

FOOTPRINT THEATRE Child Safe & Child Friendly - Code of Conduct

Statement of Commitment

Our organisation provides an open, welcoming and safe environment for everyone participating in our productions.

We provide a learning and production environment for everyone that is safe and welcoming for them.

We seek advice and guidance from kids, parents and colleagues so these standards are maintained.

Child-safe means taking steps to keep children safe from physical, sexual or emotional abuse.

Child-friendly means kids are valued, respected and included so they feel confident they will be listened to.

Directors, stage managers, choreographers and tutors working with young people under 18 other than their own child must hold a valid NSW Working With Children Check and provide details for verification by Footprint Theatre as provided for by the Office of the Children's Guardian in NSW: <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Everyone participating in our activities and events (including paid and unpaid volunteers, contractors, young people and parent helpers) must be made aware of, and keep to, the following codes of behaviour.

DO...

- Treat everyone with respect and honesty (this includes paid and unpaid volunteers, staff, young people and parents).
- Remember to be a positive role model to others in all your conduct with them.
- Set clear boundaries about appropriate behaviour between yourself and the children in your organisation - boundaries help everyone to carry out their roles well.
- Always have another adult present or in sight when conducting one to one coaching or costume fittings. Avoid costumes that a child cannot easily get into and out of by themselves.
- Ensure that the privacy of all actors is respected and that separate and private change areas and/or times are available for adults / younger people / different genders as appropriate so that everyone feels safe and comfortable. An individual should always have access to a private space to change costume.
- Ensure that parents have signed a permission form for their child's participation that indicates the circumstances under which photos or video may be taken and for what purpose.
- Ensure that parents have obtained written permission from the school principal if their child needs to be absent from school for rehearsals or shows and that dates and times are specified.
- Record, report and act on complaints of abuse promptly. Where possible, details of the complaint should be made to the Secretary of the Footprint Theatre Committee immediately and if possible in writing to assist with investigation of the complaint.
- Retain any documentation including WWCC verifications in a secure place.

DON'T...

- Develop any 'special' relationships with children that could be seen as favouritism such as the offering of exclusive gifts or special treatment.
- Assist with things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.
- Use cameras in change rooms while actors are changing. Move to a different space.

Last updated: 19 Jan 2013
