choir, every chorister signs a statement acknowledging their responsibilities to:

- *Make a valuable contribution to the Choir*
- *Behave in an appropriate manner at all times*
- *Follow the direction of choir staff*
- *Display the Choir's values of excellence, respect, discipline, and enjoyment*

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Managing complaints

If a staff member or volunteer becomes aware of an incident or allegation of abuse, they shall:

- *Immediately ensure the safety of the child/children and protect them from further abuse or harm*
- *Report the matter to emergency services if there is ongoing risk to the child/children*
- *Inform the Safeguarding Officer of the incident or allegation*
- *Document the incident, with the report to be submitted to the Safeguarding Officer*
- *Reassure the involved parties of confidentiality and protection in the reporting process*

The Safeguarding Officer shall then:

- *Notify the affected parents or guardians of the incident, and reassure them on the process and actions taken to keep their child/children safe*
- *Report the matter to Police if the incident or allegation of abuse implies criminal conduct*
- *Independently investigate the incident, and notify the Board of Management with regular updates on their investigation*
- *Make suggestions to the Board of Management on a course of action to resolve the incident, and propose recommendations to prevent further incidents occurring in the future*

We believe that:

Children and young people should never experience abuse of any kind in the Choir's care

All reports of child abuse will be treated seriously, whether they are made by an adult or child

We have a responsibility to promote the welfare of all children and young people, to keep them safe, and to always operate in a way that protects them from harm

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We recognise that:

- *The welfare of children is paramount in all the work we do and in all the decisions we take*
- *Working in partnership with children, young people, and their parents/guardians is essential in promoting young people's welfare*
- *All children have an equal right to protection from all types of harm or abuse*
- *Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues*
- *Some children may be vulnerable because they:*
 - o *Have additional communication needs*
 - o *Do not understand that what is happening to them is abuse*
 - o *Need intimate care or are isolated from others*
 - o *Are dependent on adults for care*
- *Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse*

We will seek to keep children and young people safe by:

- *Valuing, listening to and respecting them*
- *Appointing a Safeguarding Officer*
- *Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers*
- *Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers are familiar with about and follow the Choir's policies, procedures and behaviour codes confidently and competently*
- *Not allowing one adult to be in a room with a child/children alone*
- *Making sure that children, young people and their families know where to go for help if they have a concern*
- *Using our procedures to manage any allegations against staff and volunteers quickly and appropriately*
- *Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance*
- *Conducting Police Vetting for all staff and volunteers in the Choir*
- *Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns*



AUCKLAND BOYS' CHOIR

Contacting the Safeguarding Officer:

Name: Stephenie Wong

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Email: treasurer@aucklandboyschoir.org.nz

We are committed to reviewing our policy and good practice.

This policy was last reviewed on:

Date: 26 November 2024

Signed:

Stephenie

Stephenie Wong