

CHECKLIST

What You Can Do

SAFER SPACES
IN MUSIC EDUCATION
AOTEAROA

To Prevent Sexual Harm in Music Education Spaces

This document is based on one prepared in 2021 by Rachel Harrison and Mel Calvesbert, for SoundCheck Aotearoa and the music community. The document includes some measures that you can adopt to help prevent sexual harassment/sexual harm. Each teacher

and education space will need to determine which measures are appropriate for them. More detail on each of these measures will be covered in Safer Spaces in Music Education (SSME) training sessions). For questions please contact saferspacesmused@gmail.com.



Kōrero

- Talk to your staff/students about why you think these issues are important. You could start the conversation by saying something like “I was reading some of the material from Safer Spaces in Music Education and was thinking about the kinds of touch that are necessary when you are teaching someone an instrument. I’m wondering if we can talk about that?”

- Contact your local sexual harm prevention service to arrange a facilitator to talk with your students about sexual harm and what they think is appropriate behaviour in education spaces.
To find a facilitator, contact your local sexual violence service or check out the services listed here <https://www.soundcheckaotearoa.co.nz/training>

- Talk to new teachers on induction day/ orientation day about acceptable and unacceptable behaviour. For example, you could use the SSME Code of Conduct.

- Regularly use school communications (e.g. whānau comms, staff newsletters, student publications, student notices, notice boards) to embed key messages about healthy relationships and consent.
For ideas see <https://hpe.tki.org.nz/guidelines-and-policies/relationships-and-sexuality-education/>

- Talk to your colleagues about sexual harm and find out what they think is appropriate behaviour in your education setting. See the SSME Code of Conduct. [link to come](#)

- Do an anonymous exit survey with students and staff to gather information on the effectiveness of your sexual harassment prevention activities.



Policies and Codes of Conduct

- Does your school/workplace have a sexual harassment policy for staff?

- Does your school/workplace have a sexual harassment policy for students?
*If not, you could download and adapt an existing sexual harassment policy.
For example: For young people <https://www.nzrugby.co.nz/about-nzr/policies-regulations-and-rules/safety-and-welfare/child-protection/>
For workers/contractors <https://www.soundcheckaotearoa.co.nz/sexual-harassment-policy>*

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- Do you have a process for considering about employing musicians who have done harm in the past? *If not, see*
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- Do you have a policy for using music by those who have done harm in the past?
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- Do you have a 'code of conduct' outlining expected behaviour for itinerant teachers, support staff, and visiting educators or musicians?
If not, see our Code of Conduct for Secondary Music teachers. Other examples:
<https://www.learnmusicnz.org.nz/wp-content/uploads/IRMTNZ-Code-of-Ethics-Explained.pdf>
<https://teachingcouncil.nz/assets/Files/Code-and-Standards/Our-Code-Our-Standards-Nga-Tikanga-Matatika-Nga-Paerewa.pdf>
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- Do you have a travel and overnight stays policy for trips with students?
If not, see https://www.nzrugby.co.nz/assets/NZR_Travel-Guide.pdf for ideas.
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- When emailing with new teachers or people using your spaces, do you include a clause about expected standards of behaviour and the prevention of sexual harassment?
If not, see <https://www.soundcheckaotearoa.co.nz/s/Clauses.docx> for ideas.
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Briefings, Student Learning and Professional Development

- Take part in a SSME / SoundCheck Aotearoa workshop.
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- Create an induction process for music teaching staff and students which includes information about sexual harassment policy and processes.
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- Ensure that both students and staff receive information and engage in learning each year about what behaviour is acceptable in online and offline spaces (including codes of conduct and corrective actions).
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- Connect with a sexual violence prevention service to arrange training for all music staff about how to report sexual harassment and receive disclosures (at least every 2 years).
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- Set up a sexual harassment support contact network of staff and students who are trained to handle disclosures, give support and advice (sexual harassment contact persons).
*For staff networks you could adapt SoundCheck's Merlin's Pass system <https://www.soundcheckaotearoa.co.nz/s/Merlins-Pass-Guidance.docx>
or Seek help from Sound Check Aotearoa's <https://www.soundcheckaotearoa.co.nz/shapra>*
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- Talk to your colleagues about sexual harm and find out what they think is appropriate behaviour in your education setting. See the SSME Code of Conduct. [link to come](#)
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Things You Can Do Right Now

While the longer-term work of SSME is ongoing, there are things you can do in your workplace right now to help prevent sexual harm and start conversations about culture change.

- Put up SSME posters in toilets and food areas for students and staff.
Also see <https://www.soundcheckaotearoa.co.nz/visual-resources-and-posters>
- Display posters which outline what happens after a report of sexual harassment is made (include harm to students and harm to staff). *E.g. harm to staff <https://www.soundcheckaotearoa.co.nz/s/Responding-to-Sexual-Harassment-Comprehensive-Flowchart.pdf>*
- Check out the other SSME resources and consider how these can be brought into your education space.
- Tell SSME about specific things that might be useful if they don't exist. *Also see <https://www.soundcheckaotearoa.co.nz/resources-and-tools>*
- Take part in a SSME / SoundCheck Aotearoa workshop.
- Set up a sexual support contact network of staff and students who are trained to handle disclosures, give support and advice (sexual harassment contact persons).
For staff networks you could adapt SoundCheck's Merlin's Pass system <https://www.soundcheckaotearoa.co.nz/s/Merlins-Pass-Guidance.docx>
- Adopt a zero-tolerance approach towards sexual harassment. Make sure all staff, students and visitors (contractors, caregivers etc) know about it. *See [SSME posters](#), [Codes of Conduct](#), [Health and Safety briefings](#)*
- Make sexual harassment information, including reporting options and expected standards of behaviour, available to all visitors (staff, students, contractors, caregivers) as they sign in.
- Implement a clear process for people to make a report of sexual harm and display it prominently.
For more information about external options see <https://www.soundcheckaotearoa.co.nz/external-resolution-options>
- Model respectful and appropriate behaviours in education spaces.
- Speak up when you see inappropriate behaviour.
Check out the [SoundCheck Aotearoa Bystander Intervention posters](#) for ideas <https://www.soundcheckaotearoa.co.nz/visual-resources-and-posters>
- Join the Safer Spaces in Music Education group (saferspacesmused@gmail.com)

For more information & resources:

www.saferspaces.nz

WITH SUPPORT FROM:

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