



CABRA
Dominican College

Independent Music Contractor Induction Booklet



Contents

Welcome to Cabra Dominican College.....	3
Requirements of Music Contractors.....	4
Guidelines for Music Contractors.....	5
Co-Curricular Music Processes and Procedures.....	6
Code of Conduct for Contractors in Catholic Schools.....	10
Work, Health and Safety	11
Duty of Care and Child Protection (including mandatory notification)	14
Privacy Information and Confidentiality	16
Tax Invoice Template.....	17

Induction Booklet for Music Contractors		Last reviewed 23 January 2026
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Welcome to Cabra Dominican College



I am delighted that you have decided to provide contract work in our music department. Music is such a wonderful, enriching part of our community and many students enjoy accessing music lessons and/or ensembles. Thank you for sharing your expertise and love of music with our students.

Blending old with new, the beautiful Cabra campus is just 10 minutes south of Adelaide CBD. Cabra Dominican College offers an exceptional Catholic co-educational experience for students in Years 7 – 12. Since 1886, Cabra students have benefited from our culture of forward thinking, in a place where tradition meets innovation.

Our positive, vibrant culture is guided by four key domains:

- Consciously Catholic, mindfully Dominican, recognising the importance of the Sacramental life of our work.
- Lead for an inclusive community represents our steadfast commitment to shape a connected community of welcome, that is inclusive, caring, just and equitable.
- Strengthen and innovate for the future represents our commitment to remain future focussed, meeting the current and anticipating the future requirements of our community.
- Pursue excellence and growth is bold and purposeful and represents our commitment to growth and improvement across all areas of the college.

I hope that this induction booklet, along with the induction session, provides you with the essential knowledge and clarity to enable a life-giving professional working relationship with us. This induction booklet is best read in conjunction with the Parent and Staff Handbooks. These handbooks provide further insights into our college, our values and philosophies that underpin the way we work with each other; staff, students and families. Specifically, I invite you to take the time to reflect on our Vision Statement, contemplating what it means for you and how it informs and inspires the work you do with our students.

If you have any questions or concerns throughout the year, please speak with Jackie Wilde: Music Co-Curricular Coordinator or Jarrad McCabe: Deputy Principal of People, Culture and Operations.

Finally, I recognise that it takes time to settle into a community and get to know why and how we work. Please be reassured, you have our full support. We are all looking forward to getting to know you and working with you in the years ahead. I wish you well for 2026 and welcome you again to our community.

Yours Sincerely

Dr Helen Riekie
Principal

Requirements of Music Contractors

Persons engaged as Music Contractors at Cabra are required to undergo screening given the nature of their role and having contact with students.

At Cabra, before a contractor commences, they must:

Provide the following current documents:

- Department of Human Services Working with Children Check (WWCC) or Catholic Archdiocese of Adelaide Clearance Letter/Card.
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
- First Aid certificate.

Complete and return the following documents:

- Cabra Music Contractor Detail and Acknowledgement Form.
- CESA Declaration Form.

Read and Acknowledge:

- Cabra Independent Music Contractor Induction Booklet.
- Child and Young Person Safe Environments Policy.

Attend an online/in person Induction session in:

- Duty of Care.
- Child Protection.
- Work Health and Safety.
- Relevant Policies and Procedures.

The HR Director will contact you regarding your Induction Session.

Access the additional Information provided on the webpage:

- Instructions for using TAMA (Ensemble Directors).
- Sine Pro signing in instructions.

Observe:

- Confidentiality and Privacy.
- College Policies.
- Comply with the Code of Conduct for Contractors in Catholic Schools.

Wear/display when on site:

- Name badge

Guidelines for Music Contractors

Overview

You have been given these guidelines because you have been appointed as a Contractor by Cabra Dominican College. It is important that you understand a number of important features of your contractor arrangement.

Health and safety obligations

Under work health and safety legislation, anyone who performs work has an obligation to take reasonable care for their own safety, and that of others. We ourselves are obliged to provide a safe workplace, so far as that can reasonably be done. For that reason, while at any of our workplaces or doing anything associated with your work as a contractor we expect all contractors to comply with any reasonable instructions they are given.

Careless behaviour

Aside from health and safety legislation, contractors may be liable under the general law if, as a result of any negligence or carelessness on their part, a contractor causes loss or damage to us or anyone associated with the school. Please take care not to cause any injury, or damage to property.

Confidentiality

You may be given access to sensitive or confidential information concerning Cabra, staff or students. If so, you should not use or disclose that information, without our clear permission. When a contractor finishes their work, the contractor should return or delete any confidential information they may still have in their possession.

Exclusion

We may at any time choose to exclude a contractor from, or ask a contractor to leave, any workplace or other premises that Cabra occupies or controls.

School contact

Please contact the school's Music Co-Curricular Coordinator or Music Administrator in the first instance should you have any enquiries regarding your role as a contractor.

Jackie Wilde
Music Co-Curricular Coordinator
jjwilde@cabra.catholic.edu.au
Ph: 8179 2405

Matthew Madden
Music Administrator
mmadden@cabra.catholic.edu.au
Ph: 8179 2406

General matters relating to the Engagement and Induction of Contractors Procedure or your role at Cabra, should be directed to our HR Director, Donna Juncken.

Donna Juncken
Human Resources Director
djuncken@cabra.catholic.edu.au
Ph: 8179 2400

Nature of our relationship

Contractors should understand that Cabra is **not employing** them. Although this document outlines certain obligations, these arise under existing child protection, privacy and work health and safety laws.

Co-Curricular Music Processes and Procedures

College Mission

Cabra Dominican College is a Catholic School in the Dominican tradition. It strives to provide an environment that nurtures and develops young people's unique gifts: liberating them in the search for truth and empowering them to create a better world. Cabra Dominican College is committed to providing an inclusive environment in which all students feel welcomed, safe and valued.

Context

Cabra Dominican College offers a diverse range of co-curricular music experiences for students of all year levels, abilities and interests. The College engages a range of specialist instrumental music tutors and ensemble directors in order to provide education in their specialist areas. We offer an inclusive and engaging environment in which students develop their musical skills, self-confidence, creativity and personal responsibility.

Principles

Cabra's extra-curricular music program strives to nurture and develop the unique gifts of individual students and is supported by the strong instrumental and ensemble program offered at Cabra Dominican College. Students are encouraged to be involved in Co-Curricular music as it provides opportunities for personal growth and appreciation of music in a safe and positive environment for students of all ages and abilities. In essence, participation in Co-Curricular Music at Cabra:

- develops musical skills, self-confidence, creativity and person responsibility.
- provides an inclusive, supportive and engaging environment for music appreciation and learning.
- enables students to work with others who have shared musical interests.

These processes are to be used in conjunction with the procedures and aim to provide guidelines for all involved in the Cabra Dominican College Co-Curricular Music program in order to uphold a standard of excellence in both performance and education.

Scope

This document applies to all students, parents/caregivers, contractors, and staff working within the Cabra Dominican College Music Department

Responsibilities

Students will:

- attend all scheduled rehearsals, performance events and/or lessons.
- arrive at lessons, rehearsals, and performances with all required sheet music, instruments or equipment.
- clearly label instruments and/or music and store their instrument responsibly when on campus.
- respect all music spaces, equipment and instruments, keeping everything neat and tidy.
- practice regularly and prepare for events.
- follow school protocol and uphold 'Cabra Principles for Working Together' during rehearsals, events and/or lessons.
- and own/purchase a music polo top/uniform for performance events.

Parents/caregivers will:

- directly notify the music administrator and instrumental music tutor of absences no later than 7:30am on the day of the lesson/rehearsal.

- support their children in establishing a consistent practice routine.
- encourage students to develop their personal responsibility through arriving at lessons, rehearsals and performances on time, and with all required equipment.
- and commit to their child being enrolled in lessons on an annual basis, and in any event, not withdraw their child without providing at least four weeks' notice prior to the end of Term.

Tutors will:

- be appropriately qualified.
- comply with relevant Protective Practices documentation and requirements at all times.
- treat children with dignity and respect, act with propriety, protect children in their care and be aware of their duty of care.
- promote models of behaviour and relationship based on mutual respect, consideration, compassion and reconciliation.
- nurture and contribute to a positive welcoming environment which provides opportunities for each individual's needs, gifts and talents.
- provide between eight and ten lessons per term, noting that the eight-lesson minimum requirement is reduced when the regular teaching day is impacted by public holidays, pupil free days or other school events.
- create a rotating timetable to ensure students do not miss the same class each week, unless an exemption is granted by the Music Co-Curricular Coordinator. Please note that
 - classroom lessons are 45minutes in length, therefore it is advisable that instrumental lessons should rotate by two or more places wherever possible.
 - leave a gap of at least 5 minutes between tuition and the start and finish time of an ensemble that the tutor directs, to ensure that duty of care is met at all times.
 - there is a requirement for a scheduled break when teaching for more than 5 hours.
 - the completed timetable is to be sent to the music administrator in the final week of term for the term ahead (unless indicated otherwise).
- schedule lessons between 8am and 4pm on school days within the room booking negotiated with the Music Co-Curricular Coordinator and Music Administrator.
- maintain appropriate contact with parents and caregivers.
- specify a set 30min lesson rate in writing to the music co-curricular coordinator and music administrator at the beginning of Term 4 in the previous year, or at the time of commencement (whichever occurs earlier). Cabra Dominican College recommends a rate between \$35 and \$38 per 30mins.
- invoice families on a term-by-term basis, in line with the co-curricular music contract this should be:
 - sent within the first two weeks of tuition for the term, including all of the information listed on the attached template.
 - due within 21 days of the invoice – if payment is not received within 5 weeks, tuition is to stop to avoid the accumulation of further debt, and in this instance the Music Co-Curricular Coordinator is to be notified.
- acknowledge that the fee arrangement is between tutor and parent, meaning that Cabra is unable to reimburse tutors for unpaid invoices.
- complete an instrumental music report for each student in Terms 2 and 4.
- communicate any parent concerns or grievances to the Music Co-Curricular Coordinator as soon as possible.
- speak with the Music Co-Curricular Coordinator at least one month prior to an extended absence (more than two weeks).

- collect a roll from the music office on each teaching day, mark attendance and return the roll to the music administrator at the end of the teaching day.
- contact parents by SMS if attempts to collect the student from class are unsuccessful.
- notify parents, the Music Administrator and Co-Curricular Music Coordinator of personal absences with as much notice as possible, but no later than 8:30am on the lesson day.
- liaise with the Music Administrator and Music Co-Curricular Coordinator before scheduling lessons on an alternative day.
- adhere to the dress code.
- complete an instrumental music report for each student in Terms 2 and 4 via SEQTA by the due date (to be communicated by the Music Co-Curricular Coordinator in the first two weeks of the term).
- and contact parents/caregivers and Music Co-Curricular Coordinator if there are any concerns about their student's progress or engagement.

Ensemble Directors and Accompanists (as relevant) will:

- be appropriately qualified.
- comply with relevant Protective Practices documentation and requirements at all times.
- treat children with dignity and respect, act with propriety, protect children in their care and be aware of their duty of care.
- promote models of behaviour and relationship based on mutual respect, consideration, compassion and reconciliation.
- nurture and contribute to a positive welcoming environment which provides opportunities for each individual's needs, gifts and talents.
- under the direction of the Music Co-Curricular Coordinator, prepare students for upcoming performances and events.
- under no circumstances organise performances, additional rehearsals, or other events. Any such requests are to be made through the Music Co-Curricular Coordinator with as much notice as possible.
- speak with the Music Co-Curricular Coordinator about any proposed performance opportunities or excursions, before having any discussions with students.
- mark the roll on SEQTA within 10 minutes of the rehearsal start time.
- adhere to the dress code.
- adhere to the scheduled regular rehearsal times to ensure that duty of care is met at all times.
- liaise with the Music Co-Curricular Coordinator and Music Administrator regarding any requested changes to scheduling, rehearsal spaces.
- select repertoire that inspires students and encourages continuous learning and development. This includes avoiding the re-use of the same repertoire each year.
- request approval from the Music Co-Curricular Coordinator for new scores, equipment, method books or other repertoire to be purchased by Cabra Dominican College.
- request photocopying of sheet music from the Music Administrator with at least 5 business days' notice.
- communicate any parent concerns or grievances to the Co-Curricular Music Coordinator as soon as possible.
- and submit an electronic invoice to the Music Co-Curricular Coordinator within the last two weeks of the current school term to ensure timely payment ahead of a term break. Unless alternative prior arrangements have been made, each performance event is paid at a flat rate of \$75. This must include all information listed on the attached template.

Dress Code

The Cabra Dominican College staff enjoy a high level of professional standing and recognition in the community. The standard of attire is expected to reflect this professionalism and uphold the esteem in which the community holds our staff. It is also expected to reflect or exceed the standard of the student uniform requirements. The following guidelines are provided to clarify expectations of appropriate attire in relation to:

- professional dress.
- the examples we give to students in our positions as role models.
- the wider community.
- minimising health and safety risks. and
- special activities such as camps and excursions.

This Dress Code applies to all staff, contractors, pre-service teachers and volunteers at the School.

Dress and Appearance

- Professional dress is required. Common sense should prevail if activities require more practical clothing.
- Clothing should be modest which includes considering:
 - Length of skirt, shorts and dresses
 - Necklines of tops
 - Any clothing that reveals underwear or excessive bare skin, due to its' cut, fit, fabric and style
 - Tightness of clothing
 - Avoiding jeans.

Please avoid wearing thong style shoes including flip-flop shoes, beach crocs, Birkenstock sandals, etc

Signed declaration

Please sign the Music Contractor Acknowledgement Form to show that you understand and **accept these guidelines, processes and procedures**

Code of Conduct for Contractors in Catholic Schools

(adapted from the SA Commission for Catholic Schools (SACCS) Code of Conduct for Staff employed in Catholic Education SA, 2020)

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of contractors in Catholic Education SA. This will assist all contractors in Catholic Education SA to understand clearly the expectations of them as well as their responsibilities and obligations.

Catholic Education SA provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person. A work environment based on these values will ensure that all members of the community feel safe and empowered in the performance of their work in the school. All members of the community in Catholic Schools, by their personal example, virtues, loving relationships, respect and acts love and justice, witness to the presence and activity of God with us.

Contractors are expected to agree to and uphold appropriate standards of behaviour. These standards of behaviour include to:

1. Support the Principal and staff in the development of a Christ-centred learning community and act consistently within the Catholic ethos and mission of the Catholic school.
2. Acknowledge and affirm success in individual and school achievement.
3. Support the school's policies. The Principal has the responsibility to implement these policies.
4. Treat all members of the school community with honesty, integrity, respect and courtesy.
5. Follow all relevant policies, guidelines and instructions with regard to the safety and wellbeing of children and young people.
6. Maintain appropriate professional boundaries around their behaviour towards children and young people.
7. Refrain from behaviour which constitutes bullying, discrimination or any form of harassment.
8. Respect and comply with all Federal, State and local laws.
9. Declare situations that may give rise to, or the perception of a conflict of interest.
10. Respect the privacy of others and others' personal and sensitive information.
11. Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others. And
12. Present for contractual work in a timely manner, in attire appropriate to their role, and in a fit state to work.

Some of these requirements are explained in more detail in this pack.

Signed declaration

Please sign the Music Contractor Acknowledgement Form to show that you **understand and accept these guidelines.**

Work, Health and Safety

Work, Health and Safety training is essential for all employees, contractors and volunteers in the workplace. All workers and employees including contractors and visitors are required to take reasonable care for both their own health, safety and welfare and not put others at risk. Contractors are considered to be workers under current WHS legislation.

Cabra places great value on the work done by contractors. We aim to ensure that contractors work in a safe environment and in a safe manner. Please help us to do so by reporting any hazards or safety issues to the Music Administrator or Music Co-Curricular Coordinator.

You will be asked to sign off that you have completed a WHS induction.

Contractor rights and responsibilities

Contractors have a number of rights:

- to work in a healthy and safe environment.
- to be provided with information that adequately describes your roles and responsibilities.
- be provided with an induction prior to commencement.
- to be provided with sufficient information to work safely within a school environment.
- to be provided with adequate supervision.
- to know who to contact if contractors have any queries about any aspects of their work.

As a contractor you also have responsibilities to:

- work safely.
- not affect the safety of others.
- observe all established Policies and Procedures.
- report any safety concerns.
- undertake RRHAN-EC Fundamentals course every 3 years.
- undertake your mandatory notification obligations, as required.
- hold a current acceptable WWCC.
- hold a current and valid COVID-19 vaccination status (required in High Risk settings- St Mary's Unit)

There are a number of important points relating to safety within Cabra that contractors should be familiar with:

Safe Work

Contractors are only asked to do work which they can perform safely. If they feel that they cannot do a job safely or have any safety issues, contractors are asked to discuss with their Supervisor / Leader immediately.

Emergency Procedures

In the case of an emergency, dial 000.

- Become familiar with the emergency evacuation plan for the area.
- Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan.
- In the case of a fire, do not re-enter the building until instructed to do so by the person in charge (Fire Warden).

- If contractors are in charge of an activity, they must organise the evacuation of people they are responsible for from the building, and check that all persons are accounted for.
- In the case of a 'Lock in', go to the nearest room and secure all doors and windows. Keep away from external windows. Wait for the all clear by the Principal or nominee.

Reporting

Should a contractor see a hazard, or they are aware of something that might injure them or someone else, or contractors are involved in an injury, incident or near miss, please report the matter immediately to their Supervisor.

First Aid

- First aid kits are located in all reception areas and in the Therese Sweeney Music Centre (001 in the kitchenette cupboard)
- If contractors require first aid, please report to Student Services or in an incident prior to 8:30am or after 4:00pm, the designated First Aid contact person (Jackie Wilde or Mahalia Hughes).

Equipment

This school provides equipment for their use. Contractors are required to bring their own instruments where practicable, and any electronics are required to be tested and tagged annually.

Chemicals

Contractors must only use chemicals supplied by Cabra. The chemicals used by Cabra have been assessed for risk prior to use. Safety Data Sheets are available upon request. If a contractor has any concerns or require personal protective equipment, to use any of these products please discuss with your Supervisor / Leader.

Working alone and security

- For safety reasons contractors must act within the guidelines of the Child Protective Practices when working with students
- Do not leave personal items unattended.
- If leaving the office/buildings outside of the working day, consider the personal safety of themselves and others.

Smoking, drugs, alcohol and your health

- Cabra is designated as a smoke-free workplace. There is no smoking in the buildings or on our grounds.
- Whilst on duty, a contractor should be in sufficient physical and mental health to be capable of complying with their duty of care to their colleagues and students.
- Contractors should not be impaired in the carrying out of their duties by reason of alcohol, medication, or an illegal drug

Housekeeping

Please leave all work areas clean and tidy. Please report any issues with workspaces to the Music Administrator or Music Co-Curricular Coordinator.

Site specific amenities

Your induction will include site specific matters such as:

- Where drinking water is located
- Bathroom facilities suitable for Contractor use.

Signed declaration

Please sign the Music Contractor Acknowledgement Form to show that you **understand and accept these guidelines.**

Duty of Care and Child Protection (including mandatory notification)

Duty of Care

Contractors play an important role in the education of our students in partnership with all staff of our school. In your relationship with children and young people, contractors are required to ensure that the physical and emotional welfare of children and young people is safeguarded, and that their own behaviour is guided by this duty of care. *Please talk to your Supervisor, Leader or the Principal if you have any questions regarding your duty of care.*

Protective Practices: Professional boundaries

Education and care professions rely on the fostering of positive relationships between adults and children and young people, in ways that do not compromise children's and young people's welfare.

You have been provided with a copy of the Protective Practices Guidelines, which will assist members of the community to maintain professional boundaries. The Guidelines give examples of boundary violations in communication, personal disclosure, physical contact, place, targeting individual children and young people, role, and possessions.

Contractors will find these guidelines helpful in managing professional boundaries taken from [Protective Practices Guidelines \(2017, 2nd Edition, revised 2019\)](#) on:

- Using social networking sites
- Working one-to-one with children and young people
- Managing privacy expectations.

Protective Practices Guidelines address appropriate physical contact in a range of situations, including:

- assisting or encouraging a child or young person
- good practices with school age children and young people
- good practices with children up to school age.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Use of verbal instructions is always preferred to physical intervention.

The *Guidelines* address safe practices when it is legitimate to use physical restraint: that is only where a child's, young person's or adult's safety is threatened.

Education and care staff support children and young people with disabilities or additional needs through individual plans, which take various forms. These plans document the strategies that are to be used in supporting the child or young person and will assist you to ensure your duty of care to the child or young person.

Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect
- Illegal behaviours
- Sexual harassment

What is Child Abuse?

The training will include information on the four types of child abuse:

(1) Physical abuse (2) Sexual abuse (3) Emotional abuse (4) Neglect.

Why report Child Abuse?

From time to time, contractors working with children will experience children disclosing sensitive information. Children have limited power to protect themselves from abuse and will only be protected from abuse and neglect if responsible adults take action on their behalf. Reporting child abuse is the first step in stopping the abuse and protecting children from further harm.

When to report Child Abuse?

You are required by law to report child abuse and neglect when a contractor forms a suspicion on reasonable grounds:

- A child or young person tells you that s/he has been abused.
- Contractors observation of the behaviour of a particular child or young person and/or injuries, or their knowledge of the child generally leads you to suspect that abuse is occurring.
- A child or young person tells them s/he knows someone who has been abused (the child may be referring to her/himself).
- Someone tells you of the abuse who is in a position to provide reliable information (perhaps a relative, friend, neighbour or sibling of the child/young person).

What does the law say?

Contractors are Mandated Notifiers and obliged by law to notify Families SA if they suspect on reasonable grounds that a child or young person has been or is being abused or neglected and they formed their suspicion in the course of their work (whether paid or voluntary) or in carrying out official duties. Contractors must notify Families SA of their suspicion as soon as practicable after they form the suspicion.

What do you do if you have suspicions or concerns?

Contractors are not expected to act alone. Always seek guidance and work in partnership with the nominated staff member at the school (normally this would be the Principal or the person who inducted you as a contractor). The role of a contractor means you are supported by professionals at Cabra in meeting their responsibilities as a mandated notifier.

Child Abuse must be reported to Families SA

- www.reportchildabuse.families.sa.gov.au
- Child Abuse Report Line 131478
- After Hours Crisis Care 131611

Privacy Information and Confidentiality

By you as a Contractor

In the course of your work as a contractor, Cabra may come across sensitive and confidential information. It is essential for you to maintain confidentiality and if concerned raise the issue with your Supervisor or the Principal.

About Your Privacy

This section provides information about the privacy of Contractors.

Privacy Information

1. In applying to provide services at Cabra, you will be providing Cabra Dominican College with personal information. We can be contacted: Cabra Dominican College, 225 Cross Road, Cumberland Park SA 5041. Email: cabra@cabra.catholic.edu.au
2. If you provide Cabra with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for the period of your contracted work in Cabra.
4. Cabra's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. We will not disclose this information to a third party without your consent.
6. We usually disclose your personal information as a matter of routine to the Catholic Education Office for good character screening purposes.
7. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
8. Cabra may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that Cabra does not usually disclose the information to third parties

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#)

Signed declaration

Please sign the Music Contractor Acknowledgement Form to show that **you understand and accept these guidelines**

