



## **Child Safe Policy**

### Scope

This policy applies to any adult person (over the age of 18) engaged by Brink Productions that may work or interact with children at any time including:

- employees (permanent and casual)
- leadership and management roles
- administration
- production and venue personnel (actors, stage management, chaperones, technical crew, ushers, etc.)
- volunteers
- contractors and sub-contractors
- work experience students/interns/secondments
- any other individual in the organisation that may deal with children.

## **Commitment to Child Safety**

All children working with or engaged by Brink Productions have a right to feel and be safe, respected, valued and protected from harm. Children should be made aware of and feel confident in their rights and responsibilities.

Brink Productions is strongly committed to the safety and well-being of all children that interact with our organisation as employees, audience members, education program participants or otherwise by creating and maintaining a child safe environment. The welfare of children entrusted under our care is our first priority and we have zero tolerance for child abuse.

Brink Productions will take all necessary steps to prevent and protect children from abuse and neglect including:

- Physical abuse: purposefully injuring or threatening to injure a child
- Emotional abuse: an attack on a child's self-esteem e.g. through bullying, threatening, ridiculing, intimidating or isolating the child
- Sexual abuse: any sexual act or sexual threat imposed upon a child
- Neglect: harming a child by failing to provide basic physical or emotional necessities.

## **Supporting Children's Participation and Satisfaction**

Brink Productions supports, enables and promotes the active participation of children by:

- encouraging expression of and respecting the views of children and parents (including carers or legal guardians)
  - encouraging and empowering children and parents to raise any concerns or complaints
- listening to and acting upon any concerns raised by children and parents, carers or legal guardians
- seeking the input of children when making decisions about matters that concern them
- ensuring children understand their rights and the appropriate behaviour expected of both adults and children
- teaching children what they can do and who they can turn to if they feel unsafe
- ensuring employees dealing with children are skilful in facilitating their participation
- valuing diversity and not tolerating any discriminatory practices.



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Brink Productions aims to create an environment where children gain satisfaction from their interaction with our organisation as employees, participants in productions, or other activity by:

- supporting children to feel respected and in control of their behaviour/work
- ensuring children enjoy the overall experience of being engaged with a production or other organisational activity
- encouraging children to assist each other in fulfilling their employment obligations and developing a positive sense of pride in their work (e.g. discussing character development and stagecraft in groups and leading warmup activities)
- offering opportunities for children to derive personal satisfaction and a sense of achievement throughout their experience and the relationships they make
- encouraging children to develop self-discipline in balancing their commitment to their performance, their education and their social and family activities.

### **Valuing Diversity**

Brink Productions values diversity and we do not tolerate any discriminatory practices.

Our organisation is committed to protecting children engaged with our organisation from physical, sexual, emotional and psychological abuse, as well as neglect and contempt, ridicule, hatred, or negativity towards a child because of their race, culture, religion, gender (including transgender status), sexual orientation or disability.

In our activities with children we will:

- promote the cultural safety of Aboriginal children
- promote the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promote the safety of children with a disability
- promote the safety of LGBTI children and young people Recruitment Practices

Brink Productions will take all reasonable steps to ensure we engage the most suitable and appropriate people to work with children. This involves maintaining a rigorous and consistent recruitment, screening and selection process.

It is Brink Production's policy to:

- interview and conduct thorough referee checks on all employees (with their most recent supervisors)
- develop clear duty statements and job descriptions for roles that involve work with children that state clearly our commitment to providing safe environments for children
- attain and keep a record of Working with Children or criminal history/police checks for anyone with direct and unsupervised contact with children, such as employees designated to supervise or chaperone children
- ensure supervisors and chaperones recruited are suitably experienced and qualified to care for the safety and well-being of children in accordance with their age and needs.

### **Support for Employees**

Brink Productions seeks to support employees by:

- inducting new employees to our Child Safe Policy, Code of Conduct and other relevant policies and procedures



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- encouraging relevant employees to attend periodical information sessions as they become available, to remain up-to-date with knowledge of child protection, nature and signs of child abuse, cultural competency, regulation updates and other matters that affect children
- appointing a Child Safety Officer to be the first point of contact to provide advice and support to employees on the safety and well-being of children engaged with the organisation
- ensuring employees feel encouraged and empowered to report any complaints, concerns or perceived risks to child safety to the Child Safety Officer or other relevant management position
- ensuring designated supervisors and chaperones of children that are new to the role work with experienced supervisors sufficiently before working on productions or programs requiring single supervisors.

### **Code of Conduct**

Brink Productions has developed a Code of Conduct to provide guidance to our employees on expected behaviours when in direct contact with or working around children. All employees must abide by the Code of Conduct.

### **Communication**

Brink Productions is committed to encouraging employees, children and parents (including carers or legal guardians) to raise any concerns or provide their views on the well-being of children involved with our organisation.

Brink Productions keeps employees, parents (including carers or legal guardians) and children informed of our organisation's child safe policies and procedures by:

- ensuring that employees have read, understood, and are aware of their obligation under the Child Safe Policy, Code of Conduct, and any other relevant policies and procedures LPA Guide to Child Safety in the Live Performance Industry Live Performance Australia
- making relevant documents easily accessible by displaying child safe materials by uploading relevant documents to our website, distributing documents to all relevant individuals, and having copies available upon request
  - providing children and parents (including carers and legal guardians) with relevant Plain English child safe materials. Parents (including carers or legal guardians) of children employed by Brink Productions as performers are provided with at least one contact from Brink that is available to speak with them or to facilitate speaking with their children at any time during periods of work.

We provide parents (including carers or legal guardians) and child employees with information on:

- the child's expected role, activities, responsibilities and actions during their period of employment
- the child's progress throughout the production and timely notice of schedules
- the rights of parents and children regarding supervision and workplace conditions, as determined by South Australian regulations
- our Child Safe Policy, Code of Conduct, and any other relevant policies and procedures. Children are encouraged to communicate and ask questions regarding their employment.



## **Child Safe Policy | Commitment to Child Safety | Code of Conduct Complaints and Reporting Procedure**

We believe employees, parents (including carers or legal guardians), and children should feel enabled, empowered and supported to safely raise any concerns or complaints about any perceived risks to a child's safety or signs of abuse.

Brink Productions has developed a procedure to respond to any complaint of abuse or conduct not in keeping with this Policy and Code of Conduct, including means to take disciplinary action or rectify issues when necessary.

### **Risk Management**

Brink Productions takes a preventative and proactive approach to minimising the risk of harm to children. As part of our organisation's WH&S risk management process we periodically conduct reviews to identify potential risks to the safety and well-being of children.

Our Child Safe Policy will be reviewed every 12 months or as relevant changes in legislation occur and we will undertake to incorporate feedback from children, parents (including carers and legal guardians), employees and any other relevant personnel.

### **Code of Conduct – Employees**

Brink Productions provides an open, safe and friendly environment for all children.

This Code of Conduct outlines appropriate standards of behaviour by adults toward children. The Code of Conduct aims to protect children and reduce any possibility that abuse or harm could occur. It provides guidance to employees on how best to support children and prevent or better manage difficult situations.

### **Scope**

All employees are required to comply with the Code of Conduct. This includes any adult person (over the age of 18) engaged by an organisation that may work directly with or around children at any time including:

- employees (permanent and casual): leadership and management roles, administration, education instructors and youth workshop facilitators, production and venue personnel (actors, stage management, chaperones, technical crew, ushers, etc.)
- volunteers
- contractors and sub-contractors
- work experience students/interns/secondments
- any other individual in the organisation that may deal with children

(Note: In this Code, the term "employee" is used to cover all persons occupying any position listed above.) A child includes children and young people up to the age of 18 (unless otherwise specified).

Brink Production's employees are responsible for promoting the safety and well-being of children by complying with the following:

- ✓ adhere to our child safe policies and procedures
- ✓ take all reasonable steps to protect children from the risk of abuse and neglect including:
  - Physical abuse: purposefully injuring or threatening to injure a child



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- Emotional abuse: an attack on a child's self-esteem e.g. through bullying, threatening, ridiculing, intimidating or isolating the child
- Sexual abuse: any sexual act or sexual threat imposed upon a child
- Neglect: harming a child by failing to provide basic physical or emotional necessities.
- ✓ treat all children with dignity, equality and respect
- ✓ listen to and value the ideas and opinions of children
- ✓ act as a positive role model in your conduct with children
- ✓ develop positive relationships with children and parents (including carers and legal guardians) based on mutual trust and open communication
- ✓ be professional in your actions through your use of language, presentation and manner
- ✓ respect the privacy of children and parents (including carers and legal guardians), and only disclose information to people who have a need to know
- ✓ be aware of risks with communication and behaviour between employees and children (including online and mobile) LPA Guide to Child Safety in the Live Performance Industry Live Performance Australia
- ✓ be aware of risks with communication and behaviour between children (including online and mobile)
- ✓ aim to ensure children understand they are valued members of the production, program, audience or other experience
- ✓ acknowledge the uniqueness and potential of all children, in recognition that enjoying their childhood without undue pressure is important
- ✓ if by chance any children are found unsupervised, direct and accompany children to their supervisor or relevant management immediately
- ✓ report any breaches of these standards of behaviour to relevant management promptly.

### Brink Productions employees MUST NOT:

- × discriminate against any child because of age, gender (including transgender status), cultural background, religion, vulnerability, disability or sexuality
- × engage in behaviour that is intended to shame, humiliate, oppress, belittle or degrade children
- × engage in any activity with a child that is likely to physically or emotionally harm them
- × take photos or video of children without the explicit permission of the child (if 15 years of age or older) and their parent, carer or legal guardian, and relevant management
- × share personal information or photos of children on social media without the informed consent of the child (if 15 years of age or older) and parent, carer or legal guardian, and relevant management
- × work with children while under the influence of alcohol or illicit drugs
- × ignore or disregard any concerns, suspicions, or disclosures of child abuse
- × show overly familiar physical affection towards children or any unnecessary physical contact with children
- × marginalise or exclude specific children
- × show favouritism towards specific children such as the offering of gifts, special thanks, special treatment or inappropriate attention
- × subject children to any form of physical punishment, social isolation, immobilisation or any other conduct likely to humiliate or frighten children
- × enter children's dressing rooms (unless they are a designated supervisor, or approved to do so by a supervisor or relevant management)
- × allow children to enter an adult's dressing room or crew areas, unless accompanied by their supervisor and approval has been granted by those in the dressing room



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- × close doors in rooms where children are present, unless children need privacy to dress × allow children to (un)dress with others around (dressing should take place in private)
- × do things of a personal nature for children that they are able to do for themselves, such as assisting with going to the toilet or dressing
- × gossip in the presence of children
- × distress a child for the purpose of eliciting a dramatic reaction
- × develop any 'special' relationships with children outside of the professional relationship or arrange contact with children outside of work obligations
- × have unauthorised contact with children online or by phone