

CLOC Child Safe and Well-Being Policy

Scope

This policy applies to any adult person (over the age of 18) engaged by CLOC Musical Theatre ('CLOC') that may work or interact with children at any time including:

- any volunteers in
 1. leadership and management roles
 2. administration
 3. production and venue personnel (production teams, actors, stage management, chaperones, technical crew, ushers, etc.)
- contractors and sub-contractors
- any other individual in the organisation that may deal with children

A child includes children and young people 17 years and under.

Commitment to Child Safety

All children working with or engaged by CLOC have the right to feel and be safe, included, respected, valued and protected from harm. Children should be made aware of and feel confident in their rights and responsibilities.

CLOC is strongly committed to the safety and well-being of all children that interact with our organisation by creating and maintaining a child safe environment. The welfare of children entrusted under our care is our first priority and we have zero tolerance for child abuse.

CLOC will take all necessary steps to prevent and protect children from abuse and neglect including:

- Physical abuse: purposefully injuring or threatening to injure a child
- Emotional abuse: an attack on a child's self-esteem e.g. through bullying, threatening, ridiculing, intimidating or isolating the child
- Sexual abuse: any sexual act or sexual threat imposed upon a child
- Neglect: harming a child by failing to provide basic physical or emotional necessities.

Supporting Children's Participation and Satisfaction

CLOC supports, enables and promotes the active participation of children by:

- encouraging expression of and respecting the views of children
- encouraging and empowering children and parents/legal guardians to raise any concerns or complaints
- listening to and acting upon any concerns raised by children and parents/legal guardians
- seeking the input of children when making decisions about matters that concern them

- teaching children what they can do and who they can turn to if they feel unsafe
- ensuring volunteers dealing with children are skilful in facilitating their participation
- valuing diversity and not tolerating any discriminatory practices.

CLOC aims to create an environment where children gain satisfaction from their interaction with CLOC by:

- supporting children to feel respected and in control of their behaviour/work
- ensuring children enjoy the overall experience of being engaged with a production or other organisational activity
- encouraging children to assist each other in fulfilling their role and developing a positive sense of pride in their work
- offering opportunities for children to derive personal satisfaction and a sense of achievement throughout their experience and the relationships they make
- encouraging children to develop self-discipline.

Valuing Diversity

CLOC values diversity and does not tolerate any discriminatory practices. CLOC is committed to protecting children engaged with our organisation from physical, sexual, emotional and psychological abuse, as well as neglect and contempt, ridicule, hatred or negativity towards a child because of their race, culture, religion, gender (including transgender status), sexual orientation or disability.

In our activities with children we will:

- promote the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promote the safety of children with a disability
- promote the safety of LGBTI children and young people.

CLOC has a Diversity Policy and all participants in CLOC's activities are expected to understand and comply with the Diversity Policy.

Recruitment Practices

CLOC will take all reasonable steps to ensure we engage suitable and appropriate people to work with children. This involves maintaining a recruitment, screening and selection process that seeks to ensure child safety and well-being.

It is CLOC's policy to:

- develop clear policies, duty statements and job descriptions for roles that involve work with children that state clearly our commitment to providing safe environments for children
- attain and keep a record of Working with Children Checks for anyone with direct and unsupervised contact with children, such as volunteers who will supervise the children or chaperone children

- ensure supervisors and chaperones are suitably experienced to care for the safety and well-being of children in accordance with their age and needs.

Support for Chaperones or Supervising Adults

CLOC seeks to support volunteer chaperones and supervising adults by:

- induction to our Child Safe Policy, Code of Conduct and other relevant policies and procedures
- appointing a Head Chaperone to be the first point of contact to provide advice and support to Child Chaperones/supervising adults on the safety and well-being of children engaged with CLOC
- ensuring child chaperones/supervising adults feel encouraged and empowered to report any complaints, concerns or perceived risks to child safety to the Head Chaperone
- ensuring designated Child Chaperones/supervising adults of children that are new to the role work with an experienced Child Chaperone/supervising adult sufficiently before working on productions requiring a single Child Chaperone/adult supervisor.

Code of Conduct

CLOC has developed a 'Code of Conduct (Volunteers and Supervision of Children)' to provide guidance to our volunteers on expected behaviours when in direct contact with or working around children. All CLOC volunteers must abide by this Code of Conduct. We will ask relevant volunteers to provide confirmation that they have read, understood and will comply with this Code of Conduct.

Communication

CLOC is committed to encouraging volunteers, children and parents/legal guardians to raise any concerns or provide their views on the well-being of children involved with our organisation.

CLOC keeps volunteers, parents/legal guardians and children informed of our organisation's child safe policies and procedures by:

- ensuring that volunteers have read, understood, and are aware of their obligations under the Child Safe and Well-being Policy, Code of Conduct (Volunteers and Supervision of Children) and any other relevant policies and procedures
- making relevant documents easily accessible by displaying child safe materials available on our website, distributing documents to relevant individuals and having copies available upon request.

Parents/legal guardians of children cast by CLOC as performers, are provided with the contact details of the Head Chaperone as well as the Child Chaperone on duty for any particular session who is available to speak with them or to facilitate speaking with their children at any time when they are engaged in CLOC activities.

CLOC will provide parents/legal guardians and child volunteers with information on:

- the child's expected role, activities, responsibilities and actions during their engagement with CLOC
- issues arising in respect of the child's progress during the production process
- timely notice of schedules

- CLOC's Child Safe & Well-being Policy, Codes of Conduct and other relevant policies and procedures.

Children are encouraged to communicate and ask questions regarding their engagement with CLOC as a volunteer performer.

Complaints and Reporting Procedure

CLOC believes volunteers, parents/legal guardians and children should feel enabled, empowered and supported to safely raise any concerns or complaints about any perceived risks to a child's safety or signs of abuse.

CLOC has developed a procedure to respond to complaints of abuse or conduct not in keeping with this Policy and the Code of Conduct (Volunteers and Supervision of Children), including means to take disciplinary action or address issues when necessary.

Any issues raised about the activities of the Head Chaperone should be raised with CLOC's Administrator or President.

These policies include a direction to report any instance of sexual abuse or physical abuse causing injury directly to the police.

Risk Management

CLOC takes a preventative and proactive approach to minimising the risk of harm to all its volunteers including children, when they are engaged for a specific production. As part of our organisation's risk management processes, we periodically conduct reviews to identify potential risks to the safety and well-being of all volunteers.

Implementation and Review Process

A Head Chaperone will be appointed for each CLOC production involving children 17 years and under as cast members. The Head Chaperone will be responsible for being the first (and main) point of contact to provide advice and support to children, parents/legal guardians and volunteers regarding the safety and well-being of children engaged with the company. Details of the Head Chaperone will be notified to children, parents/legal guardians and volunteers including contact details (via phone and email).

This includes being the first point of contact for dealing with any complaint of abuse or conduct not in keeping with this Policy and Code of Conduct (Volunteers and Supervision of Children).

Our Child Safe and Well-being Policy will be reviewed every two years and we will undertake to incorporate feedback from children, parents/legal guardians, volunteers and any other relevant personnel.