 **Child Safety Policy**

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| Overview |

The Murray Music & Drama Club Inc (The Club) is a community-based theatre group that has been operating in Pinjarra since 1969. The operations and finances of The Club are coordinated by an elected team of volunteers working together as a Management Committee which is supported by many other volunteers assisting us to maintain our reputation for professionalism and inclusivity in the world of community theatre in the Peel region.

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| Purpose |

The Club acknowledges that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them.

The Club has a Child Safe Policy, the purpose of which is that The Club will work to develop a family atmosphere at functions, rehearsals and performances, and is committed to supporting young people to develop their creative skills, assist in their emotional and social development, all within a safe, supportive and nurturing environment.

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| Policy Statement |

Prior to the commencement of any production requiring young people under the age of 16 years, The Club will:

* Identify and appoint key members of the production and technical teams as Child Contact persons
* Ensure that these Child Contact persons successfully obtain or hold a current Western Australian Working with Children card. This does not affect Front of House volunteers or busy bee and bumping in/out groups, as these are defined as non-child related work and does not ordinarily involve contact with children for extended periods without other adults being present.
* Ensure that Cast and Crew are made aware of this policy at their first rehearsal, or at the commencement of their duties.

To confirm the validity of all Working with Children cards submitted to The Club by volunteers, The Club utilises an online registration service which is provided by the Government of Western Australia who will contact The Club if any MMDC registered volunteer cardholder is issued with a Negative Notice or of other pertinent matters. The Club President is responsible for keeping volunteer details up to date on the register.

West Australian State legislative requirements as well as West Australian Working with Children laws are currently in place and The Club will meet or exceed the requirements of these relevant state laws.

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| Standards |

The Club’s Child Safe policy requires that if young people under the age of 16 years are involved in a production that:

* during rehearsals and the non-performance period (before and after curtain up) they must remain in the care of a parent/guardian or the designated Child Contact person.
* during performances (from curtain up to finale) care will be transferred to the Stage Manager or the designated Child Contact person.
* assisted transport to and from venue (if applicable) will be conducted in the company of two or more adults.
* ensure that, if disclosures or suspicions of harm are received, its committee and volunteers respond as quickly as possible in the best interests of the child or young person under the age of 16 years.

The Club will :

* Protect young persons under the age of 16 years from harm and understand that minimising the risk of harm is fundamental to maximising their learning, social and emotional potential
* Expect our members and volunteers to show respect to fellow cast and crew members, venue staff, volunteers and audience members and to comply with safe practices
* Respond diligently to a report of suspected or actual harm or risk of harm to a young person under the age of 16 years
* Act fairly and a reasonably towards a volunteer who is the subject of allegations of improper conduct
* Support a volunteer who is the subject of a proven false allegation of causing harm to a member under the age of 16 years
* Encourage anyone within The Club (member or otherwise) who becomes aware or reasonably suspects that a cast member is being harassed or harmed to report it to The Club President or Vice President without delay
* Take disciplinary action against any person who is found to be guilty of harm/harassment to a young person under the age of 16 years, or any other Club member
* Cooperate with state authorities in resolving allegations of harm

As stipulated on The Club Membership form, all members will be deemed as having accepted and be willing to abide by all codes of conduct and policies of The Club.

All non-member volunteers of The Club are deemed to have agreed to abide by all codes of conduct and policies of The Club on being made aware of this policy at their initial briefing and upon commencement of their duties.

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| **Managing Sensitive Information (Photographs and Images)** |

Photographs and images, including video, may be taken for the purpose of marketing and advertising, club archiving and personal memorabilia. New members to The Club can indicate on their membership form their acceptance or otherwise of photographic permission. A closed group may be established on social media for purposes of communication throughout the show period.

The Club has the following rules for the taking, using and storage of photographs or images:

* Permission must be sought from the parents for use of photographic material featuring young people under 16 years of age for promotional or other purposes
* Photography is banned from being taken in dressing rooms at any time
* No production photos are to be posted on social media without the permission of The Club’s Publicity Officer
* The Club’s web-based material and activities will be carefully monitored for inappropriate content or use

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| Accessibility of Policy |

An extract of this policy is accessible on The Club’s website ([www.mmdc.com.au](http://www.mmdc.com.au)) and the full document is available on request by [contacting us](http://www.mmdc.com.au/contact)