
Child-Safe Policy

Albatross Musical Theatre Company

January 2018 to be reviewed and amended January 2020

Albatross Musical Theatre Company's Child-Safe Policy

As a community based company, we want children and young people who participate in our organisation to have a safe and happy experience. We support and respect our children, young people, members and the wider community.

This policy is called the *Albatross Musical Theatre Company's Child-Safe Policy*.

Our policy guides members on how to behave with children and young people in our organisation. The policy focuses on how we can promote the participation of children and young people within our organisation and make a safe environment for them.

Albatross Musical Theatre Company supports the active participation of children and young people in our organisation. We listen to the views of children and young people, respect what they say and they can openly voice their opinions at rehearsals and tri-monthly meetings.

Children and young people are involved in AMTC through involvement in;

- JAM - Junior Albatross Musicals - a child specific program catering to young people aged 10-15.

OR

- A variety of performance and back stage roles in our major productions.

At Albatross Musical Theatre Company we promote respect, fairness and consideration for all of the membership and the wider community. At all times, a member of AMTC will be assigned as a child safety contact person to support and guide them.

All new members of Albatross Musical Theatre Company will receive a copy of the *Child-Safe Policy*, *Code of Conduct* and *Dealing with Complaints process*. A copy will also be available through the web site (www.amtc.org.au) or on request.

Albatross Musical Theatre Company will maintain a rigorous and consistent process when selecting people to work closely with children and young people. Special care will also be taken when selecting productions and events for children and young people to be involved in.

The selection of those working with children and young people will be reviewed by the Committee.

AMTC Committee Members will require;

- A completed and verified Working with Children Check (or evidence of registration).

Production Team Members (of a production with cast member(s) under 18) will require;

- Approval by the AMTC Committee
- A completed and verified Working with Children Check (or evidence of registration).

Fellow Cast/Crew/Orchestra and other helpers (of a production with cast member(s) under 18) will require;

- A completed and verified Working with Children Check (or provides evidence of registration) within reason of the guidelines on - http://www.kidsguardian.nsw.gov.au/ArticleDocuments/184/OCG_PerformingartsBrochure_web.pdf.aspx

It is the task of the show Producer to verify and record the Working With Children Checks.

Communications and Dealing with Complaints

The Albatross Musical Theatre Company Committee will appoint two Child Safety Contact Persons (one male, one female). These people will be made known to the wider membership.

If a member has a concern or complaint the following procedure should be undertaken.

During a Production

1. Member should speak to the Producer of the show during rehearsals and during the performance run. If the Producer is unavailable a member of the committee can be spoken to. If the issue is about one of these people, then the member should speak to one of the appointed Child Safety Contact persons.
2. Practical solutions to the given issue should be undertaken. If required, the Child Safety Contact or President may need to intervene.
4. If the concern or complaint needs to be reported, a Child Safety Contact Person needs to be informed and the correct action for the situation needs to take place (this may include completing a formalised report to Family and Community Services).

All of the above steps should be recorded.

Members and Employees not authorised to work with children

A member of Albatross Musical Theatre Company cannot participate in child-related activities (paid or unpaid) if the outcome of their online verification is:

- barred
- interim barred
- not found

If the Albatross Musical Theatre Company receive a letter advising that a current member or volunteer has become barred (or has an interim bar), the AMTC Committee must immediately remove the member from child-related work. It doesn't matter whether the member is paid or unpaid; supervised or unsupervised.

The options are:

- revoke AMTC membership
- suspend them from child-related work pending the outcome of an appeal
- transfer them to a non child-related role within the organisation

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The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from children, young people and members
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Members and Employees not authorised to work with children

Albatross Musical Theatre Company provides an open, welcoming and safe environment for everyone participating in our organisation. We provide high quality opportunities and programs for children and young people. We seek advice and guidance from children, young people, parents and colleagues to maintain this safe environment.

All Members

Everyone participating in AMTC productions and activities, including members, mentors, children, young people, parents and visitors must abide by the AMTC code of Conduct.

<i>Do</i>	<ul style="list-style-type: none">• Treat everyone with respect and honesty (this includes members, children, young people and visitors).• Remember to be a positive role model to children and young people in all your conduct with them.• Set clear boundaries about appropriate behaviours between yourself and the children/ young people in the company• Follow the policy and guidelines for the safety of children as outlined in Child-safe Policy• Select appropriate roles/ production (including; costumes, actions and movements) for the age of the child or young person.• Always have another adult present or in sight when conducting one to one directing, costume fitting or dressing• Be aware of the time (especially late nights) during rehearsals when children or young people are involved in a production• Record and act on serious complaints of abuse.
<i>Don't</i>	<ul style="list-style-type: none">• Develop any 'special' relationships with children that could be seen as favouritism such as the offering of gifts or special treatments (including roles etc).• Do things of a personal nature that a child can do for themselves, such as changing clothes.• Tell jokes or inappropriate stories which would not be suitable for children or young people

Dealing with Complaints

Everyone in AMTC should be confident that complaints will be dealt with honestly and fairly. Everyone in our organisation should be confident in reporting inappropriate behaviours around children and young people. All members of AMTC should report any concerns about the safety or welfare of a child or young person immediately.

All complaints should be reported. This includes:

- Disclosure of abuse
- Inappropriate behaviour around children and young people
- Suspicion of abuse or harm to a child or young person.

All complaints must be reported to the Child Safety Contact Person. A child or young person, or member can make a complaint, or raise a concern directly to the Child Safety Contact Person.

The Child Safety Contact Person will take the following action:

- Listen to the person making the complaint and make a record of the complaint using the 'Complaint Record Form'.
- If the complaint involves inappropriate behaviour and/or a breach of the Code of Conduct, the Committee will need to take action in accordance with the constitution.
- Make a report to the Department of Family and Community Services in the case of an allegation of child abuse.

NSW Reporting Obligations - Department of Family and Community Service

Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm may report to the Department of Family and Community Services.

Phone 132 111 to report child abuse or neglect (24 hour service).

There are some people who must report if they have reasonable grounds to suspect a child or young person is at risk of significant harm. They are legally 'mandatory reporters' and must report concerns about risk of significant harm to children or young people to the Department of Family and Community Services. A person who is paid to provide the

following services and a person (paid or unpaid) who is in a management position in these services are mandatory reporters:

- Health care (eg: doctors, nurses etc).
- Education (eg: teachers).
- Children's services (eg: child care centres).
- Residential services (eg: refuges).
- Law enforcement (eg: police).

NSW Ombudsman

The NSW Ombudsman supervises the complaints process of all state and local government agencies as well as schools, child care centres and agencies providing Out-of-home care. People using these services can complain to the Ombudsman and the Ombudsman can check that the service has handled the complaint properly.

The NSW Ombudsman's 'Complaint Handler's Tool Kit' and 'Child Protection for the Workplace' Guidelines are available at: www.ombo.nsw.gov.au

Office of the Children's Guardian

Reporting bodies have a legal obligation to report findings of sexual misconduct and serious physical assault involving children by a child-related worker to the Office of the Children's Guardian.

Under Schedule 1 of the Child Protection (Working with Children) Act 2012. the conduct that must be reported is:

1. sexual misconduct committed against, with or in the presence of a child, including grooming of a child.
2. any serious physical assault of a child.

Under the legislation, reporting bodies must investigate allegations of such conduct to make an informed finding as to whether or not the conduct occurred.

To determine whether or not the conduct meets the criteria, reporting bodies must consider the nature of the conduct itself and the context in which it occurred.

If the investigation results in a finding that sexual misconduct or serious physical assault occurred, the reporting body must report this finding to the Office of the Children's Guardian.

Under the *Child Protection (Working with Children) Act 2012*, only findings of sexual misconduct and serious physical assault must be reported, although the Ombudsman may report other misconduct to the Office of the Children's Guardian.

Complaint Record Form

Your Name		
Name of child or young person involved		
Name of person making the complaint		
Name of the person who the complaint is made against.		
Nature of the complaint - include time, date, location and what happened (this can include observations of the child's behaviour).		
Details of any injuries and if the child received medical attention.		
Accurately record what the child said when describing what happened.		
Details of anyone who saw what happened.		
Does this complaint indicate the possibility of child abuse, i.e. physical abuse, sexual abuse, or neglect?	Yes	No
If yes, provide details of your report to Department and Community Services		
Name of person spoken to:	Date	
If complaint relates to inappropriate behaviour, details of internal process followed		