

# Lighthouse Theatre Child Safety Compliance Policy

## Purpose

---

The purpose of this Child Safety Compliance Policy is to:

- a) demonstrate LHT's commitment to promoting child safety in accordance with the Victorian Child Safe Standards and Council's Child Safe Policy 2017 (Attachment A)
- b) set the parameters for establishing and maintaining a child-safe and child-friendly environment at LHT
- c) take all necessary measures to ensure the safety of children whilst on LHT's premises.

## Scope (*Child Safe Standard 1*)

---

This policy forms part of Warrnambool City Council's strategies to embed an organisational culture of child safety within its business units.

This policy applies to all people who may work with children at any time at LHT including:

- a) employees
- b) volunteers
- c) contractors and sub-contractors including workshop facilitators and arts learning teachers
- d) work experience students/interns/secondments
- e) any other individual in the organisation that may deal with children
- f) all hirers, presenters and/or licensees presenting at LHT

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

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

## **Commitment to Child Safety (*Child Safe Standard 2*)**

---

Warrnambool City Council acknowledges that children's safety is a whole of community responsibility and is everyone's business.

The welfare of children in our care is Council's first priority and we have zero tolerance to child abuse. We are committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

We are committed to creating and maintaining a child safe organisation where protecting children, preventing and responding to child abuse is embedded in the everyday thinking and practice of all Councillors, Council staff, contractors and volunteers.

We are committed to the cultural safety of Aboriginal children and providing safe environments for children from culturally and/or linguistically diverse backgrounds, and children with a disability.

Council will at all times listen to children respectfully and advocate for their right to feel safe, valued and protected. We seek to engage and involve children when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

## **Policy**

---

### **1 Supporting Children's Participation and Satisfaction (*Child Safe Standard 7*)**

- 1.1. LHT supports, enables and promotes the active participation of children by:
- a) encouraging expression of and respecting the views of children and parents/legal guardians
  - b) encouraging and empowering children and parents/legal guardians to raise any concerns or complaints
  - c) listening to and acting upon any concerns raised by children and parents/legal guardians
  - d) involving children when making decisions, especially about matters that will directly affect them
  - e) ensuring children know their rights and the expected behaviour of adults and children
  - f) ensuring LHT team members dealing with children are skillful in facilitating their participation
  - g) teaching children what they can do and who they can turn to if they feel unsafe
  - h) valuing diversity and not tolerating any discriminatory practices.
- 1.2. LHT aims to create an environment where children engaged by LHT to perform or participate are encouraged to gain as much satisfaction as they can from their engagement by:
- a) supporting children to feel respected and in control of their behaviour and work

- b) ensuring children enjoy the overall experience of being engaged with a production or other organisation activity
- c) encouraging children to assist each other in fulfilling their participation 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)
- d) offering opportunities for children to derive personal satisfaction and a sense of achievement throughout their experience and the relationships they make while participating
- e) encouraging children to develop self-discipline in balancing their commitment to their performance, their education and their social and family activities.

## **2 Valuing Diversity**

- 2.1. LHT values diversity and does not tolerate any discriminatory practices.
- 2.2. LHT is committed to protecting any children with which the organisation engages 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 or disability.
- 2.3. In our activities with children we will promote and respect:
  - a) the cultural safety of Aboriginal children
  - b) the cultural safety of children from culturally and/or linguistically diverse backgrounds
  - c) the safety of children with a disability.

## **3 Screening, supervision, training and other human resources practices that reduce the risk of child abuse (*Child Safe Standard 4*)**

- 3.1. Council takes all reasonable steps to ensure it engages the most suitable and appropriate people for child-related work, whether in a paid or voluntary capacity.
- 3.2. Council has human resource practices that reduce the risk of child abuse by new and existing personnel.
- 3.3. Council maintains a rigorous and consistent recruitment, screening and training process, which includes:
  - a) interviewing and conducting thorough referee checks on all applicants
  - b) developing clear duty statements and job descriptions for roles intended to work with children that state clearly LHT's commitment to providing safe environments for children and hold people to account if it appears that they are behaving in a way that is unsuitable for work with children.
  - c) attaining and keeping a record of Working with Children Checks for anyone with direct and unsupervised contact with children, such as LHT team members designated to supervise or chaperone children (refer section 12 for further detail)
  - d) ensuring supervisors recruited are suitable and qualified to be responsible for

the direct safety and wellbeing of children.

## **2 Support for LHT Team Members (*Child Safe Standard 4*)**

2.1. LHT seeks to support team members by:

- a) inducting new team members on our Child Safety Policies, Child Safe Conduct Guidelines and other relevant guidelines, policies and procedures
- b) encouraging relevant team members to attend periodic training and information sessions to remain up to date on knowledge in child protection, nature and signs of child abuse, cultural competency and other matters that affect children
- c) appointing Council Child Safety Officers to be the first point of contact to provide advice and support to LHT team members on the safety and wellbeing of children engaged with the organisation
- d) ensuring LHT team members feel encouraged and empowered to report any complaints, concerns or perceived risks to child safety to Council's Child Safety Officers (refer to Child Safe Policy: Appendix 1 Flowchart – Child Safety Report Process) & Council's Child Safe Reportable Conduct Procedure
- e) ensuring designated supervisors of child performers that are new to the role work with experienced supervisors for several sessions before working on productions requiring single supervisors.

## **3 Code of Conduct (*Child Safe Standard 3*)**

- 3.1. In addition to Council's Code of Conduct, LHT team members are provided with additional guidance through Child Safe Conduct Guidelines on expected behaviours when in direct contact with or working around children.
- 3.2. All LHT team members must demonstrate conduct that is consistent with Code of Conduct and Child Safe Conduct Guidelines, and will be asked to demonstrate their understanding of these at the end of induction and training sessions.

## **4 Exposure to Adult Themes in Child Employment**

- 4.1. In accordance with the Mandatory Code of Practice for the Employment of Children in Entertainment, child performers are not to be placed in a situation that exposes them to inappropriate behaviour or language for their age level, such as:
  - a) nudity (male and female genitals, buttocks and female breasts)
  - b) swearing, obscenities or 'adult' talk
  - c) 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)
  - d) harassment, humiliating or demeaning behaviour
  - e) aggressive, threatening or uncontrolled behaviour
  - f) inappropriate influence in regard to opinions, beliefs, behaviour or conduct.
- 4.2. It is important that any activity which the performance requires of child performers is not dangerous, distressing, or inappropriate in any way with regard to the child's age, culture, religion, maturity, emotional or psychological development, and sensitivity.

- 4.3. For shows where LHT is the producer, LHT will discuss potentially distressing, controversial or negatively influential material or themes with parents/legal guardians as part of obtaining written parental consent for the employment. Potentially distressing or adult content will be clearly explained to child performer(s) as part of the rehearsal process, and all efforts will be made to minimise a child's exposure to potentially upsetting material. LHT may also take guidance from the regulatory authority for child employment around strategies for minimising a child's exposure to distressing material, such as briefing, debriefing and ongoing monitoring.

## **5 Content Warnings and Advice**

- 5.1. Parent or guardian discretion must be exercised to ensure that children attending performances or other activities at LHT are not exposed to content which may be unsuitable for them having regard to the child's age, culture, religion, maturity, emotional or psychological development, and sensitivity.
- 5.2. Based on the information available to LHT about the content of performances, LHT will support the exercise of parent or guardian discretion by:
- a) Providing guidance around the suitable age for performances on the event information pages of the LHT website.
  - b) Communicating age recommendations when "child" tickets are purchased at the box office or over the phone.
  - c) Placing content warning signage in the foyer.

## **6 Auditions and Casting**

- 6.1. LHT aims to ensure that any casting and audition process it conducts for child performers is a safe and positive experience by:
- a) informing parents/ guardians in the audition notice of relevant production details and how issues are managed including:
    - i. details regarding choreography, content, and involvement of potentially frightening or confusing elements (e.g. animals, pyrotechnics)
    - ii. details on how the potential negative effects of identified issues are mitigated
    - iii. a statement that parents are encouraged to discuss issues with children and express any concerns they may have with the relevant point of contact (e.g. supervisor, producer, Council's Child Safety Officer)
  - b) allowing children to meet supervisors and other LHT team members in a friendly and unthreatening environment
  - c) having auditions conducted by appropriately experienced and screened team members
  - d) allowing children and parents/legal guardians adequate time to discuss and raise any concerns they may have
  - e) avoiding casting a child where LHT team members reasonably believe the

child might have been pushed past their limits by parents/legal guardians or agents

- f) notifying children of success or otherwise as soon as possible, and providing feedback where possible
- g) providing a positive audition experience for children that will build their confidence.

## **7 Using Images of Children**

7.1. LHT aims to protect the safety and privacy of child performers by:

- a) Obtaining informed consent, prior to taking or publishing images, from a parent/legal guardian (if the child is not old enough to provide consent) and the child (if old enough to provide consent) for the use of images of child performers, and providing parents/legal guardians with details on how and where the images will be published, and if images will contain identifying or personal information about the child (e.g. school uniform, name, hobbies)
- b) Informing parents/legal guardians if LHT wants to film or take photos of children for analysis purposes or to improve performances
- c) If the image of child performers is going to be taken in a venue away from the Lighthouse Theatre venue, seeking the parents'/legal guardian's consent to be present (or consent to the supervisor being present instead)
- d) Making sure professional photographers are aware that any images taken will remain the property of LHT and cannot be used or sold for other purposes.
- e) Making sure photographers are not left unsupervised with children and do not have individual access to children
- f) Avoiding the use of images of children in minimal clothing (e.g. revealing costumes)
- g) Providing parents/legal guardians with details of who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in the taking or publishing images.

7.2. LHT aims to protect the safety and privacy of child audience members, workshop participants and child visitors by:

- a) Making ticket holders aware through the Conditions of Entry and placing a notice in a prominent position at the venue that photographers may be engaged for official record and marketing purposes
- b) Only publishing images that do not contain identifying information about children (e.g. school uniform, name) unless otherwise agreed
- c) Making sure photographers engaged by LHT are aware that any images taken will remain the property of LHT and cannot be used or sold for other purposes.
- d) Making sure photographers are not left unsupervised with children or have individual access to children
- e) Providing details to parents/legal guardians on who to contact if they have concerns or complaints around the use of inappropriate images or

inappropriate behaviour in taking or publishing images.

## **8 Communication**

- 8.1. LHT maintains open communication with team members, parents/legal guardians and children by:
  - a) ensuring that all LHT team members have read, understood, and are aware of their obligations under the Child Safe Policy 2017, Child Safety Compliance Policy, Code of Conduct, Child Safe Conduct Guidelines, and any other relevant guidelines, policies and procedures
  - b) making relevant documents easily accessible by displaying relevant child safety materials in areas of common traffic, publishing relevant documents to our intranet and website and having copies available upon request.
- 8.2. LHT is committed to being responsive to concerns raised by team members, children and parents/legal guardians,
- 8.3. For children engaged by LHT for performances, parents/legal guardians are provided with at least one contact from LHT who is available to speak with them or facilitate speaking to their child during periods of participation.
- 8.4. LHT provides parents/legal guardians and child participants with information on:
  - a) the child's expected role, activities, responsibilities and behaviour during their period of engagement
  - b) the child's progress throughout the production and timely notice of schedules
  - c) the rights of parents/legal guardians and children regarding supervision (and workplace conditions where applicable, as determined by legislation)
  - d) LHT's Complaints and Reporting Procedure.
- 8.5. LHT encourages children to communicate and ask questions regarding their engagement.

## **9 Complaints and Reporting Procedure**

- 9.1. LHT team members, parents/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.
- 9.2. Clause 18 provides further detail on the procedure responding to any complaint of abuse or non-compliance with Child Safe Policies and Code of Conduct, including means to take disciplinary action when necessary.

## **10 Risk Management (*Child Safe Standard 6*)**

- 10.1. LHT takes a preventative and proactive approach to minimising the risk of harm to children by periodically conducting reviews to identify risks and vulnerabilities in our organisation as part of our ongoing risk management and health and safety processes.

## **11 Supervision of Child Visitors**

- 11.1. LHT's Conditions of Entry require children under the age of 15 to be under the

supervision of a responsible adult (18 years and over) at all times. For children aged over 15 years old, parental discretion should be exercised regarding whether they can attend LHT, including performances, without supervision.

## **12 Working with Children Checks**

- 12.1. Under the *Working with Children Act 2005*, LHT team members who engage in paid or voluntary child-related work require a Working with Children (WWC) Check.
- 12.2. The purpose of a WWC Check is to assess a person's suitability to work with children by examining offences recorded by a national criminal history and, where appropriate, disciplinary findings of professional bodies. WWC Cards are valid for five years unless revoked.
- 12.3. To make a decision on whether WWC Checks are applicable to certain positions within LHT, the circumstances of children in the workplace, obligations and control strategies must be examined by the Service Manager (in consultation with the Human Resources department where required).
- 12.4. At LHT, team members in the following business areas are currently required to undergo a WWC Check and hold a valid WWC Card:
  - a) Administration (office team members)
  - b) Production (technical team members)
  - c) Visitor Experience (box office, front of house and usher team members)
- 14.5 LHT team members required to hold a WWC Check must notify their supervisor if at any time a complaint is made against them in relation to children or their WWC Check is revoked.

## **13 Children employed in events**

- 13.1. At some LHT events, children will be employed as performers. The employment of children is governed by the *Child Employment Act 2003 (Vic)* and the Mandatory Code of Practice for the Employment of Children in Entertainment ("Mandatory Code").
- 13.2. Where the child is being employed by a Presenter hiring the venue, the Presenter is obliged under section 32 of the *Child Employment Act 2003* to follow the Mandatory Code. Where LHT directly employs a child, LHT is responsible for complying with the Mandatory Code.
- 13.3. Some of the key requirements to note under the Mandatory Code are:
  - a) The designated child supervisors (other than the parent or legal guardian or members of the child's extended family) must hold a current WWC Check
  - b) Prior to employment, an application for a Child Employment Permit must be made by the employer with the consent of the child's parent/legal guardian. A copy of the Child Employment Permit must be available at the place of work
  - c) Copies of any relevant hazard identification and risk assessment reports forming part of the application for a Child Employment Permit will be available through the Service Manager where requested. This will include consideration about the general appropriateness of the proposed work for children as well as

the particular child's fitness for the proposed work

- d) The employer is responsible for providing appropriate facilities, food and drink for the child as specified under the Mandatory Code and for ensuring that the Mandatory Code is complied with in respect to the supervision and child welfare requirements.
  - e) Records must be kept and maintained for 12 months from the date of last entry, and must contain details about such issues as times and dates of employment, hours worked, location of work and, where tutoring has been a permit requirement, the times, hours and subject matter of tutoring.
- 13.4. Risk assessments must be completed for all events by the Presenter (which include LHT events). For events involving children, additional risk control measures include ensuring that the relevant employer (Presenter or LHT) obtains a Child Employment Permit, stage management procedures for working with the children are specified and the child supervisors are designated.
- 13.5. Risk assessments must be completed two weeks prior to start date of the event and any high risk matters regarding child safety brought to the attention of the Lighthouse Theatre Service Manager, Council Health & Safety/ Risk Officers, and Council's Child Safety Officers.

#### **14 Children on Stage**

- 14.1. Children often participate in events at LHT. Most frequently they perform in school concerts that occur at the venue, however they may also be part of community organisation events including cultural presentations and association competitions, which could occur in any of LHT's venues or spaces.
- 14.2. The general safety of children in school events is governed by Education Department guidelines similar to school excursion requirements (refer section 15).
- 14.3. LHT requires that where children will be on stage in an event, the risk assessment specifically identifies the risks associated with the activities of the children and articulates acceptable risk control measures. This risk assessment must be completed two weeks prior to the start date of the event to allow review by the Technical Services Coordinator. Where required, LHT will consult with Council's Health and Safety/Risk Officers, and recommend any actions where there is a physical risk associated with the set or other concern.

#### **15 Children as part of a School Excursion supervised by Teachers or other Responsible Adults**

- 15.1. School excursions are planned under the Department of Education & Early Childhood Development's (DEECD) Schools Reference Guide (details available on the DEECD website).
- 15.2. School excursions to LHT are governed by Education Department guidelines, which stipulate supervision ratios – generally no more than 1:20 or preferably 1:10. The ratio is assessed by the school during planning and takes into account, for example, teacher skills and experience, the age and maturity of the students, the nature and location of the excursion and the activities to be undertaken.

- 15.3. As a part of their professional registration process, teachers are employed subject to having obtained a National Criminal Histories Records Check. Any other responsible adults will be either parents or guardians of the children, education support class officers, and/or community member or trainee teachers.
- 15.4. LHT requires children visiting areas under the control of LHT as part of a school excursion to be under the strict supervision of their teachers or other responsible adults during their visit. The obligations of this supervision cannot and must not be passed on to LHT team members.
- 15.5. Necessary information including such matters as workplace inductions, no-go areas and emergency exits must be delivered at the beginning of the visit by the relevant LHT team member or by public announcement.
- 15.6. LHT is responsible for ensuring its procedures and safe work methods are adhered to by all those involved in school excursion groups.

## **16 Students involved in Work Experience Programs**

- 16.1. Students involved in work experience programs at LHT are subject to the Education and Training Reform Act 2006. The Ministerial Order 382 – Work Experience Arrangements must be complied with.
- 16.2. As a General Rule, LHT will not exchange any students 15 years old or younger for work experience programs.
- 16.3. For students over 15 years of age who are undertaking work experience, the legislated requirements for WWC Checks do not apply to employers and supervisors.
- 16.4. In instances where a student is to be engaged for work experience, the minimum requirements for their engagement at LHT are as follows:
  - a) Learning and Development Team must manage the application process between the school, organisation or student and the appropriate LHT department
  - b) Learning and Development Team must manage the approval process and complete the Work Experience Form detailing the arrangements of the work experience
  - c) Appropriate training in respect of induction, occupational health and safety requirements and the duties to be performed must be provided for the student
  - d) Adequate levels of supervision must be provided for the student.

## **17 Children Attending LHT under the Control of a Parent/Legal Guardian**

- 17.1. Where children are attending LHT as members of the public (e.g. as members of an audience), both the child and its parents/legal guardians are subject to the Terms and Conditions of Entry.

## **18 Complaints and Breaches**

- 18.1. Council has appointed Council Child Safety Officers, and has responsibility for reviewing complaints, assessing breaches of Child Safety Policies and ensuring child safety training is provided annually.

- 18.2. It is the responsibility of all LHT team members to report a breach of Child Safe Policies. Any team member wishing to report a breach of this policy can do so by contacting a Council Child Safety Officer as per the Child Safety Reporting Process outlined in the Child Safe Policy 2017. A breach may result in disciplinary action.
- 18.3. Further detail on the processes for responding to and reporting suspected child abuse (***Child Safe Standard 5***) is included in the Child Safe Policy 2017.

## **19 Implementation and Review Process**

- 19.1. This Policy will be reviewed every year. The review process will include the incorporation of feedback from children, parents, team members and any other relevant individuals or bodies.

**20 Roles and Responsibilities**

Role	Responsibility
Council Child Safety Officers	<ul style="list-style-type: none"> <li>Investigate any complaints or breaches in accordance with the Child Safety Policy.</li> <li>Ensure child safety training is delivered to relevant areas of the business on an annual basis.</li> </ul>
HR Advisors (with Venue & Technical Coordinators)	<ul style="list-style-type: none"> <li>Identify positions requiring a WWC Check, Maintain WWC Check currency records.</li> </ul>
Health & Safety, Risk and Environment teams	<ul style="list-style-type: none"> <li>Review Event Risk Assessments which identify high risks with regard to child safety matters.</li> </ul>
Service Manager Lighthouse Theatre	<ul style="list-style-type: none"> <li>Act as first point of contact to provide advice and support to children, parents/legal guardians and LHT team members regarding the safety and wellbeing of children engaged with the organisation.</li> <li>Ensuring Presenters are made aware of their obligations under the Policy.</li> <li>Ensuring children's participation and employment are managed in accordance with this policy</li> </ul>
Technical Services Coordinator	<ul style="list-style-type: none"> <li>Ensure all Technical team members have a WWC check and undertake annual child safety training.</li> <li>Develop Risk Assessments for Lighthouse Theatre's own Working with Children/ child safety aspects</li> <li>Review Presenters Risk Assessments for Working with Children/ child safety aspects</li> </ul>
Venue & Marketing Coordinator	<ul style="list-style-type: none"> <li>Ensure all Front of House team members and Ushers have a WWC Check and undertake annual child safety training.</li> <li>Ensure images of children are managed in accordance with this policy</li> </ul>

**Attachment A – Definitions**

<b>Key Term</b>	<b>Definition</b>
Lighthouse Theatre (LHT)	Warrnambool City Council trading as Lighthouse Theatre.
Child	Includes children and young people under the age of 18 (unless otherwise specified by law). In the case of the <i>Child Employment Act 2003</i> , it means a person under 15 years of age.
Child abuse	Refer to Council’s “Child Safe Policy 2017” for definitions of Child Abuse
Child-related work	For the purposes of the Working with Children Act 2005, child-related work is paid or unpaid work that usually involves, or is likely to usually involve, direct contact with a child.  (Reference section 9 of the <i>Working With Children Act 2005</i> as amended by the <i>Working with Children Amendment Act 2016</i> )
Council	Warrnambool City Council
Direct contact	For the purposes of Working with Children Check requirements around child related work, direct contact means any contact between a person and a child that involves—  <ul style="list-style-type: none"> <li>(a) physical contact; or</li> <li>(b) face to face contact; or</li> <li>(c) contact by post or other written communication; or</li> <li>(d) contact by telephone or other oral communication; or</li> <li>(e) contact by email or other electronic communication;.</li> </ul> (Reference: section 3(1) of the Working With Children Act 2005 as amended by the Working with Children Amendment Act 2016 )
EDMS	Electronic Document Management System (currently ECM)
Parent or guardian	Includes any parent, legal guardian or appropriate family member responsible for the child.
Supervisor	LHT team member appointed to supervise or chaperone child performers. For the purposes of this policy the definition of supervisor includes chaperones unless otherwise indicated.

Team member	<p>An individual who is:</p> <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> <p>For the purposes of this policy, 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.</p>
Temporary employee	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, visiting research fellows and students.
Working with Children Check	The Working with Children Check (WWC) assists in protecting children from sexual or physical harm by ensuring that people who work with, or care for them are subject to a screening process.

**Supporting Documentation**

**a) Forms and Records Management**

Forms or records that are generated by the policy are as follows:

Form	Retention Period	Location
Working with Children Checks	For the duration of the LHT team member’s employment, and/or until card expiration	Employee Files (Human Resources)
Child Safety Training attendance records	Two years after training has occurred	Electronic Document Management System (Human Resources)

**b) Related Policies, Operating Procedures and Legislation**

Legislation
<i>Child Employment Act 2003</i>
<i>Child Wellbeing and Safety Act 2005 including Child Safe Standards as Gazetted on 31 December 2015 (Attachment CV)</i>
<i>Commission for Children and Young People Act 2012</i>
<i>Education and Training Reform Act 2006</i>
<i>Mandatory Code of Practice for the Employment of Children in Entertainment</i>
<i>Working with Children Act 2005 (as amended in 2016)</i>
<i>Working with Children Regulations 2006</i>

Related Policy or Operating Procedure
WCC Child Safe Policy 2017
Council's Staff Code of Conduct
LHT Child Safe Conduct Guidelines
WCC Child Safe Reportable Conduct Procedure
WCC Working With Child Check Policy
WCC Occupational Health & Safety Policy & Procedures
WCC Risk Management Policy & Procedures
Any other relevant policy or procedure that may relate to the safety of children

### Compliance Assurance Activities

Activities related to assuring compliance with this policy are as follows:

Task	Documentation method
Annual child safety training	Managed by Human Resources in EDMS
Duty statements and position descriptions for roles intended to work with children	Managed by Human Resources in EDMS
Working with Children Checks	Managed by Human Resources in EDMS

### Governance

#### a) Responsibility

<b>Policy Owner</b>	Service Manager, Lighthouse Theatre
<b>Approving Body</b>	Manager, Recreation & Culture

#### b) Version Control and Change History

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