



# Savoyards Musical Comedy Society Inc.

## Working with Children and Child Protection Policy

### **Introduction**

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 policy that where young people under the age of 18 are involved they must remain in the care of a parent/guardian or the designated Child Chaperone of Savoyards.

### **Purpose**

Savoyards 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.

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 all members of the production team and key members of the technical teams as child contact persons. Savoyards will ensure that these delegated members successfully obtain or hold a valid Working with Children card.

### **Scope**

Applies to all members over the age of 18, 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

## **Point of Contact**

Executive Producer Savoyards  
President of Savoyards

## **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 a 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
- 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 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 Savoyards.

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

- The company 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
- 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.