

Breakneck Records Songwriters Studio

Child Safety and Wellbeing Policy

Policy Number: CSW-017

Version: 16.0

Policy Owner: Breakneck Records

Applies To: Songwriters Studio, workshops, rehearsals, performances, mentoring programs and associated activities

Effective Date: 1 July 2026

Review Date: 1 July 2027

1. Purpose

Breakneck Records is committed to providing a safe, inclusive, supportive and empowering environment where children and young people participating in Songwriters Studio can learn, create and perform free from abuse, neglect, exploitation, bullying, harassment or discrimination.

This policy establishes Breakneck Records' commitment to safeguarding children and young people and outlines the responsibilities of all staff, facilitators, volunteers, contractors, guest artists and Board members in creating and maintaining a child-safe organisation.

The wellbeing and best interests of every child are paramount in all decisions and actions undertaken by Breakneck Records.

2. Scope

This policy applies to:

- Directors
- Employees
- Workshop Facilitators
- Guest Artists
- Volunteers
- Contractors

- Technical Crew
- Mentors
- Parents and Guardians attending activities
- Any person engaged by Breakneck Records

This policy applies to all activities conducted by Breakneck Records including:

- Songwriters Studio workshops
 - Rehearsals
 - Performances
 - Excursions
 - Online mentoring or learning activities
 - Social media interactions
 - Communications with participants
 - Travel organised by Breakneck Records
 - Any event involving participants under 18 years of age.
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3. Policy Statement

Breakneck Records has zero tolerance for child abuse.

We are committed to:

- protecting children from all forms of abuse and harm;
- promoting children's rights, participation and wellbeing;
- creating environments that are culturally safe, inclusive and respectful;
- ensuring all concerns are taken seriously and acted upon promptly;
- complying with all child protection legislation and mandatory reporting obligations;
- ensuring every worker understands their responsibilities;
- encouraging children and families to speak up if something feels unsafe;
- continually improving our child safety practices.

Every child has the right to:

- feel safe;
- be treated with dignity and respect;
- express their views;
- participate without discrimination;
- have their privacy respected;
- be listened to;

- be protected from harm.
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4. Guiding Principles

Breakneck Records is guided by the National Principles for Child Safe Organisations.

We believe:

- the safety of children is everyone's responsibility;
 - children's voices should be heard and respected;
 - risks to children can and should be actively managed;
 - adults must model respectful behaviour;
 - families are important partners in child safety;
 - cultural safety strengthens child wellbeing;
 - inclusion improves safety.
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5. Responsibilities

Directors

The Directors are responsible for:

- promoting a child-safe culture;
 - approving child safety policies;
 - ensuring appropriate resources are available;
 - monitoring compliance;
 - responding appropriately to serious concerns.
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Event Coordinator

The Event Coordinator is responsible for:

- implementing this policy;
- ensuring all workers receive induction;
- maintaining participant records;
- responding to child safety concerns;
- maintaining confidential documentation;
- ensuring appropriate supervision ratios;

- liaising with parents where required.
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Staff, Facilitators and Volunteers

All personnel must:

- place children's wellbeing first;
 - comply with this policy;
 - act professionally at all times;
 - maintain appropriate boundaries;
 - report concerns immediately;
 - never ignore or dismiss allegations;
 - participate in child safety training;
 - comply with Working With Children Check requirements where applicable.
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Parents and Guardians

Parents and guardians are encouraged to:

- share relevant information affecting participant wellbeing;
 - report concerns;
 - support respectful behaviour;
 - participate positively in the program.
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Children and Young People

Participants are encouraged to:

- respect others;
 - speak up if they feel unsafe;
 - report bullying or inappropriate behaviour;
 - seek assistance from trusted adults.
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6. Recruitment and Screening

Breakneck Records will take reasonable steps to ensure suitable people work with children.

This includes:

- Working With Children Checks where required by law;
- referee checks where appropriate;
- verifying relevant qualifications;
- confirming identity;
- ensuring all personnel understand child safety obligations.

No person known to pose a risk to children will be engaged by Breakneck Records.

7. Code of Conduct

All adults interacting with children must:

Always

- treat children fairly and respectfully;
- encourage participation;
- use positive language;
- work in observable environments where practicable;
- obtain consent before physical assistance;
- report concerns;
- maintain professional relationships;
- respect diversity.

Never

- be alone with a child without organisational approval unless unavoidable and appropriately managed;
 - use degrading language;
 - humiliate or intimidate children;
 - develop inappropriate personal relationships;
 - exchange personal gifts without approval;
 - communicate privately through personal social media;
 - transport children alone unless authorised and with parental consent;
 - consume alcohol or illegal drugs while supervising participants;
 - engage in physical punishment or inappropriate physical contact.
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8. Supervision

Breakneck Records will:

- maintain appropriate supervision throughout activities;
 - ensure facilitators know participant locations;
 - monitor movement between workshop spaces;
 - minimise opportunities for isolated one-on-one situations;
 - ensure emergency procedures protect children.
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9. Photography, Video and Social Media

Breakneck Records will:

- obtain appropriate consent before using images of children;
- use photographs respectfully;
- never identify children publicly without consent;
- securely store images;
- monitor online communications.

Staff and volunteers must not:

- use personal devices to photograph participants unless authorised;
 - communicate privately with participants through personal social media accounts.
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10. Managing Risks to Children

Child safety risks will be considered during planning for every event.

Risk assessments will consider:

- workshop spaces;
- change rooms;
- transport;
- overnight accommodation (if applicable);
- online learning;
- performances;
- public interaction;
- supervision arrangements;
- emergency procedures.

Appropriate controls will be implemented before activities commence.

11. Reporting Concerns

Every concern about child safety will be taken seriously.

Concerns may include:

- inappropriate behaviour;
- suspected abuse;
- grooming;
- bullying;
- neglect;
- discrimination;
- unsafe environments;
- breaches of this policy.

Personnel must:

1. Ensure the child is safe.
2. Notify the Event Coordinator immediately.
3. Record factual observations.
4. Follow mandatory reporting obligations where applicable.
5. Maintain confidentiality.

No person will suffer disadvantage for making a genuine report.

12. Responding to Allegations

Breakneck Records will:

- respond promptly;
- prioritise the child's safety;
- comply with legal reporting obligations;
- cooperate with Police and child protection authorities;
- maintain confidentiality;
- provide appropriate support to affected persons.

Investigations will only be undertaken where appropriate and not interfere with statutory investigations.

13. Cultural Safety and Inclusion

Breakneck Records values diversity and is committed to providing environments that are culturally safe and welcoming for all participants.

We actively support:

- Aboriginal and Torres Strait Islander children;
- children from culturally and linguistically diverse backgrounds;
- children with disability;
- LGBTQIA+ young people;
- children experiencing disadvantage.

Discrimination, harassment or exclusion will not be tolerated.

14. Complaints

Children, families and staff are encouraged to raise concerns.

Complaints may be made:

- verbally;
- in writing;
- anonymously where appropriate.

Complaints will be handled respectfully, confidentially and promptly.

Where required, complaints will be referred to relevant authorities.

15. Training

Breakneck Records will ensure personnel receive training appropriate to their role, including:

- Child Safety Policy
- Code of Conduct
- recognising abuse indicators;
- responding to disclosures;
- mandatory reporting obligations;
- appropriate professional boundaries;

- cultural awareness;
 - online safety.
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16. Related Documents

Internal documents include:

- Work Health and Safety Policy
- Safe Work Procedures
- Code of Conduct
- Risk Management Policy
- Incident Reporting Procedure
- Privacy Policy
- Volunteer Policy
- Emergency Management Plan

Relevant legislation and guidance include:

- National Principles for Child Safe Organisations
 - State or Territory Child Safe Standards
 - Working with Children legislation applicable in the relevant jurisdiction
 - Child protection legislation applicable in the relevant jurisdiction
 - Privacy Act 1988 (Cth)
 - Disability Discrimination Act 1992 (Cth)
 - Equal Opportunity legislation
 - Work Health and Safety legislation
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17. Review

This policy will be reviewed:

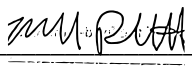
- at least annually;
- following legislative changes;
- after any child safety incident;
- following significant organisational changes;
- following feedback from participants, families or staff.

The Directors of Breakneck Records are responsible for approving revisions and ensuring all personnel are informed of any updates.

Policy Approval

Approved by: _____ Michael Pollitt _____

Position: Director, Breakneck Records

Signature:  _____

Date: _____ 1 JULY 2026 _____