

Prima Nota Inc.

Safeguarding Policy

Adopted: 09 / 03 / 2026 Review Cycle: Annual

1. Policy Statement

Prima Nota Inc. is committed to protecting the safety, wellbeing, dignity, and human rights of all people who interact with the organisation.

We have **zero tolerance** for abuse, neglect, exploitation, bullying, harassment, discrimination, or inappropriate conduct.

Safeguarding applies to:

- Children and young people
- Vulnerable adults
- Elderly participants
- Volunteers
- Contractors
- Committee members
- Members of the public attending events

All committee members, facilitators, volunteers, contractors, and representatives share responsibility for safeguarding.

2. Scope

This policy applies to all Prima Nota activities, including:

- Youth dance rehearsals and performances
 - Adult choir activities
 - Community gatherings
 - Cultural festivals (including Maslenitsa)
 - Workshops and public events
 - Online communication platforms
 - Capacity-building service delivery
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3. Child Safety Commitment

Prima Nota:

- Upholds the National Principles for Child Safe Organisations
 - Complies with the *Children and Young People (Safety) Act 2017* (SA)
 - Requires Working With Children Checks (WWCC) where legally required
 - Ensures appropriate supervision at youth activities
 - Provides clear reporting pathways for children, parents, and carers
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4. Safeguarding Principles

Prima Nota's safeguarding approach is:

- **Proportionate** — aligned to the scale and risk of activities
 - **Preventative** — focused on reducing risks before harm occurs
 - **Responsive** — clear reporting and response mechanisms
 - **Lawful** — compliant with SA and Commonwealth legislation
 - **Committee-led** — overseen by the governing committee
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5. Roles and Responsibilities

Committee

- Maintain oversight of safeguarding
- Review incidents and policy annually
- Ensure compliance with legal obligations

Chairperson (Safeguarding Lead)

- Receives and documents safeguarding reports
- Determines escalation pathway
- Ensures appropriate action is taken
- Maintains confidential records

All Members & Volunteers

- Comply with Code of Conduct and related policies
- Report reasonable suspicions of harm

- Maintain professional boundaries
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6. Reporting

Concerns may be reported to:

- Chairperson
- Secretary
- Any Committee Member

▮ If a person is at immediate risk of harm — **call 000.**

Reports will be handled confidentially and promptly.

7. External Reporting

Prima Nota will:

- Report suspected criminal conduct to police
 - Comply with mandatory child protection reporting where applicable
 - Meet ACNC reporting obligations for serious incidents
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8. Review

This policy will be reviewed annually by the Committee.