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# GOLD COAST

# CITY BRASS

# BAND

## Child Protection Policy

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# CHILD PROTECTION POLICY GOLD COAST CITY BRASS BAND

## INC

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This policy works with respect to children and young people who participate in workshops or are members of the Band and conforms to those requirements of the Commission for Children and Young People and Child Guardian (CCYPCG).

### Statement of Commitment

The Gold Coast City Brass Band Inc. is committed to the safety and wellbeing of all children and young people who are members or participate in Band events and the protection of these individuals from harm. It is the responsibility of the Musical Director/s, Youth Protection Officer, Committee members, Band members and other volunteers to safeguard to the best of their ability the welfare of and to prevent harm to children and young people with whom they come into contact in the course of Band activities.

### Code of Conduct

Gold Coast City Brass Band committee, Musical Director/s and volunteers will treat all children and young people with respect and dignity. Adults are to act in good faith, in accordance with both the spirit and the letter of the law and in the best interests of the community of Queensland.

Every effort is made to limit risks to the visiting public. However, some responsibility lies with visiting individuals and those in charge of visiting children, to ensure that instructions are followed and behaviour is appropriate, while they are in the confines of the Band room or attending a Band activity.

Members are expected to apply themselves to the statements contained in the Conduct of Members section of the By-Laws:

### 1.CONDUCT OF MEMBERS

Members are expected to:

- 1.1 Be punctual on all occasions.
- 1.2 Be seated and ready for rehearsal at 7.30pm on practice nights
- 1.3 Conduct themselves in a respectful, safe and responsible manner at all times.
- 1.4 Regularly attend rehearsals and performances
  - 1.4.1 Notify the Secretary or Musical Director of inability to attend rehearsals or performances prior to the event.
  - 1.4.2 Seek leave of absence, in writing, stating reasons if period of expected absence

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exceeds three weeks. Leave may be granted for illness, study, travel or emergent family circumstances.

1.4.3 Maintain not less than 75% attendance at rehearsals and performances over any three month period.

1.4.4 Members who have not sought leave of absence and fail to maintain 75% attendance during any three month period will be asked to return all Band property until such time as they are able to resume active attendance by participation in more than 75% of rehearsals and performances.

1.4.5 Members who fail to attend any band rehearsals or performances during any three month period, without written leave of absence approved by the Management Committee, shall have their membership terminated under the provisions of Rule 7.2 Termination of Membership. Honorary and Life Members are exempted from this requirement.

1.6 The Musical Director or President may suspend any member disrupting rehearsals, performances or other events. The Committee will then review membership of a suspended member.

1.7 Members working with Junior members as music tutors or chaperones will be required to meet the provisions of the Child Protection legislation.

### **Management and Blue Cards**

All members of the Committee and musical director/s are expected to comply with State Government legislation and hold a current Blue Card.

Any new legislation or laws pertaining to children and young people are communicated to the management committee at the first opportunity. At the first meeting following the AGM, the Youth Protection Officer shall inform committee members of requirements, review the register and make application forms available to those who require them. A member of the committee shall be appointed as the Youth Protection Officer.

Volunteers who work within the development band and workshop programs are required to hold a Blue Card and that card is to be renewed every 2 years as required by the CCYPCG.

### **Disclosure and Reporting**

Children and young people are told to report any suspicious individuals or other concerns to the musical director, Youth Protection Officer or committee member. The need for sensitivity, privacy and confidentiality should be addressed in the interests of all concerned.

An accurate written record of the conversation with the young person, including date and time, should be kept.

Volunteers are instructed to take the matter further to a police officer if warranted by the matter at hand. Volunteers are not permitted to deal with the matter directly if it is serious enough to warrant police attention.

Complaints made by visitors should be brought to the attention of the Youth Protection Officer or an executive member present immediately.

### **Breaches of the Risk Management Strategy**

Any breaches of the strategy are to be reported to the Risk Protection Officer who will deal with them. Where the matter involves a potential criminal offence, it shall be referred to the appropriate authorities. Where the matter does not involve a potential criminal offence, the Youth Protection Officer may liaise with the President (or other executive) and/or Musical Director to seek a satisfactory solution.

Any adult involved in any Band program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with children and young people until the matter is resolved.

The Band may terminate the membership of any member whose behaviour is not in keeping with the Code of Conduct.

### **Communication and Support**

Volunteers go through an induction process when they start at the Band that includes information about the care and protection of children and young people. The following documents are also provided in the membership package Constitution and By-Laws, Code of Conduct and the Risk Management Plan. The Strategic Plan is also available to Committee members and on request to other members.

Young people and their parents and carers will be informed in writing of youth protection strategies pertaining to events and workshops prior to and at the commencement of an activity.

### **Child Participation and Feedback**

The Gold Coast City Brass Band values the voices of children and young people.

We will:

- Provide opportunities for children to participate in decision-making and policy reviews
- Encourage feedback through regular surveys, suggestion boxes, and direct consultation
- Ensure children know how to raise concerns or complaints