



Woy Woy Little Theatre Inc.

Working with Children and Child Protection Policy

Approved 5 March 2019 – Public Document

Introduction

Woy Woy Little Theatre Inc. (WWLT) is a community-based theatre company governed by an elected team of volunteers. This team is supported by many others managing our operations and assisting us to maintain our reputation for professionalism in the Central Coast (NSW) community theatre scene.

In general, WWLT cast, production and technical crews and volunteers are over the age of 18, however, from time to time shows require the participation of young people to fill important roles within a cast, backstage or technical crew.

WWLT has a policy that where young people under the age of 18 are involved in a production:

1. **Rehearsal and non-performance period (before and after curtain)** - they must remain in the care of a parent/guardian or the designated Child Chaperone of WWLT.
2. **During Performance (from curtain up to final)** – care will be transferred to Stage Manager or designated crew.
3. **Assisted transport to and from venue (if applicable)** – will be conducted in the company of two or more adults.

Purpose

WWLT works to develop a family atmosphere at functions and rehearsals and is committed to supporting young people to develop their creative skills, assist in their emotional and social development within a safe, supportive and nurturing environment.

WWLT will ensure that its committee and volunteers respond as quickly as possible and in the best interests of the child or young person less than 18 years of age when disclosures or suspicions of harm are received. WWLT recognises

that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them.

Policy Statement

WWLT will ensure that all State legislative requirements are met and followed in accordance with the processes described in this policy. Working with Children laws are currently in place in NSW and WWLT will meet the requirements of these relevant state laws.

Prior to the commencement of any production requiring children/young people WWLT will identify/appoint all members of the production team and key members of the technical teams as child contact persons. WWLT will ensure that these delegated members successfully obtain or hold a valid Working with Children card.

Scope

This policy applies to all members over the age of 18, Committee Members and volunteers of WWLT involved in any child-related work (activities) and covers information about the legislative requirements of working with children including the reporting of harm.

This does not affect Front of House volunteers or working bee and bumping groups. This is defined as non-child related work and does not ordinarily involve contact with children for extended periods without other adults being present.

Responsibility

WWLT Management Committee

Point of Contact

Executive Producer WWLT

Production Manager WWLT

President of WWLT

Relevant Legislation

Child Protection (Working with Children) Act 2012

Children and Young Persons (Care and Protection) Regulation 2012

Child Protection (Working With Children) Regulation 2013

Child Protection (Working with Children) Amendment (Statutory Review) Act 2018

Principles

WWLT will uphold the following principles under the Policy:

- Protecting children from harm and the risk of harm is fundamental to maximizing their learning, social and emotional potential
- WWLT expects our members and volunteers to show respect to fellow cast and crew members, venue staff, volunteers and audience members and to comply with safe practices
- WWLT Management Committee will respond diligently to a report of suspected or actual harm or risk of harm to a child
- WWLT will act fairly and a reasonably towards a volunteer who is the subject of allegations of improper conduct
- WWLT will support a volunteer who is the subject of a proven false allegation of causing harm to a child cast member
- Anybody within WWLT who becomes aware or reasonably suspects that a cast member is being harassed or harmed must report it to the Executive Producer
- WWLT Management Committee will take disciplinary action against any member who is found to be guilty of harm/harassment of a child, young person or any other member of the team

WWLT will cooperate with state authorities in resolving allegations of harm.

Accessibility of Policy

This policy is accessible on the WWLT Website and will be available on request from Committee Members. Each new cast/crew member will be made aware of the policy prior to commencing any duties with WWLT.

Continued participation after viewing/receiving the child and young person risk management strategy will be deemed as acceptance of and willingness to abide by all policy and procedures of the company.

Awareness of Policy

Cast and Crew will be made aware of this policy at their first rehearsal or at the commencement of their duties.

Managing sensitive information (including Photographs and Images of Children)

Personal information is collected during the audition and rehearsal processes. All information is considered sensitive and is not circulated in any way outside those in the management committee and only used for vital company functions such as insurance coverage and memberships.

Photographs and videos may be taken for the purpose of media advertising and for company and personal memorabilia. A closed group may be

established on social media for purposes of communication throughout the show period.

- WWLT has a policy and procedure for the taking, using, storage and destruction of photographs or images of the children
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes
- WWLT's web-based material and activities will be carefully monitored for inappropriate use
- WWLT will ensure confidentiality in order to protect the rights of its members including the safe handling, storage and disposal of any sensitive information.