



Safeguarding Policy

1. Introduction

Encore Theatre Company (ETC) provides a fun, informative and engaging experience for our company members and is deeply committed to the well-being and safety of children who participate in our productions.

ETC is committed to fostering child safety and wellbeing according to the National Principles for Child Safe Organisations.

While most productions involve adults, there are productions that will be run by ETC which specifically call for children. The policy below is aimed at protecting the children in these productions.

We will make this policy available to everyone in each production.

2. Registration to work with Vulnerable People (RwVP)

Company personnel as deemed appropriate by the Department of Justice, Tasmania (not undertaking the same activity as any Vulnerable Persons (VP) and who have potential access to company members who are VP) will be required to apply for RwVP, and present the authorised card to the Producers for listing on the Encore Theatre Company RwVP register. At the commencement of each production a summary of the Safeguarding Policy will be given to all involved.

The Company adopts a Best Practice approach, and asks all current Committee and Key Production Managers to ensure they have a current RwVP Check, irrespective of their access and/or involvement with VPs.

From 1 January 2025, all participants in Encore Theatre Company productions aged 16 and over must hold valid and current RwVP.

Casual contractors and casual volunteers who don't hold RwVP are not permitted to have any direct contact with children. If likely to have incidental contact, then they must be supervised by a person who holds employee or volunteer RwVP.

3. Communication

A 'welcome note for parents' is to be provided to parents/carers when their child first attends Encore, which communicates ETC's planned production details and key concepts.

Phone numbers and email addresses for contacting parents/carers will be sought and recorded in the ETC contact list when a child joins a production.

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Email will be used to notify parents/carers in the case of long weekend or unexpected rehearsal cancellation where possible.

Parents/carers are asked to inform ETC of any change to contact details during the year.

Children will not be expected to pass on messages to parents/carers. Messages and cast information will be communicated directly or via official ETC channels (social media etc).

4. Safety and Security Relating to Students' Arrival and Departure

For productions involving groups of VP, ETC will provide a Supervisor, who holds current RwVP, and ideally additional First Aid qualifications.

Upon arrival a roll call or cast check-in procedure will apply, to ascertain attendance/presence in the venue.

When children arrive for performance, the parent/carer is to personally notify the VP Supervisor if a different person is collecting the student after the event. If the Supervisor is not sure who a child is leaving with, contact with the relevant parent/carer is to be made using the phone numbers in the contact list.

The Supervisor will require students to remain in the rehearsal venue or theatre with the Supervisor after the rehearsal or performance until collected in person by their Parent/Carer.

5. Suitable breaks

The VP Supervisor will ensure that the children have suitable rest breaks during the rehearsal and performance season.

Parents will be sent detailed information on what are appropriate snacks/drinks for children to bring with them.

6. Dressing Room Facilities

A VP must not be put into a role or situation that is inappropriate for the child, having regard to the child's age, emotional and psychological development, maturity and sensitivity. ETC will ensure that there are appropriate dressing facilities for the child to dress and undress in private.

7. Video and Photography

ETC always obtains permission from parents/guardians before taking photographs or filming children and VP and using any subsequent photographs for marketing or documentation purposes.

Parents/guardians are asked to sign consent for their child to be photographed by ETC during rehearsals and performances. Their consent is obtained at the time of audition.

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8. Behaviour and boundaries

The following expectations for behaviour and boundaries apply for adults interacting with children and young people within ETC events.

DO:

- Always uphold the ETC Safeguarding Policy.
- Behave as a positive role model to children and young people.
- Promote the safety, protection and wellbeing of children and young people.
- Be vigilant and proactive with regard to child and young person safety and child safety issues.
- Provide age-appropriate supervision for children and young people.
- Comply with guidelines published by ETC with respect to safeguarding.
- Treat all children and young people with respect.
- Promote the safety, participation and empowerment of children and young people with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse children and young people.
- Use positive and affirming language towards children and young people.
- Encourage children and young people to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide open, safe and supportive environments for all children and young people to interact and socialise.
- Intervene when children and young people are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Safeguarding Policy or Code of Conduct to the Public Officer (publicofficer@encoretheatre.org.au), or a member of the Executive who may initiate reportable conduct processes.
- Ensure that your legal obligations to report child safety concerns externally are met and that you also notify the Public Officer or, if the Public Officer is unavailable, or the subject of the concern, notify a member of the Executive.
- Where an allegation of child abuse is made, ensure as quickly as possible that the child or young person involved is safe.
- Call the Police on 000 if you have immediate concerns for a child or young person's safety and contact the Strong Families Safe Kids Advice and Referral Line 1800 000 123.
- Respect the privacy of children and young people and their families and only disclose information to people who have a need to know.

DO NOT:

- Engage in any form of inappropriate behaviour towards children or young people or expose children or young people to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with children and young people.
- Express personal views on cultures, race or sexuality in the presence of children and young people or discriminate against any child or young person based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of children and young people.
- Engage in any form of sexual conduct with a child or young person including making sexually suggestive comments or sharing sexually suggestive material.

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- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a child or young person including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a child or young person.
- Engage in any form of behaviour that has the potential to cause a child or young person serious emotional or psychological harm.
- Develop 'special' relationships with children or young people that could be seen as favouritism (for example the offering of gifts or special treatment for specific children or young people).
- Engage in undisclosed private meetings with a child or young person that is not your own child.
- Engage in private or inappropriate personal communications with a child or young person through any medium, including any online contact or interactions with a child or young person.
- Take or publish (including online) photos, movies or recordings of a child or young person without parental/guardian consent and unless strictly production related
- Post online any information about a child or young person that may identify them such as the child or young person's: full name; age; email address; telephone number; residence; school; or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse, neglect or grooming.

Endorsed & Adopted by:	ETC Executive	July 2023
Revised by:	ETC Committee of Management	19 November 2024

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