



# LIVE PERFORMANCE AUSTRALIA

## Child Safe Policy Guide for the Live Performance Industry

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## INTRODUCTION: LPA Child Safe Policy Guide for the Live Performance Industry

### i. Purpose

The purpose of the *LPA Child Safe Policy Guide for the Live Performance Industry* (**Policy Guide**) is to provide organisations that employ children (**employers**) with a Best Practice Guide for developing their own Child Safe policies and procedures. The Policy Guide is intended to inform employers of their responsibilities for implementing provisions that provide a safe, friendly and respectful working environment for children.

### ii. Scope

The Policy Guide is intended to provide guidance to all employers/organisations in the Australian Live Performance Industry (“**Industry**”). Its provisions are necessarily general to ensure it is applicable to the entire Industry, across a diverse range of organisations, art forms and jurisdictions.

**Employers should ensure they include organisation-specific detail in the development of their own Child Safe policies.**

### iii. What is a Child Safe Organisation?

Employers of children in the Industry should aim to be a Child Safe Organisation.

A Child Safe Organisation is:

- child-focused (considers the production from a child’s point of view);
- preventative rather than reactive;
- understanding of the specific risks in their production; and
- well-positioned to minimise identified risks (boundaries of behaviour within the organisation are clearly set).

### iv. How to be a Child Safe Organisation

Organisations that involve children in their work should have a strong interest in keeping children safe in those environments. Developing effective Child Safe policies and practices is the best way to reduce potential environmental risks and keep children safe while working in the Industry.

Being a Child-Safe organisation involves:

- developing Child Safe policies
- having a Child Safe Code of Conduct
- ensuring effective staff recruitment and training
- understanding privacy considerations
- planning for managing risk
- encouraging children and young people to participate
- effectively dealing with concerns or complaints about behaviours towards a child
- attending Child Safe Organisation training

**The development of a Child Safe policy is not the only step necessary to ensure an employer is Child Safe.** It is important that all organisations in the Industry that employ children address all the aspects of becoming a Child Safe organisation. Refer to **Further Resources** (p.14) for more information on being a Child Safe organisation.

## DEFINITIONS

<b>Children</b>	Includes children and young people under the age of 15 (unless otherwise specified by law).
<b>Employee</b>	<p>Any person engaged by the employer that may work with children at any time including:</p> <ul style="list-style-type: none"><li>• Employees (permanent and casual)<ul style="list-style-type: none"><li>○ Management</li><li>○ Administration</li><li>○ Production personnel (actors, stage management, chaperones, technical crew)</li></ul></li><li>• Volunteers</li><li>• Contractors and sub-contractors</li><li>• Work experience students/interns/secondments</li><li>• Indirect service providers</li><li>• any other individual in the organisation that may deal with children.</li></ul>
<b>Employer/Organisation</b>	<p>Organisation in the live performance industry that employs children or engages children in their organisation.</p> <p>An organisation may employ or engage children through:</p> <ul style="list-style-type: none"><li>• Casting them in a production</li><li>• Interacting with child audience members</li><li>• Photo opportunities for media</li><li>• Stills photography, voice overs, film commercials for promotional material</li><li>• Internships or work experience</li><li>• any other form of direct interaction with children performed as part of the organisation's business activities</li></ul> <p>Some provisions of this Policy Guide are specifically targeted at the employment or engagement of children as a performer within a production, as this is the primary means through which the Industry directly interacts with children.</p>
<b>Industry</b>	Refers to employers in the live performance industry. This includes any live entertainment involving a performance art form including (but not limited to) dance, opera, music, musical theatre, and theatre. Employers may be (but not limited to) performing arts companies, festivals, concert promoters or venues.
<b>Parent</b>	Includes any parent, legal guardian or appropriate family member responsible for the child employed.
<b>Supervisor</b>	Qualified employee appointed to supervise or chaperone child employees. For the purposes of this Policy Guide the definition of supervisor includes chaperones unless otherwise indicated.

## 1. Purpose of a Child Safe Policy

An employer should develop Child Safe policies and procedures with a purpose to:

- demonstrate their strong commitment to promoting child safety;
- set the parameters for establishing and maintaining a Child Safe and Child Friendly work environment;
- promote children's participation; and
- take all necessary measures in ensuring the safety of children whilst under their employ.

Employers should use the LPA Policy Guide as a Best Practice Guide for developing their own Child Safe policies that provides employees with clear provisions on how to interact with and protect children engaged with the organisation.

When using this Policy Guide as a template to base Child Safe policies upon, we encourage employers to amend or add to the provisions of the Policy Guide so that it reflects organisation-specific circumstances. Any amendments or additions should be guided by an awareness of state legislative requirements and best practice principles.

## 2. Legislative Context

Employers should be aware of and compliant with the relevant regulatory requirements in their state and territory, for example (where applicable):

- ensuring relevant staff have undergone a Working with Children Check (WWC)
- abiding by the State's Code of Practice for Child Employment
- mandatory reporting requirements

Details on the regulatory requirements regarding child employment in each state can be found in LPA's [Child Employment Guide](#) and [Summary Table](#) (Refer to **Further Resources**, p.14).

LPA's Child Employment and Child Safe resources sit alongside regulatory standards around Work Health & Safety and Child Employment, and are intended to guide Industry Best Practice in minimising the risk of abuse to children working in or learning from the live performance industry.

**Specific regulations and guidelines that exist on the employment of children, including adequate employment conditions for children in entertainment, must be strictly adhered to by all employers.**

## 3. Scope

A Child Safe policy should apply to all people involved in the organisation that may work with children at any time including:

- Employees (permanent and casual)
  - Management
  - Administration
  - Production personnel (actors, stage management, chaperones, technical crew)
- Volunteers
- Contractors and sub-contractors
- Work experience students/interns/secondments
- Indirect service providers
- any other individual in the organisation that may deal with children

(Note: In this Policy Guide, the term "employee" is used to cover all persons occupying any position listed above.)

#### 4. Commitment to Providing a Child Safe and Child Friendly Environment

All children working in the Live Performance Industry have a right to feel and be safe, respected, valued, and protected from harm. They should be made aware of and feel confident in their rights and responsibilities.

Employers should be strongly committed to the safety and well-being of all children under their employment by creating and maintaining a Child Safe and Child Friendly environment.

It should be the priority of employers to ensure the welfare of children entrusted under their care is of first priority.

A suitable employee/s should be appointed as a Child Safety Officer (e.g. Company Manager), with the responsibility for being the first point of contact for providing advice and support to children, parents and employees regarding the safety and well-being of children working in or engaging with their organisation.

In developing a Child Safe policy, employers should include organisation-specific detail developed in collaboration with appropriate employees, children and parents that are regularly involved in the organisation.

#### 5. Supporting Children's Participation and Satisfaction

Employers should support the **active participation** of children by:

- encouraging expression of and respecting the views of children and parents;
- listening to and acting upon any concerns raised by children and parents;
- involving children when making decisions, especially about matters that will directly affect them;
- teaching children what they can do and who they can turn to if they feel unsafe; and
- valuing diversity and not tolerating any discriminatory practices.

Employers should aim to create an environment where children are encouraged to gain as much **satisfaction** as they can from their employment by:

- supporting children to feel respected and in control of their behaviour and work;
- ensuring children enjoy the overall experience of being engaged with a production or other organisation activity;
- encouraging children to assist each other in fulfilling their employment obligations and in 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 on the production; and
- encouraging children to develop self-discipline in balancing their commitment to their performance, their education and their social and family activities.

#### 6. Recruitment Practices

All reasonable steps should be taken by employers to ensure they engage the most suitable and appropriate people to work with children.

This involves maintaining a rigorous and consistent recruitment, screening and selection process of potential employees intended to work with children.

Employers should:

- interview and conduct thorough referee checks on all employees;
- attain a Working with Children or criminal history check for anyone designated to supervise or chaperone children (if required by State regulation); and
- ensure supervisors and chaperones recruited are adequately qualified to work with children in the live performance industry.

States and territories have strict rules that must be adhered to in regard to recruiting individuals that will work with children. LPA's [Child Employment Guide](#) and [Summary Table](#) (refer to **Further Resources**, p.14) provides further information on the regulatory requirements and guidelines in each State and Territory.

## **7. Child Safe Code of Conduct**

Employers should develop a Child Safe Code of Conduct, setting out the standards of expected behaviour for all employees that may be in direct contact with or working around children.

Employers should make all employees aware of, and expect that they must abide by, the Code of Conduct. Employers should require all employees to sign an agreement that they will abide by the Code.

Employers might also consider developing a language appropriate Code of Conduct for children that provides guidance on appropriate behaviour between children.

Additional responsibilities and guidelines of behaviour specifically for employees are outlined in Section 8. The guidelines in Section 8 (below) relevant to an organisation should be included in their Child Safe Code of Conduct.

Refer to [Appendix 1](#) (p.15) for a basic sample Child Safe Code of Conduct.

## **8. Guidelines for Child Safe Behaviour**

Employers are responsible for promoting the safety and wellbeing of children by clearly outlining the roles, responsibilities and expected behaviour by employees that may be in direct contact with or working around children.

### **8.1. Roles and Responsibilities**

It is important that relevant individuals involved with an organisation are set clear roles and responsibilities in regard to working with children, as well as stating expected appropriate behaviours between employees and children.

Positions for which roles, responsibilities, and expected standards of behaviour should be outlined may include:

- Management
- Administration
- Production Personnel (stage management, actors, crew)
- Supervisors
- Chaperones
- All other relevant employees
- Parents
- Children

## 8.2. Supervision of Children

Expected behaviour regarding the supervision of children by designated supervisors (including chaperones) and any other relevant staff should be clearly outlined, and may include the following provisions:

- 8.2.1. Supervisors should be with children at all times whilst in the care of the employer. Children should not be left without direct supervision by a designated supervisor at any time.
- 8.2.2. Supervision techniques should be based upon the guidelines provided by the relevant state authorities to ensure compliance with requirements for rest, nutrition, privacy and Work Health and Safety (WHS). WHS Risk Management practices must be enforced for the protection of all children. For further information on the regulatory requirements and guidelines in each State and Territory refer to LPA's Policies and Procedures under [Further Resources](#), p.14.
- 8.2.3. A Supervisor's only responsibility should be the safety and well-being of the children they have been assigned to supervise (e.g. a member of stage management that is appropriately credited and temporarily supervising children should not be undertaking any other duties while supervising).
- 8.2.4. Supervisors are expected to build a mutually respectful, professional relationship with all children in their care.
- 8.2.5. The emotions and well-being of children should be checked periodically by supervisors to ensure their comfort and competence for the tasks required. If any of the children become distressed, withdrawn or overwhelmed for whatever reason the child should be given the opportunity to watch proceedings or compose themselves in private. Any concerns regarding the welfare of children are to be conveyed to management without delay.
- 8.2.6. Supervisors should appropriately guide children towards positive and responsible work behaviour. Children should be made clearly aware of the guidelines and rules established on appropriate behaviour in order for them to act accordingly, and supervisors should monitor adherence and appropriately reinforce limit setting.
- 8.2.7. Inappropriate behaviour by any child should be reported to the supervisor or relevant management, if the child does not respond to appropriate requests to improve behaviour.
- 8.2.8. No employees, other than designated supervisors, should be alone with children at any time, and at no time should non-designated employees be placed in a circumstance where they are required to chaperone or supervise children.
- 8.2.9. If by chance any children are found unsupervised, employees should direct and accompany children to their supervisor or relevant management immediately.

### 8.3. Inappropriate Behaviour

Behaviour that **WILL NOT** be tolerated by employees should be clearly outlined and communicated to all employees, children and parents. Inappropriate behaviour includes:

- Overly familiar physical affection towards children or any unnecessary physical contact with children
- Marginalising or excluding specific children
- Showing favouritism towards specific children such as the offering of gifts, special thanks, special treatment or inappropriate attention
- Subjecting children to any form of physical punishment, social isolation, immobilisation or any other conduct likely to humiliate or frighten children
- Employees, other than designated supervisors, entering children's dressing rooms (unless approved to do so by a supervisor or relevant management)
- Children entering adult's dressing rooms or crew areas, unless accompanied by their supervisor and approval has been granted by those in the dressing room
- Closing doors in rooms where children are present, unless children need privacy to dress
- Allowing children to (un)dress with others around (dressing should take place in private)
- Doing things of a personal nature for children that they are able to do for themselves, such as going to the toilet or dressing
- Taking photos without explicit permission from both relevant management and a parent/s
- Gossiping in the presence of children
- Distressing a child for the purpose of eliciting a dramatic reaction
- Developing any 'special' relationships with children outside of the professional relationship or arranging contact with children outside of work obligations

### 8.4. Exposure to Adult Themes

Children should **NOT** be placed in a situation in which they are exposed to **inappropriate behaviour or language** for their age level in the workplace, such as:

- Nudity (male and female genitals, buttocks and female breasts)
- Swearing, obscenities or 'adult' talk
- Smoking of any substance or drinking of alcohol (except as required in the performance following a conversation with the child about the use of substances or alcohol for dramatic purpose)
- Harassment, humiliating or demeaning behaviour
- Aggressive, threatening or uncontrolled behaviour
- Inappropriate influence in regard to opinions, beliefs, behaviour or conduct

It is important that the production the child performers partake in, and the performance required of them, is not overtly dangerous, distressful, or inappropriate in any way, with regard to the child's age, maturity, emotional or psychological development and sensitivity.

If children are required to participate in scenes containing potentially distressing, controversial or negatively influential material or themes, employers should discuss this with parents at the beginning of the rehearsal process and seek parental consent.

All relevant details should be clearly explained to children, and all efforts should be made to minimize a child's exposure to potentially upsetting material. If an employer is unsure if material may be considered overtly offensive or distressing to a child performer, they should discuss this with the parent.

## 9. Auditions and Casting

Employers should aim to ensure the **casting and audition process** for child performers fosters a safe and positive experience. Positive behaviours include:

- Informing parents in the audition notice of relevant production details and how issues are managed including:
  - details regarding choreography, content, and involvement of potentially frightening or confusing elements (e.g. animals, pyrotechnics)
  - details on how the potential negative effects of identified issues are mitigated
  - a statement that parents are encouraged to discuss issues with children and express any concerns they may have with the relevant point of contact (supervisor, relevant management, child safety officer)
- Allowing children to meet supervisors and employees in a friendly and unthreatening environment.
- Having auditions conducted by appropriately experienced and screened staff (refer to [Recruitment Practices](#), i.e. WWC, p.6).
- Allowing children and parents adequate time to discuss and raise any concerns they may have.
- Avoiding engaging children whom they believe might be being pushed past their limits by parents or agents.
- Notifying children of success or otherwise as soon as possible, and providing feedback where possible.
- Aiming to ensure a positive audition experience for children that will build their confidence.

## 10. Support for Employees

Employers should ensure that the employees appointed to work directly with children have access to ongoing supervision, support and training. This provides employees with the opportunity to increase their capacity for establishing and maintaining a Child Safe and Child Friendly environment.

Strategies for supporting employees may include:

- Having employees undergo an induction on the organisation's Child Safe policy, and providing employees with a copy of the Child Safe policy, Code of conduct and any other Child Safety documents relevant to their role.
- Encouraging relevant employees to undergo periodical supervision development sessions as they become available that includes a focus on ongoing learning about child protection and other matters that affect children.
- Clearly assigning a relevant management position the responsibility to support the work of all employees directly working with children.
- Ensuring designated supervisors and chaperones that are new to the role work with experienced supervisors for several productions before working on productions requiring single supervisors.

## 11. Reporting and Responding to Suspected Child Abuse and Neglect

No employer should tolerate incidents of child abuse and employees should understand that child protection, including reporting of suspected incidents, is everyone's responsibility.

Abuse and neglect includes:

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

Requirements for mandatory reporting of suspected child abuse and neglect are regulated by the states and territories. Refer to [Child Wise State Legislation and Reporting online factsheets](#) for further information (also found in [Further Resources](#), p.14).

All employers and their employees should understand their reporting obligations as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

All employees should notify management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another employee, and appropriate disciplinary action should be taken.

Employers should contact Police when a child or adult alleges any criminal activity has occurred. It is important to ensure Police are alerted to immediate risks and possible children in need of protection from harm. This will act as a clear deterrent to any potential opportunistic behaviour.

Employers should recognise that even where a report is made, they may still have a role in supporting the child.

This support may include:

- Referring children and/or parents to other appropriate services
- Displaying information about services available that can assist children and parents in areas accessed by children and their parents.

## **12. Procedure for Dealing with Complaints**

Employers should clearly outline the organisational procedures for children, parents, and employees to raise concerns or complaints, and all involved should be made aware of these procedures.

Employees should report to the staff member responsible for Child Safety any reasonable suspicion that a child has been, or is being, abused or neglected by another employee or any other individual involved with the organisation; or if an employee is suspected of breaching the Child Safe Policy in any way.

Employers should have an effective procedure in place to respond to any complaint made and to take disciplinary action within their means.

For example, a complaints procedure may be structured as follows:

### Step 1. Complaint

- Any person may voice a concern or lodge a complaint about non-acceptable behaviour toward or by any children. Such complaints or concerns should be lodged with the appropriate management contact [include name of supervisor or production manager] responsible for Child Safety).
- If one witnesses an incident of non-acceptable behaviour towards a child, employees are obliged to report the incident to the appropriate contact as a matter of urgency. In addition to reporting the incident the employee should ensure that the child is safe from any further incidents.

#### Step 2. Investigate

- When relevant management receives a complaint they shall investigate the nature of the complaint in a timely fashion, allowing the person complained against the opportunity to reply to the complaint.

#### Step 3. Determination of the Facts

- In the event the complaint is proven to be accurate relevant management shall inform the Producer of the allegation and the result of the investigation. Management shall also recommend an appropriate course of action.

#### Step 4. Resolution

- The Producer shall determine whether a person should be disciplined or whether the matter should be referred to an appropriate authority for further investigation and action pursuant to the law.
- For reasons of procedural fairness any person involved in a complaint about non-appropriate behaviour to children is encouraged to seek support from their union or any other relevant person.
- All non-acceptable behaviour complaints shall be documented and these records remain confidential unless otherwise requested to be released by law.

(Note: Employers must ensure that they have policies and procedures in place to ensure that confidentiality and natural justice applies.)

### **13. Strategies to Identify and Minimise Risk**

To help maintain a Child Safe environment, employers should review their organisation's risks regularly and implement strategies, risk management plans, policies and procedures intended to minimise and manage these risks.

Risk management issues employers should address include (but are not limited to):

- Transportation of children by employees (if applicable)
- Taking images of children
- Supervision of children
- Physical contact
- Casting and auditions
- Staging, props and content
- Failure to adhere to roles and responsibilities
- Breaches of Child Safe policy
- Privacy and confidentiality
- Employees being investigated for, or charged with, a serious criminal offence.

Evaluation of risk management strategies and the development of additional strategies to minimise and control risks to children should occur as part of an organisation's ongoing risk management process, in which areas of risk are identified and management strategies are developed.

### **14. Communication**

Employers should ensure that all employees have read, understood, and are aware of their obligation under the organisation's Child Safe policy, Code of Conduct, and any other relevant policies and procedures regarding child employment.

Relevant documents should be made easily accessible to all employees and parents. This can be achieved by displaying relevant Child Safe materials in areas of common traffic, distributing documents to all relevant individuals, and having copies available if requested.

Employers may also ask employees and parents (where appropriate) to sign a written statement confirming they have read, understood and will abide by the organisation's Child Safe policy, Code of Conduct and or any other relevant policies and procedures. Employers should retain a copy of all such signed statements.

Employers may also hold regular information sessions for employees, or send employees to information sessions held by their State's relevant government department responsible for the regulation and promotion of Child Safe practices. Employers should discuss their policies and procedures with all new employees during their induction sessions.

At all times, communication is encouraged between parents, children and employees. Employees involved with employment and supervision of children should be responsive to concerns voiced by children or parents and should work to resolve issues to the satisfaction of all parties. Children should be encouraged to communicate and ask questions regarding their employment.

Employers should inform parents of:

- their child's expected role, activities, responsibilities and actions during their period of employment
- their child's progress throughout the production and timely notice of schedules
- the rights of parents and children regarding supervision, casting, and on the job procedures, as determined by relevant State legislation (refer to LPA's [Child Employment Guide](#) and [Summary Table](#), also in [Further Resources](#), p.14)
- the organisation's complaints procedure (refer to [Procedure for Dealing with Complaints](#), p.11) and Child Safe Code of Conduct (refer to [Appendix 1](#), p.15)

Parents should have at least one employer contact who is available to speak with them at any time during periods of work.

## 15. Implementation and Review Process

Employers should review their Child Safe policies, procedures, risk assessments, and training/induction sessions periodically. The review process should incorporate feedback from children, parents, employees and any other relevant individual working within the organisation.

There should be a person appointed for ensuring the policies and procedures are implemented and reviewed effectively. Given the turnover in employees with supervisory responsibilities, this person may not be the same person responsible for Child Safety when children are engaged.

## 16. Related Policies and Procedures

Other documents employers may wish to develop and refer to in their Child Safe policy include:

- Code of Conduct (refer to [Appendix 1](#), p.15)
- Template statement to be signed by employees and parents (where appropriate) indicating they have read and will abide by relevant policies
- Employee recruitment procedures, including those relating to conducting criminal history assessments
- Mandatory reporting procedures (including where a suspicion is reported to your organisation)
- Risk management strategies
- Any other relevant policies and procedures.

## SOURCES

The information provided in this document is based on the resources developed by the NSW Office of the Children's Guardian, Families SA, and sample policies provided by LPA Member Organisations.

## FURTHER RESOURCES

### Child Wise

<http://www.childwise.net/>

State Legislation and Reporting

<http://www.childwise.net/page/40/state-legislation-reporting>

### State Government Child Safe Policy and Procedure Resources

NSW Office of the Children's Guardian

<http://www.kidsguardian.nsw.gov.au/working-with-children>

Families SA

<http://www.families.sa.gov.au/pages/protectingchildren/CSEInfoTemplatesFAQs/>

### LPA Policies and Procedures

Child Employment Guide

[http://liveperformance.com.au/sites/liveperformance.com.au/files/resources/child\\_employment\\_guide\\_oct2014.pdf](http://liveperformance.com.au/sites/liveperformance.com.au/files/resources/child_employment_guide_oct2014.pdf)

Child Employment Summary Table (Relevant State and Territory Legislation)

[http://liveperformance.com.au/sites/liveperformance.com.au/files/resources/child\\_employment\\_summary\\_table\\_oct2014.pdf](http://liveperformance.com.au/sites/liveperformance.com.au/files/resources/child_employment_summary_table_oct2014.pdf)

LPA Juvenile Code of Practice

<http://liveperformance.com.au/sites/liveperformance.com.au/files/resources/juvenilecodeofpractice.pdf>

### ArtsLaw Information Sheets

<http://www.artslaw.com.au/info-sheets/info-sheet/children-in-the-creative-process-information-for-artists-and-arts-organisat/>

## ACKNOWLEDGEMENTS

We would like to acknowledge those LPA Members that shared their Best Practice Child Safe Policies with LPA to inform the development of this Policy Guide.

We also thank the NSW Office of the Children's Guardian for their collaboration and guidance in the development of this Policy Guide.

## APPENDIX 1: SAMPLE CODE OF CONDUCT

Employers should develop a Child Safe Code of Conduct, setting out the standards of expected behaviour for all employees and individuals involved with the organisation that may be in direct contact with or working around children.

Employers should make all employees aware of, and expect that they must abide by, the Code of Conduct. Employers should require all employees to sign an agreement that they will abide by the Code. Employers might also consider developing a language appropriate Code of Conduct for children that provides guidance on appropriate behaviour between children.

A basic template Code of Conduct outlining general behavioural standards when working around children has been outlined below. Additionally, employers may like to add the following to their Code of Conduct:

- Statement of Commitment to Providing a Child Safe and Child Friendly Environment (p.6)
- Further details on guidelines for Child Safe behaviour (p.7)
- Statement on how to report non-acceptable behaviour (p.10)
- List of designated supervisors and other relevant staff.

### Child Safe Code of Conduct

[Name of Employer/Organisation] provides an open, welcoming and safe environment for all employees. We seek advice and guidance from children, parents and colleagues so these standards are maintained.

Everyone involved in this organisation (including employees, children and parents) must keep to the following codes of behaviour.

In addition to this Code of Conduct, employees are also to abide by the additional behaviours included in the Child Safe Policy.

#### Do

- Treat all children with dignity, equality and respect.
- Maintain a Child Safe environment for children by adhering to the organisation's Child Safe policy at all times.
- Be fair, considerate and honest with everyone, (this includes staff, children and parents).
- Listen to and value the ideas and opinions of children.
- Aim to ensure children understand they are valued employees and members of the production.
- Remember to act as a positive role model in your conduct with children.
- Develop positive relationships with children and parents based on mutual trust and open communication.
- Acknowledge the uniqueness and potential of all children, in recognition that enjoying their childhood without undue pressure is important.
- Be professional in your actions through your use of language, presentation, manner and punctuality.
- Respect the privacy of children, parents and teachers/carers, and only disclose information to people who have a need to know.
- Report any breaches of these standards of behaviour to relevant management promptly.
- Maintain strict impartiality.

### **Don't**

- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability 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.
- Photograph or video a child without the consent of the child and their parents.
- Work with children while under the influence of alcohol or illicit drugs.