

# Lighthouse Theatre

## Child Safe Conduct Guidelines

### Purpose

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Lighthouse Theatre (LHT) provides an open, safe and friendly environment for all children. These Child Safe Conduct Guidelines outline appropriate standards of behavior by adults toward children. The Child Safe Conduct Guidelines aim to protect children and reduce any opportunities for abuse or harm to occur. It provides guidance to team members on how best to support children and prevent or better manage difficult situations.

### Scope

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All people who may work with children at any time at LHT must abide by these Child Safe Conduct Guidelines. This includes:

- employees
- volunteers
- contractors and sub-contractors including workshop facilitators and arts learning teachers
- work experience students/interns/secondments
- any other individual in the organisation that may deal with children
- presenters utilising LHT venues

(Note: In these Child Safe Conduct Guidelines, the term “LHT team member” is used to cover all persons occupying any position listed above.)

**NOTE:** These Child Safe Conduct Guidelines should be read in conjunction with the Warrnambool City Council Child Safe Policy, Lighthouse Theatre Child Safety Compliance Policy and any other related policy or procedure relating to the Child Safe Standards.

## Child Safe Conduct Guidelines

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1. **LHT team members are responsible for promoting the safety and well-being of children by complying with the following:**
  - a. Adhere to Council's child safe policies and reporting procedures
  - b. Take all reasonable steps to protect children from the risk of abuse
  - c. Treat all children with dignity, equality and respect
  - d. Listen to and value the ideas and opinions of children
  - e. Be sensitive to the needs of:
    - i. Indigenous children,
    - ii. Children from culturally and/or linguistically diverse backgrounds
    - iii. Children with a disability
  - f. Act as a positive role model in their conduct with children
  - g. Develop positive relationships with children and parents based on mutual respect, trust and open communication
  - h. Be professional in your actions through your use of language, presentation and manner
  - i. Respect the privacy of children, parents and employees, and only disclose information to people who have a need to know
  - j. Be aware of risks with communication and behaviour between adult team members and children (including online and mobile)
  - k. Be aware of risks with communication and behaviour between children (including online and mobile)
  - l. Promptly report any breaches of these standards of behaviour in accordance with "*WCC Child Safe Policy Appendix 1: Flowchart – Child Safety Report Process*"
  - m. Aim to ensure children understand they are valued members of the production, program or audience experience
  - n. Acknowledge the uniqueness and potential of all children, in recognition that enjoying their childhood without undue pressure is important
  - o. If any children are found unsupervised, direct and accompany children to their supervisor or LHT management immediately.

**2. LHT team members MUST NOT:**

- a) Discriminate against any child or young person because of age, gender (including transgender status), cultural background, religion, vulnerability (including disability) or sexuality
- b) Engage in behaviour that is intended to shame, humiliate, oppress, belittle or degrade children
- c) Engage in any activity with a child that is likely to physically or emotionally harm them
- d) Photograph or video a child without the informed consent of the child's parent/guardian
- e) Publish any video or image of a child (including on social media) without the informed consent of the child's parent/guardian, and permission of LHT management
- f) Work with children while under the influence of alcohol or illicit drugs
- g) Ignore or disregard any concerns, suspicions, or disclosures of child abuse (refer to Council's Child Safe Policy for guidance on recognising the signs of child abuse)
- h) Show overly familiar physical affection towards children or any unnecessary physical contact with children
- i) Marginalise or exclude children
- j) Show favouritism towards specific children such as the offering of gifts, special thanks, special treatment or inappropriate attention
- k) Subject children to any form of physical punishment, social isolation, immobilisation or any other conduct likely to humiliate or frighten children
- l) Enter children's dressing rooms (unless they are a designated supervisor, or approved to do so by a supervisor or relevant management)
- m) 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
- n) Close doors in rooms where children are present, unless children need privacy to dress
- o) Allow children to (un)dress with others around (dressing should take place in private)
- p) Do things of a personal nature for children that they are able to do for themselves, such as going to the toilet or dressing
- q) Distress a child for the purpose of eliciting a dramatic reaction
- r) Develop any 'special' relationships with children outside of the professional relationship or arrange contact with children outside of work obligations
- s) Have unauthorised contact with children online or by phone

## Attachment A – Definitions

Key Term	Definition
<b>Child</b>	Means a person who is under the age of 18. (In the case of the Child Employment Act 2003, it means a person under 15 years of age.)
<b>Child Abuse</b>	Refer to Council Child Safety Policy for definitions of Child Abuse.
<b>Council</b>	Warrnambool City Council.
<b>Council's Child Safety Officers</b>	Refer to Council Child Safety Policy
<b>EDMS</b>	Electronic Document Management System – currently ECM
<b>LHT</b>	Warrnambool City Council trading as Lighthouse Theatre
<b>LHT Management</b>	Service Manager, Manager Recreation and Culture, Director Community Development or the Chief Executive.
<b>Manager / Supervisor</b>	A senior employee who directs the work of other Lighthouse Theatre team members within a specific segment or unit of the business.
<b>Team member</b>	An individual who is: <ul style="list-style-type: none"> <li>a) employed directly by LHT;</li> <li>b) indirectly employed through LHT (including by way of a consultancy, agreement or contract) such as through funds administered by LHT; or</li> <li>c) a temporary employee.</li> </ul> For the purposes of these guidelines, the term 'team member' includes volunteers, contractors and sub-contractors including workshop facilitators and arts learning teachers, work experience students, interns and secondments, and any other individual in the organisation that may deal with children.
<b>Temporary employee</b>	A person who is approved to use the facilities of LHT for a temporary assignment, observation or research or a short term consultancy agreement. Types of temporary workers who fall into this category include volunteers and students.
<b>WCC</b>	Warrnambool City Council

## Supporting Documentation

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### a) Forms and Records Management

Forms or records that relate to these Guidelines are as follows:

Record	Retention Period	Location
Child Participant Image Release Form	7 years	EDMS
Child Participant Enrolment Forms	7 years	EDMS
<i>Reference: Public Records Office Victoria: PROV 09/05 - Class 11.2.1</i>		

### b) Related Policies and Procedures

Policy or Procedure
WCC Child Safe Policy 2017 and related procedures
Lighthouse Theatre Child Safety Policy

## Governance

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### a) Responsibility

<b>Procedure Owner</b>	Service Manager, Lighthouse Theatre
<b>Approving Executive</b>	Manager, Recreation & Culture

### b) Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
1.0	DRAFT		First version
1.1	DRAFT		Revised following Manager, Risk & Governance comments
1.2	19/04/2018	Russell Lineham, Manager Recreation & Culture	NIL – APPROVED VERSION
<b>Post Implementation Review</b>			
Due Date			01/07/2019