

# Reporting Policy



## Dealing with allegations under the LYCO Code of Conduct

1. Do not dismiss the allegation, but accept the allegation with respect and confidentiality.
2. Document the allegation as soon as possible (*use Incident/Accident Report form attached*).
3. In the case of allegations of child abuse or neglect follow guidelines from existing State Government reporting guidelines, currently available online at: [https://www.communities.tas.gov.au/children/child\\_protection\\_services/what\\_can\\_i\\_expect\\_when](https://www.communities.tas.gov.au/children/child_protection_services/what_can_i_expect_when)
4. Refer allegation to appropriate person (Camp Director, Camp Administrator, Tutor, Camp Parent, etc)

## Other issues

5. General misbehaviour outside of rehearsals, such as:
  - disrespect towards Camp Parents, or other children
  - disregard for rules set by Camp Parentshould be raised first with other Camp Parents, then with Senior Camp Parents, then with the Camp Director.
6. General misbehaviour in rehearsals, such as:
  - disrespect towards Tutors, Conductors, or other children
  - disregard for rules set by Tutors or Conductors
  - or anything to do with the music-side of campshould be raised with the Camp Director.
7. Anything administrative, such as:
  - issues with rosters, accommodation etc
  - breakages to Camp Clayton property or equipment
  - Camp Clayton infrastructure / equipment not workingshould be raised with the Camp Administrator.
8. Musical issues, such as:
  - difficulties with reading or playing the music
  - problems with seating
  - problems with ensemblesshould be raised first with the Tutor, then with the Conductors, then the Musical Director.



## INCIDENT / ACCIDENT REPORT

REPORTED  
BY: \_\_\_\_\_

DATE OF  
REPORT: \_\_\_\_\_

TITLE / ROLE: \_\_\_\_\_

INCIDENT NO.: \_\_\_\_\_

### INCIDENT INFORMATION

INCIDENT  
TYPE: \_\_\_\_\_

DATE OF  
INCIDENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

INCIDENT DESCRIPTION:

NAME / ROLE OF PARTIES INVOLVED:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

NAME / ROLE OF WITNESSES (and signature):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

FOLLOW-UP ACTION:

Parent informed (if applicable):

Signature of Tutor/Camp Parent/other:

Signature of Camp Director: