



QCMF Child and Youth Risk Management Strategy

This document is to be read in conjunction with the policies and procedures regarding Child Protection, developed by Villanova College. These documents can be found at the following web address:

<http://www.vnc.qld.edu.au/index.php/our-college/protection-menu.html>

1.0 Statement of Commitment

QCMF is an annual event hosted by Villanova College, facilitated primarily by a core group of teachers, parents and volunteers. The primary goal of QCMF is to celebrate music and music education in Catholic Schools and Colleges by inviting teachers and students from across Queensland, Australia and internationally to come to Villanova College and share their music and talents with our wider Catholic community. This musical sharing is done in a safe, supportive environment where all student performances are valued and celebrated.

Our organisation believes deeply in the intrinsic value of student engagement with music and ensemble performance. The interpersonal and intrapersonal development that is possible through ensemble engagement can lead to the holistic development of each student. Our goal is to enhance this development by providing a safe, musically fulfilling and optimally educational opportunity that students, teachers, and schools feel is a valuable experience.

To ensure such an environment is maintained, we draw upon the Catholic Social Teaching regarding the 'Respect of the Human Person.' We recognise that all people have distinct, inalienable human rights, and that these are to be respected and considered through all interactions between every person. In its most basic form, this comes to fruition through the development and maintenance of positive relationships based on mutual trust, respect and a spirit of collegiality.

2.0 Code of Conduct

The following section of the document outlines the behavioural expectations of **all participants** in QCMF: including but not limited to all Villanova College Staff, volunteers, students, parents, adjudicators, and employees.

2.1 Language

- At all times, interactions between those involved in QCMF are to be based on mutual respect.
- The use of profanity is to be avoided.
- The language used must be of an appropriate register for the context of the communication.
- Suggestive language is inappropriate; those using such language will be removed from site and the appropriate steps taken in terms of child protection.

2.2 Student Supervision

- Student supervision at QCMF is a shared responsibility, where volunteers and the teachers of the students assist in moving festival participants around the Festival site.
- Primarily, duty of care in terms of supervision remains the responsibility of the supervising adult (ensemble conductor, teacher from visiting school, parent travelling with the group).
- The following table outlines areas where students will move over the festival and those responsible for supervision at these points.

Area	Supervision
- Bus Drop Off Zone	- Adult Supervisor (of Student Ambassadors) - Teachers of visiting students
- Movement through Festival site (between buildings)	- Teachers of visiting students (assisted by Student Ambassadors)
- Warm-up Rooms	- Teachers of performing students
- Back Stage	- Back Stage crew - Teachers of visiting students
- On stage	- Ensemble Director
- Audience	- Teachers of visiting students - Parents/ supervising adults

2.3 Lost Student Procedure

Should a student be 'lost', the following procedures are to be followed?

- Student is to be relocated to the 'lost child' area on the campus where they are 'lost': for Villanova College, this is the 'Chapter Room' (ticket office); for St James' this is the sign-in tent outside St James' Church.
- In the first instance, the student's supervising teacher is to be contacted on the mobile number supplied with their festival registration (this is to be printed and placed at each site)
- The student's parent is then to be contacted – this number may be retrieved from the student, or perhaps by contacting the student's school (on Friday).
- If this is unsuccessful, a message conveying details of the lost child will be sent to all performance venues on the site. This is to be communicated to the audience via the compere in between performances.
- An external PA announcement will be made at Villanova College Campus should the above steps be unsuccessful in reuniting the lost student and their supervising adult.

2.4 Physical Contact

Due to the nature of this event, there should be no need for physical contact between supervising adults, volunteers and participating students. The **only** time there may be need of physical contact between adult and student, is in time of injury management. In this situation, initial first-aid may be conducted by an adult at the site; the First Aid company on site will need to be contacted via the venue manager, and supervision will be managed by the first aid officer.

The following behaviours would be considered inappropriate forms of physical contact:

- Violent or aggressive behaviour such as hitting, kicking, slapping, or punching;
- Kissing
- Touching of a sexual nature

2.5 One-to-One Supervision

As QCMF is focussed on the musical performance of ensembles, there should be very little need for students to be supervised in a one-to-one situation (one adult to one child). Should this situation arise, the following steps are required:

- Ensure all doors to the room are open and all curtains open – visibility to those outside the room is paramount.
- Notify another adult (by phone, radio, verbally) that an adult is supervising a student one to one.
- Organise for the student's supervising teacher to be contacted urgently.
- If the student is not requiring first-aid, follow the 'lost child' policy above.

2.6 Behaviour Management

In the first instance, behaviour management of visiting students is the responsibility of the supervising adult or teacher from the respective school.

Behaviour management of Villanova College students is to be managed through use of the College Behaviour Management Policy.

For urgent assistance in any situation, please contact the Artistic Director or Business Development Manager via mobile phone or radio (numbers available at all venues through the Stage Manager or Venue Coordinator).

2.7 Managing Illness and/ or Injury

Should a student require first aid and not be in a public space (i.e. back stage, in a warm-up room, etc.), the following measures are to be taken:

- Another student or supervising adult from the respective group must remain with the injured/unwell student and the volunteer administering first aid.
- Contact is to be made through phone, radio, or another QCMF volunteer with the first aid station, notifying the first aid operator of the nature and location of the incident.
- If it is safe, move the student into a more public area; if not, have someone located in a position to attract attention of passers-by yet still able to see the injured student and the volunteer administering first aid.
- Once the first aid operator arrives at the scene, an assessment will be made and the appropriate authorities and guardians will be contacted.

Regardless of the student's condition, if a student presents with an issue to the first aid operator or first aid station, the student's guardian (or ensemble conductor) will be contacted via the most effective means (mobile phone, radio, etc.).

2.8 Photography and Videography Policy

Within performance spaces, the videoing and photography of student performances will be prohibited due to copyright and student protection matters. **One representative from each school will be given permission to photograph or video their school's performance if they seek clearance from the Venue Supervisor.** Should a person continue to film or photograph without this clearance, they will be ejected from the venue.

There will be a number of QCMF photographers working across the festival, taking photographs of students performing, festival attendees in the audience and general crowd photographs of people moving through the festival site. The images collected by these people will be utilised for QCMF promotional purposes.

Upon registering their participation in the festival, Schools are required to indicate whether they are willing to have their students photographed and the subsequent image used for QCMF promotional purposes. Images used for promotional purposes will have the represented schools identified and matched against the appropriate clearance paperwork. Should clearance not be recorded, the school will be contacted to request permission for use of the image; the image will be sent to the school for checking and clearance (or otherwise).

Photographs are to be taken in public spaces. All images taken and stored are to reflect the values of QCMF and be deemed appropriate for use in public displays and or broadcast material.

2.9 General Safety

For all other general safety issues, please refer to the Festival Occupational Health and Safety documents.

3.0 Recruitment, training and management of volunteers

QCMF Volunteers are generally drawn from students, families and staff from the Villanova College community. There are a number of tertiary education / music education students that volunteer and some members of the wider community that have either been associated with QCMF or Villanova College in the past.

Volunteers register their involvement through the volunteering portal at www.qcmfvolunteering.com. Through this website, they are required to register their name, address and contact details. Due to the nature of this event (the volunteer is observing or supplying information or entertainment to ten or more people; the activity is for ten days or less on no more than two occasions per year; and, the person is unlikely to be alone with a child without another adult present), volunteers are not required to produce Blue Cards due to the parent and guest exemption; we do, however, retain contact details of all volunteers for our records.

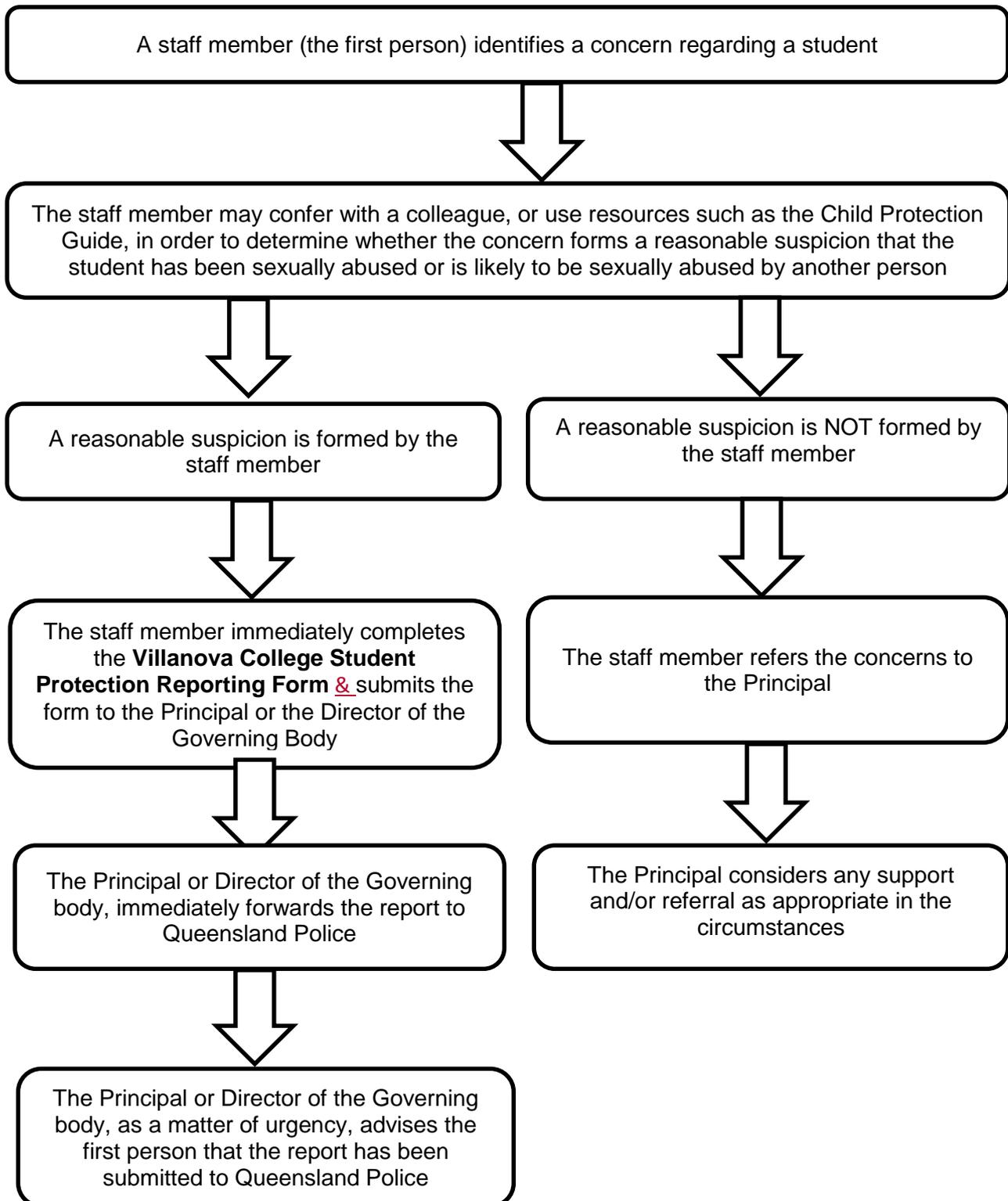
Should a situation arise that a volunteer's conduct is called into question, the appropriate reporting process will be enacted, the volunteer will be relieved of their duties immediately, and they will be escorted from the festival by the Artistic Director, Business Development Manager, or Festival Facilitator. Should this not be possible, the appropriate authorities will be contacted to have the offending party removed.

4.0 Policies and Procedures for Handling Disclosures and Suspicion of Harm

Harm, caused to a student under 18 years, is any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing. It is immaterial how the harm was caused (i.e. even if the harm was unintended). Suspicion of harm in relation to participating students, or harm caused by a volunteer or member of QCMF committee, must be reported as per current legal requirement. Disclosure of a situation that calls into question the well-being of a student must also be communicated through the following reporting process.

The following diagram outlines the procedures for reporting disclosures and suspicion of harm (the term 'Staff' may be used interchangeably with 'Volunteer' in the context of QCMF):

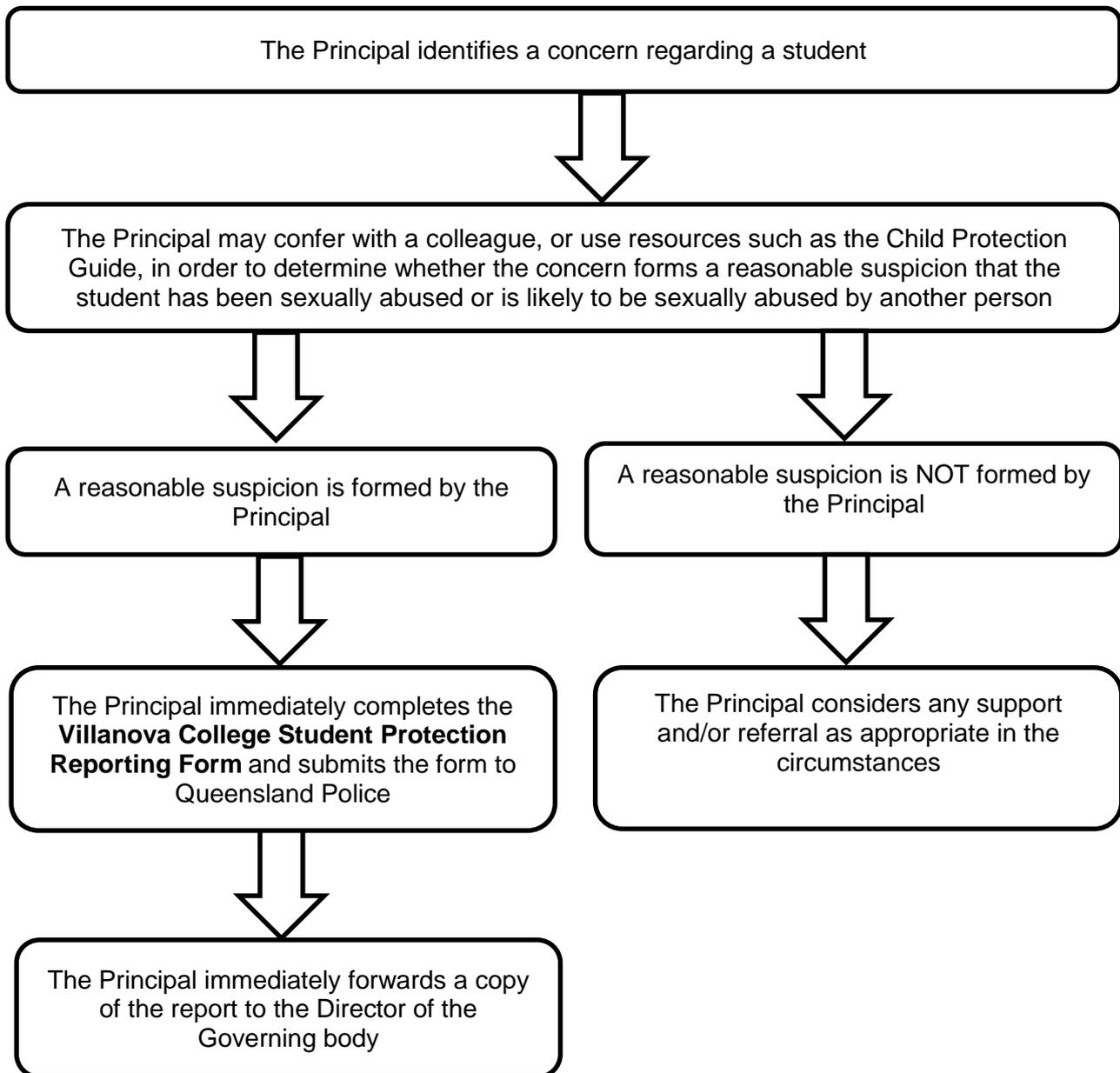
Flowchart 1: Reporting Sexual Abuse & Likely Sexual Abuse



Important notice

If there is reasonable suspicion that the student has been sexually abused or is likely to be sexually abused and may not have a parent able and willing to protect them, the processes as outlined in flowchart 3 must also be followed.

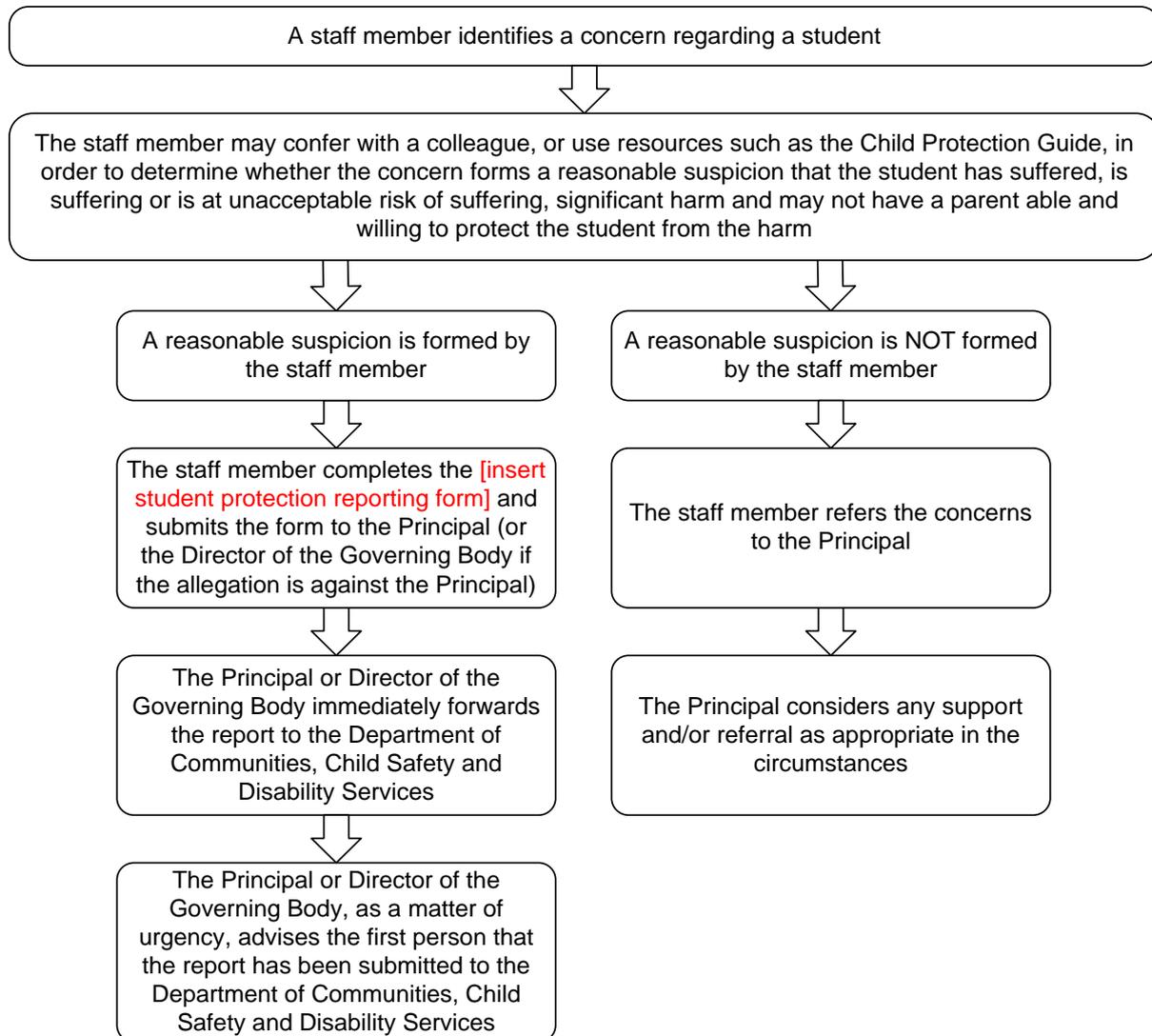
Flowchart 2: Reporting Sexual Abuse & Likely Sexual Abuse where the first person is the Principal



Important notice

If there is reasonable suspicion that the student has been sexually abused or is likely to be sexually abused and may not have a parent able and willing to protect them, the processes as outlined in flowchart 3 must also be followed.

Flowchart 3: Reporting Significant Harm to Child Safety Services



Important notice

If there is a reasonable suspicion that the student has been sexually abused or is likely to be sexually abused by another person, then the processes as outlined in flowchart 1 must also be followed, or flowchart 2 if the first person is the Principal

Mandatory Responsibilities for Teachers

If the staff member is a teacher, and the reasonable suspicion is that the student has suffered, is suffering or is an unacceptable risk of significant harm caused by physical or sexual abuse and may not have a parent able and willing to protect the student from the harm (a reportable suspicion under section 13E of the *Child Protection Act 1999*), the teacher is responsible, as a matter of urgency, to ensure that the report has been submitted to the Department of Communities, Child Safety and Disability Services, unless they become aware, or reasonably suppose, that the matter has already been brought to the attention of the authorities.

If a teacher forms a reportable suspicion and is not able to progress a report through the process detailed in the flowchart above, they are able to meet their mandatory reporting obligation through reporting directly to Child Safety Services via the online reporting form:

<https://secure.communities.qld.gov.au/cbir/home/ChildSafety#>

When a disclosure of abuse is made:

- ✓ *Listen to as much of their story as they are prepared to tell or comfortable in telling and that you are prepared to hear or comfortable in hearing.*
- ✓ *Do not ask any questions or put words into their mouth.*
- ✓ *Tell them you believe them.*
- ✓ *Tell them it's not their fault, no matter what the circumstances.*
- ✓ *Tell them that you will need to talk to someone who will try to stop it happening.*
- ✓ *Adults/care-givers sometimes do wrong things*
- ✓ *They were right to tell,*
- ✓ *Above all:*

DO NOT MAKE ANY PROMISES WHICH CAN'T BE KEPT, PARTICULARLY ABOUT KEEPING ANY INFORMATION SECRET

Once the disclosure has been made:

- ✓ *Make immediate contact with one of the Student Protection Contacts:*

<i>The Principal</i>	<i>Mark Stower</i>
<i>Deputy Principal</i>	<i>Steven Bremner</i>
<i>QCMF Artistic Director</i>	<i>Michael Jones</i>
<i>QCMF Facilitator</i>	<i>Sandra Magnus</i>
<i>QCMF Business Dev. Officer</i>	<i>Gordon Hughes</i>
<i>The College Counsellor</i>	<i>Adrian Hellwig</i>
<i>The College Psychologist</i>	<i>Tass Sakellariou</i>
<i>Head of Junior School</i>	<i>Steve Rouhiadef</i>
<i>Head of Middle School</i>	<i>Greg O'Neill</i>
<i>Head of Senior School</i>	<i>Matt Leander</i>
<i>Student Protection Officer</i>	<i>Julianne Shaw</i>

Remember: Child Abuse is not usually a single incident and there are many indicators both physical and behavioural.

Physical Indicators:

- ✓ *Poorly explained marks, cuts, scratches, welts, bruises, bites, burns, fractures or broken teeth.*
- ✓ *Injuries in unusual places (including the throat, back of legs, buttocks, small of back, inside mouth or on scalp).*
- ✓ *Injuries of unusual type (including finger print bruises, line bruising, stocking burns from dipping or standing in hot water, cigarette or print burns such as from an iron or stove top or spiral fractures).*
- ✓ *History of recurrent medical interventions, for example, repeated hospital admissions.*
- ✓ *History of recurrent bowel or urinary problems.*
- ✓ *STDs or pregnancy.*
- ✓ *Evidence of severe deficiencies in child's hygiene.*

- ✓ Unusually small stature (where not organic cause is identified, this may be an indicator of severe and chronic emotional trauma and deprivation).
- ✓ Severe weight loss or failure to gain weight.
- ✓ Unexplained hair loss.

Behavioural Indicators:

- ✓ Child's statements or representations of abuse or neglect (including drawings or graphic play).
- ✓ Extreme distress and inability of the child to be reassured or consoled.
- ✓ Extreme emotional withdrawal or acting out (including violent or sexual acting out).
- ✓ Extreme aggressive or destructive behaviour.
- ✓ Indicators of severe stress or anxiety (for example, night terrors, severe nail biting, hair pulling, rocking, frozen watchfulness, overreactions or excessive masturbation).
- ✓ Unusual dress (to conceal injuries).
- ✓ Running away or reluctance to return home.
- ✓ Indicators of fear of family members or of adults generally.

5.0 Managing Breaches of this Policy

Any breach of this policy must be reported to the Artistic Director, Facilitator, Business Development Manager, or Principal of Villanova College. Breaches that pertain to the harm of a participating student or volunteer will be managed through the reporting processes outlined above; the offender will be escorted from the Festival site and will be relieved of their duties. Should it be required, the appropriate authorities will be contacted.

6.0 Strategies for Communication and Support

All volunteers will be required to sign a disclaimer stating that they have read and are aware of all requirements, implications and actions relating to this policy before commencing their duties onsite during the festival. This document will be provided directly to all volunteers in electronic form; a hard-copy will be kept with all evacuation and WH&S documents at each performance venue. Should it be deemed appropriate, an electronic version will be made available from the QCMF website.