



Savoyards Musical Comedy Society Inc.

Working with Children and Child Protection Policy

Introduction

Savoyards Musical Comedy Society Inc (Savoyards) 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 Brisbane community theatre scene.

In general, Savoyards 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. The company has a requirement that, where young people under the age of 16 are involved they must remain in the care of a parent/guardian or the designated Child Chaperone of Savoyards, whilst all participants under the age of 18 are covered by this policy.

Purpose

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

Savoyards 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. Savoyards 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

Savoyards 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 Queensland and Savoyards will meet the requirements of these relevant state laws.

Prior to the commencement of any production requiring children/young people Savoyards will identify/appoint (at a minimum) the following production and technical team members as child contact persons.

- Director (and Assistant Director if applicable)
- Musical Director (and Assistant Musical Director if applicable)
- Choreographer (and Assistant Choreographer if applicable)
- Stage Manager
- Executive Producer
- Selected Wardrobe, Hair and Make-up Team Members
- Sound Technicians fitting microphones
- Child Chaperone(s)

Savoyards will ensure that these delegated members successfully obtain or hold a valid Working with Children card. An individual who receives a negative notice for their Working with Children card application will be dismissed from any production that requires children/young people.

Scope

This policy applies to all members over the age of 18, selected Committee Members, and volunteers of Savoyards and covers information about the legislative requirements of working with children including the reporting of harm.

Responsibility

Savoyards Management Committee and the Executive Producer for each production are responsible for the implementation of this Policy.

Point of Contact

Executive Producer representing Savoyards Musical Comedy Society Inc
President of Savoyards Musical Comedy Society Inc

Relevant Legislation

Working with Children (Risk Management and Screening) Act 2000
Working with Children (Risk Management and Screening) Regulation 2011

Principles

Savoyards 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
- Savoyards 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
- Savoyards Management Committee will respond diligently to a report of suspected or actual harm or risk of harm to a child
- Savoyards will act fairly and reasonably towards a volunteer who is the subject of allegations of improper conduct
- Savoyards will support a volunteer who is the subject of a proven false allegation of causing harm to a child cast member
- Anybody within Savoyards who becomes aware or reasonably suspects that a cast member is being harassed or harmed must report it to the Executive Producer immediately
- Savoyards 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
- Savoyards will cooperate with state authorities in resolving allegations of harm

Accessibility of Policy

This policy is accessible on the Savoyards Website and copies will be available on request from Committee Members or the Executive Producer.

Continued participation after viewing/receiving this policy and the child and young person risk management strategy will be deemed as acceptance of and willingness to abide by all policies 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/production team and only used for vital company functions such as insurance coverage, memberships, marketing and show communications.

Photographs and videos may be taken for the purpose of media advertising and for company and personal memorabilia. A closed group will be established on social media for purposes of communication throughout the show period.

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