

MANJIMUP REPERTORY CLUB INC.

Working with Children

and

Child Protection Policy

Definition of Child Abuse

Child abuse is any behaviour that harms a child including physical, sexual and emotional as well as neglect and exploitation

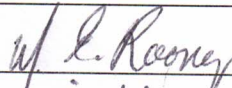
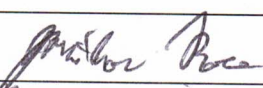
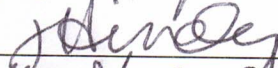
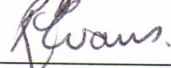
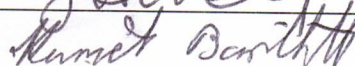
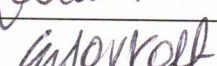

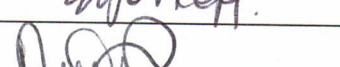
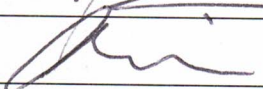

Definition of Child

Children and young persons under the age of 18

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Approved By: Manjimup Repertory Club Inc. Executive and Committee Members

Date Adopted: 02 February 2020

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Clause 1

Introduction

Manjimup Repertory Club Incorporated (MRCI) is a community based theatre group governed by an elected committee of volunteers. The committee is supported by its members and volunteers to maintain our reputation to provide amateur theatre in a professional manner to the local community of Manjimup Western Australia.

MRCI is made up of children, young persons under the age of 18 and adults and works to develop a family atmosphere at all MRCI activities 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.

Roles members and volunteers undertake at MRCI include but are not limited to the following

- Actors
- Production and technical crew
- Volunteers

Clause 2Policy Statement

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

MRCI will ensure all members/volunteers of MRCI follow this policy to ensure compliance with the WWC Act.

Prior to the commencement of any production/event/activity of MRCI where children/young persons under the age of 18 will participate MRCI will identify/appoint all members of the production team and key members of the technical teams as child contact persons.

MRCI will ensure that these delegated members successfully obtain or hold a valid Working with Children card in accordance with the WWC Act.

Exceptions:

Government of **Western Australia**
Department of **Communities**

**Factsheet 2: Child-Related Work and Exemptions**

- ❖ Child Volunteers
- ❖ Parent of a child who is involved in the production/event/activity

Clause 3Scope

This policy applies to all members of MRCI over the age of 18 years, committee members and volunteers involved in any child-related work (activity) and assists MRCI to meet the legislative requirement of the WWC Act.

This does not affect front of house volunteers or working bee and bumping groups (volunteers involved in moving set, props and other hardware into a theatre prior to first and after final performance). There is no requirement for WWC check to be undertaken as this work is defined as non-child related work and does not ordinarily involve contact with children for extended periods without other adults being present.

If a child or person under the age of 18 was involved in either working bee and/or bumping group then the child or person under the age of 18 must be in the care of a parent/guardian or designated chaperone appointed by MRCI during the activity.

Clause 4Principles

- MRCI will ensure all members/ volunteers and parents of children and persons under the age of 18 involved in activities of MRCI are aware of and have access to the MRCI Working with Children and Child Protection Policy.
- MRCI recognises that children have a fundamental right to be protected from harm and risk of harm at all times.

- MRCI expects members and volunteers to show respect to fellow cast and crew members, venue staff, volunteers and audience members and to comply with safe practices.
- MRCI members/volunteers who becomes aware or reasonably suspects that a child or person under the age of 18 is being harassed or harmed must report it to the executive committee.
- MRCI executive committee will respond diligently to a report of suspected or actual harm or risk of harm to a child or young person under the age of 18.
- MRCI will act fairly and reasonably towards a member/volunteer who is the subject of allegations of improper conduct.
- MRCI will support a member/volunteer who is the subject of a proven false allegation of causing harm to a child or young person under the age of 18.
- MRCI management committee will take disciplinary action against any member who is found to be guilty of harm/harassment of a child, young person under the age of 18 or any other member of the team.
- It is mandatory for MRCI to report child abuse to the relevant authorities.
- MRCI will cooperate with relevant authorities to investigate allegations.

Clause 5

Commitment

To assist MRCI meeting our commitment to provide a safe environment within our organization, where children and young persons under the age of 18 are involved in the activities of MRCI, the following must occur;

- *Rehearsal and non-performance period while a child or person under the age of 18 is involved in MRCI activities (before and after curtain)*
Children and young persons under the age of 18 must remain in the care of a parent/guardian or designated chaperone appointed by MRCI.
- *During performance (from curtain up to final)*
Children and young persons under the age of 18 must remain in the care of a parent/guardian or designated chaperone appointed by MRCI.
- *Travel to and from venue (rehearsals and performance or any other MRCI function)*
Children and young persons under the age of 18 must be the responsibility of the parent/guardian.

Clause 6

Responsibility to Ensure Policy Compliance

- MRCI Executive Committee

Clause 7Point of Contact for Disclosures of Breach of Policy

- President MRCI
- Vice President MRCI
- Secretary MRCI
- Treasurer MRCI

Clause 8Accessibility of Policy

- This policy will be available on request.
- Each new cast/crew member will be made aware of the policy prior to commencing any duties with MRCI.

Clause 9MRCI Obligation

- Members/Volunteers will be given access to the MRCI Working with Children and Child Protection Policy.
- Continued participation by members/volunteers of MRCI after viewing the MRCI Working with Children and Child Protection Policy will be deemed as acceptance of and willingness to abide by all policy and procedures of MRCI.

Clause 10Managing sensitive information (including Photographs and Images of Children)

- Personal information collected during registration, audition and rehearsal processes is considered sensitive and will not be circulated in any way outside the management committee of the event/production, appointed executive group and committee.
- This information is used for the purpose of conducting the business of MRCI and not for any other purpose.
- Photographs and images, including videos, may be taken for the purpose of media advertising.
- Photographs and videos may be used on the MRCI Facebook page to advertise an event or promote the organization, during or beyond the event period.
- Permission will be sought from the parents for MRCI to use images featuring children and young persons under the age of 18 for promotional and/or other purposes as part of the membership procedure.
- Permission will be sought from members/volunteers over the age of 18 for MRCI to use their image for promotional and/or other purposes as part of the membership procedure.

- MRCI will ensure confidentiality in order to protect the rights of its members including the safe handling, storage and disposal of any sensitive information including images.
- Security of photos and videos will be the responsibility of the director/event organizer during the production/event and it is their responsibility to ensure appropriate use during this period.
- At the end of the production/event photos and videos should be loaded onto an electronic storage device and given to the elected MRCI secretary to be stored. Images must be removed from the director/event organizer's equipment.
- MRCI will take all reasonable steps to protect any personal information including images we hold from unauthorised disclosure and/or use.

Clause 11

Review

The MRCI Working with Children and Child Protection policy must be reviewed each year in December or in the event of an update to the WWC Act.

Relevant Legislation - WWC Act

Working with children (Criminal Record Checking) Act 2004

Working with Children (Criminal Record Checking) Regulations 2005

(referred together as "the WWC Act")

