

# LOWRA PLAYERS



Child Safe Policy

Draft



## Communications

*The Nowra Players will hold annual information sessions for members and when required. The Drama Class Coordinator will hold regular information sessions with teachers.*

*Our Child-safe policy will be discussed during Induction sessions for all new Drama Teachers, Directors and Stage Managers of youth productions and events.*

*Students joining our drama classes and performances will be alerted to the policy and Code of Conduct.*

At the Nowra Players, 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.

The policy is called the *Nowra Player'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 it safer for them.

The Nowra Players 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 involve them when we make decisions, especially about matters that will directly affect them.

Children and young people are involved in the Nowra Players through involvement in;

- Youth Drama Classes,
- The Youth Drama Awards,
- Dedicated youth productions,
- Offering a variety of performance and back stage roles in main stream productions.

At the Nowra Players we promote respect, fairness and consideration for all of the membership and the wider community. At all times, members will be assigned a member of the Nowra Players Committee to support and guide them. On occasions, this may be delegated to more experienced member of the Nowra Players membership who may have specific experience in a particular area.

All new members of the Nowra Players 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.nowraplayers.com.au](http://www.nowraplayers.com.au)) or on request.

The Nowra Players 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 process for those working with children and young people will be determined based on the activity.

Drama Class teachers will require;

- Teaching qualifications ( or specific experience in theatre/drama teaching)
- A suitability interview with the Drama Class Coordinator
- A completed *Working with Children Check* (or provide evidence of registration).

Director (of a production with cast member(s) under 18) will require;

- A suitability interview with the Nowra Player Committee
- A completed *Working with Children Check* (or provides evidence of registration).

Stage Manager (of a production with cast member(s) under 18) will require;

- A completed *Working with Children Check* (or provides evidence of registration).

**MEMBERS AND EMPLOYEES NOT AUTHORISED TO WORK WITH CHILDREN**

A member of the Nowra Players cannot participate in child-related activities (paid or unpaid) if the outcome of their online verification is:

- barred
- interim barred
- not found

If the Nowra Players receive a letter advising that a current member or volunteer has become barred (or has an interim bar), the Nowra Players 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 Nowra Players membership
- suspend them from child-related work pending the outcome of an appeal
- transfer them to a non child-related role within the organisation



**COMMUNICATIONS AND DEALING WITH COMPLAINTS**

*The Nowra Players Committee will annually appoint two Child Safety Contact Persons with the appointment of yearly roles. These people will be made known to the wider membership.*

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

**Drama Class Student**

- Drama class student should speak to the class teacher. If the issue is about the teacher or if the student feels uncomfortable then they should speak to the Drama Class Coordinator.
- The Drama Class Teacher should then contact the Drama Class Coordinator toward a resolution. If appropriate the parent/guardian may be contacted.
- 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.*

**During a Production**

- Member should speak to the Director of the play during rehearsals or the Stage Manager during the performance run. If the issue is about one of these people then the member should speak to either the Production Liaison or Child Safety Contact.
- Practical solutions to the given issue should be undertaken. If required, the Production Liaison or President may need to intervene.
- 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.*



## Code of Conduct

The Nowra Players 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 that are safe and welcoming for them. We seek advice and guidance from children, young people, parents and colleagues so these standards are maintained.

### ADULT MEMBERS

Everyone participating in the Nowra Players' productions and activities, including; members, drama teachers, children, young people, parents and visitors must keep to the following code of behaviour.

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

### JUNIOR MEMBERS

The Nowra Players believe that drama is fun and we do our best to keep a happy, friendly and safe atmosphere but we also know that to become an actor a certain amount of discipline is needed in and out of the lessons and all children and young people are expected to be polite and respectful to all around them.

We will introduce Drama Class Students to our *Code of Conduct* and ensure all students understand why each point is important and what consequences will happen should they break this code:

- Respect other people
  - Respect other people's work
  - Listen when other people are speaking
  - Share our ideas
  - Co-operate with our group
  - Concentrate on our work
  - Always try our best
  - Respect the workspace
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