

Child Safe Policy

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Approved By: Kristyn Adamopoulos
Endorsed By: Luke Martin
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This policy was written to demonstrate the strong commitment of the management, members and volunteers of Lightbox Productions Incorporated (herein known as the association) towards child safety and to provide an outline of the policies and practices the association has developed to keep everyone safe from any harm, including abuse.

Scope

This policy applies to all people involved in Lightbox Productions Inc's activities, including producers or directors, officials, volunteers and parents.

Policy Elements

Commitment to Child Safety

All children who are a part of the association have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the association has a zero tolerance to child abuse. The association aims to create a child safe and child friendly environment where children feel safe and have fun and the association's activities are always carried out in the best interests of the children.

Application of this Policy

This policy was developed by the association and in collaboration with professionals from other industries with appropriate child safety training, including teachers and early learning professionals.

This policy applies to all individuals involved in our organization (paid and volunteer), as well as external contractors working for the organization.

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People this policy applies to need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and the association is committed to reducing the risk of these types of circumstances occurring.

Children's Rights to Safety and Participation

The association encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who involve themselves with our association to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, their parents, or other members of the association raise with us.

We do this through the position of Vice President, a member of the association's committee who oversees the Committees continual working towards an equal and accessible association. They are the first point of call for any concerns regarding discrimination, harassment or bullying within the association. In the place of the Vice President, the Secretary or President may also undertake this position.

Within certain productions, a wellbeing Officer may be appointed, and in this case undertakes a similar role to Equity regarding the associations Child Safe Policy, except at a show level.

Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this, we:

- promote the cultural safety, participation and empowerment of Indigenous children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate members from diverse cultural backgrounds.

Recruiting staff and volunteers

The association takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers when required
- Require Working with Children Checks for all members of the organization
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

Supporting Members and volunteers

The association seeks to attract and retain the best members and volunteers. We provide support and supervision, so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers.

Reporting a child safety concern or complaint

The association has appointed the Vice President of the association as Child Safety Persons with the specific responsibility for responding to any complaints made by members, volunteers, parents or children. That person can be contacted by emailing vicepresident@lightboxau.com. Our complaints process is outlined in our constitution

If you would like to contact the Vice President directly, Lightbox's VP for the 2019/20 Financial year is:

Name: Kristyn Adamopoulos

Email: kadamopoulos@lightboxau.com

Phone Number: 0477 070 365

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur; and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change/dressing room facilities;
- coordinating costume calls or costume measurements;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.

Reviewing this policy

This policy will be reviewed every 12 months and we undertake to seek views, comments and suggestions from children, parents, carers, members and volunteers involved in the association.

Disciplinary actions

Any breach of this policy may result in immediate dismissal.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the Vice President, at vicepresident@lightboxau.com