

GENERAL GUIDANCE FOR Health & Safety Briefings

**SAFER
SPACES**
IN MUSIC EDUCATION
AOTEAROA

For use with **ADULTS**



The briefing document needs to be customised for your context. This document is for use with **adults**.

Suggestions on how to make it relevant to your setting:



Establish point of contact + train them

Prior to using the briefing, select who the points of contact are for people to bring any concerns to, and ensure those points of contact are aware of what to do and have received training about your sexual harassment and bullying policy and how to receive a disclosure.



Consider & understand your audience

When framing your message, ask yourself who you are talking to? How old are the people you are talking to? Are they familiar with sexual harassment prevention, or will this be new to them? Have there been issues with sexual harassment or harmful behaviour previously? These questions should not determine whether you include this in your briefing, but simply HOW you include it.



Use your own conversational tone when delivering

Using your own conversational tone and language is more effective in engaging listeners, rather than reading off a paper list, which makes the briefing appear as a mere “box ticking” exercise.



Use broad and specific examples

Depending on the group (children, young people or adults), both broad and specific language can be effective. e.g for adults, always reference sexual harassment to make it clear that it is not tolerated (broad) and if appropriate highlight specific behaviour that has happened in the past as an example; or reference specific types of sexual harassment such as off-hand comments or unwanted advances, to make sure people understand the behaviour that is not okay (specific).



Why talk about this?

We believe it is important to talk about sexual harm prevention because we want everyone to feel free to raise it if something's happened that is not ok.

* For information about referring to specific past behaviours, please talk to your school counsellor, SHAPRA or Safer Spaces.



Before you start: have you read our General Guidelines on the previous page? Please customise the following for your context.

“ Everyone deserves to come into this space and feel respected, supported and safe.

Health and safety in our education spaces extends to emotional and sexual safety as well as physical safety. Sexual harassment or unprofessional interactions in any form is not acceptable.

We ask everyone to embrace a respectful, professional culture in our education space. There is no place for unwelcome touching, sexual advances or coercion, demeaning jokes, sexual or sexist comments, inappropriately close relationships with students or sharing images or written material of a sexual nature.

Remember this applies to anyone regardless of their gender, status, or role whether it is in our space or another space. Sexual harassment or coercion is more common when there is an imbalance of power, but we want you to know that we will take you seriously when you raise a concern no matter what or who it is about. The responsibility is with all of us to ensure a safer education space for everyone.

If you see something inappropriate happening, please speak up. We have a culture in NZ of not making waves, but it doesn't have to be a big speech. You could say 'that's not ok here' or 'that's not appropriate'.

You can also raise a concern to (insert at least two of the following people), your HOD (insert details), your management (insert details), your counsellor or external support services (insert details). We encourage you to talk to them at any time if you feel uncomfortable or have witnessed something you think might be out of line. ”

For more information & resources:

www.saferspaces.nz

WITH SUPPORT FROM:

