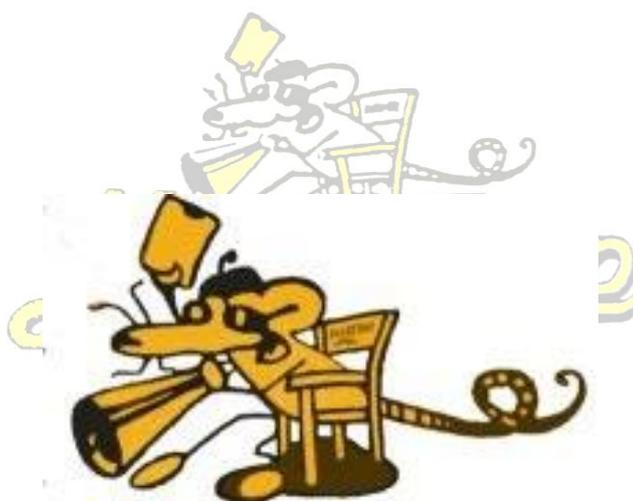


Child and Youth Risk Management Strategy

Mousetrap Theatre Company Inc.



June 2015

Contents

1. Statement of Commitment	3
2. Code of Conduct.....	3
3. Recruitment and Selection	7
4 Duties, tasks, and skill attributes for working with children.....	8
4. Disclosures or Suspicions of Harm	10
5. Plan for managing breaches.....	16
6. Compliance.....	18
7. Managing High Risk Activities and Special Events	21
8. Communicating the Child and Youth Risk Management Strategy	21
Agreement to adhere to Code of Conduct.....	22
Statement of Commitment (Appendix A)	22
Mousetrap Theatre Company Inc.	23
Incident Report Form (Appendix B).....	23
Mousetrap Theatre Company Inc.	25
Risk Management Plan for High Risk Activity:.....	25
Blue Card/Exemption Register (Appendix D)	29
Mousetrap Theatre Company Inc.	30
Child Safety Induction Register (Appendix E)	30
Code of conduct for children and young people	34
Code of conduct for members and non-member volunteers	35
Code of conduct for parents and guardians of young people involved in a workshop/production.....	36
Complaint or Grievance Form: Mousetrap Theatre Company Inc.....	37

Appendices

Appendix A - Statement of Commitment

Appendix B - Incident Report Form

Appendix C – High Risk Management Form

Appendix D – Blue Card Register

Appendix E – Child Safety Induction/Training Register

1. Statement of Commitment

Mousetrap Theatre Company Inc. supports the rights of children and young people, and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.

In order to support this commitment, we are dedicated to our child and youth risk management strategy, which has policies and procedures in place to effectively address the safety and wellbeing of children and young people in our care.

2. Code of Conduct

The following Code of Conduct outlines the Mousetrap Theatre Company Inc.'s values and provides clear expectations for :

- Personal and professional boundaries
- Ethical behaviour
- Appropriate and inappropriate behaviours and relationships for heads of departments (for example directors, choreographers, stage managers, technicians and props etc.), non-member volunteers, parents, children and young people.

**Appendix A attached for Standards of Appropriate Behaviour Agreement to be signed by all non-member volunteers.*

Code of conduct for children and young people

As children and young people who are part of Mousetrap Theatre Company Inc.

We agree that:

We will respect other children, young people, and adults.

We will cooperate and play by the rules.

We will listen and follow instructions.

We will speak in a positive manner.

We will take direction in a positive manner, and not argue.

We will not eat or chew gum during rehearsals or shows.

We will wait inside in the designated area when waiting to be collected.

We will arrive on time.

We will control our temper.

We will have a say about what we are involved in.

We will speak up if we are worried or concerned about something.

We will not talk while the director or production team members are speaking.

We will not use a mobile phone or other devices while rehearsing or performing.

We will not be a bully or accept any bullying that we see.

Code of conduct for parents and guardians of young people involved in a production

As a parent/guardian of a child in a production by Mousetrap Theatre Company Inc.

I agree that:

I will respect the rights, dignity, and worth of every person, regardless of their abilities, gender, religion, or cultural background.

I will respect the decisions of the Management Committee, the Executive Producer and the production management team and teach my child to do likewise.

I will focus on and encourage my child's efforts and performance.

I will remember that my child participates in activities for their own enjoyment, not mine.

I will raise any issues or concerns with the production management team.

I will ensure that my child is on time and any inability to attend is communicated with the Youth Workshop Administrator or Director.

I will ensure that any forms or documents are read, and returned filled, in a prompt manner.

I will update contact details promptly.

I will remain with, and will not allow my child to enter the theatre premises, until two responsible adults are present to manage their safety.

I will ensure that I collect my child promptly after rehearsal or performance.

I will inform the Workshop Administrator or Director, (or Backstage Children's Supervisor during performances) if there is a change in person collecting my child from the theatre/venue.

I will ensure that my child is appropriately dressed for the rehearsal or performance.

I will not treat any child or young person in an unfair, unjust, or discriminatory manner.

I will not enter the rehearsal, workshop space, or backstage areas unless permitted by the Workshop Director/Co-ordinator, and/or Stage Manager.

Code of conduct for members and non-member volunteers

As a member or non-member volunteer at Mousetrap Theatre Company Inc.

I will:

Respect the rights, dignity, and worth of every person, regardless of their abilities, gender, religion, or cultural background.

Support all efforts to remove any form of abuse in this organisation, and encourage a safe and supportive environment.

Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development.

Refrain from using abusive, derogatory, or offensive language.

Impart knowledge and skills in my area of expertise in a respectful and encouraging manner.

Respect the decisions of the Management Committee, Production Committee, Director, Stage Manager, and encourage cast, crew, and non-member volunteers to do the same.

Not show favouritism towards any cast, crew, or non-member volunteer.

Show respect for the space and property of others.

3. Recruitment and Selection

The Mousetrap Theatre Company Inc. is committed to developing child safety policies and procedures for recruitment, selection, management and training, to ensure positive and supportive environments for children and young people.

Recruitment and Selection:

In recruiting key production team members for productions involving children and young people, a number of specific duties/tasks and skill attributes will be included in role descriptions. The position descriptions will include:

- The nature and environment of the production involving children and young people.
- The responsibilities and level of supervision associated with the position.
- The experience and qualifications required of the position.
- The requirement to hold a Blue Card.

Non-member Volunteers:

Where there are non-member volunteers performing the same roles as members, the same requirements as for members applies.



4 Duties, tasks, and skill attributes for working with children

Specific duties, tasks, and skill attributes will be developed on a case by case basis.

Key duties and tasks involving children will broadly include:

- Talking and interacting with children.
- Communicating with parents and guardians.
- Supervising children during breaks.
- Conducting rehearsals and workshops with children.
- Advance planning for activities with children.

Key skill attributes will broadly include:

- Keen desire to work with children, including patience and enthusiasm.
- Value children's rights to feel safe and happy.
- Prior experience working with children.
- Understanding of physical and emotional needs of children.
- Communication skills including rapport and trust building skills.
- Leadership skills.
- Problem solving and conflict resolution skills.
- Positive reinforcement approach.
- Time management and planning skills.

Support and Training

The Mousetrap Theatre Company Inc. acknowledges that the provision of support, training, and information is essential for delivering a positive environment committed to promoting the safety and wellbeing of children and young people.

Induction:

During the initial meeting of all key Production Team members (especially team members new to Mousetrap Theatre Company Inc.), important information will be provided to assist them with understanding their role in providing a safe and supportive environment for children and young people.

This induction will provide information about:

- Mousetrap Theatre Company Inc.'s commitment to an environment that is safe and supportive for children and young people.
- The standards of behaviour expected as outlined in the Code of Conduct.
- Procedures to follow when a disclosure of harm is received.
- Reporting guidelines in relation to disclosures of harm and suspicions of harm.
- Their own rights and responsibilities, as well those of the children and young people.
- What to expect if there is an allegation of harm made against them or to them.
- What constitutes a breach of The Mousetrap Theatre Company Inc.'s child and youth risk management strategy and the potential consequences.
- The roles of key people at Mousetrap Theatre Company Inc.
- Grievance procedures.

**See Appendix E – Training register for Child Safety Induction (form).*

4. Disclosures or Suspicions of Harm

Mousetrap Theatre Company Inc. acknowledges that young people can only be protected from harm if it is reported and dealt with quickly and efficiently. These policies and procedures for dealing with concerns will ensure that the best interests of the child or young person is always the first priority.

Policy and Procedures for Handling Disclosures or Suspicions of Harm.

The following policy and procedures will ensure that all members of Mousetrap Theatre Company Inc. respond as quickly as possible and in the best interests of the child or young person under 18 years of age, when disclosures or suspicions of harm are received. Mousetrap Theatre Company Inc. recognises that children and young people are vulnerable members of the community, and that extra measures must be taken to protect and support them.

Policy

All members of Mousetrap Theatre Company Inc. will receive information identifying risks of harm and handling disclosures or suspicions of harm as soon as possible upon commencement of activities at Mousetrap Theatre Company Inc. Management will report disclosed or suspected harm to either the Department of Communities (Child Safety Services) or the Queensland Police Service, who will decide on an appropriate course of action.

Who must comply with this policy?

The following people must comply with this policy.

- All members
- Management Committee
- Production Committee
- Cast
- Crew
- Non-member volunteers
- Parents

Definitions

Harm is defined under the Child Protection Act 1999 as *"any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. For harm to be significant, the detrimental effect on the child's wellbeing must be substantial or serious, more than transitory and must be demonstrable in the child's presentation, functioning, or behaviour."*

Harm may be categorised in the following types:

- **Physical abuse:** for example beating, shaking, burning, biting, and causing bruises or fractures by inappropriate discipline, giving children alcohol, drugs, or inappropriate medication.
- **Emotional or psychological abuse:** for example constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement.
- **Neglect:** for example not giving sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone, or children missing school.
- **Sexual abuse or exploitation:** for example sexual jokes or touching, exposing children to sexual acts or pornography, or having sexual intercourse with a child or young person under the age of 16 years of age (even if the child appears to have consented).

Suspicion of harm

You can suspect harm if:

- You are concerned by significant changes in behaviour, or the presence of new unexplained and suspicious injuries.

Disclosure of harm

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened or is likely to happen.

Disclosures of harm may start with:

- "I think I saw..."
- "Somebody told me that..."
- "Just think you should know..."
- "I'm not sure what I want you to do, but..."

Procedures to minimise harm to children and young people

Mousetrap Theatre Company Inc. works to minimise harm to children and young people by acting in a manner that supports their interests and wellbeing, by:

- Making sure that children know that it is their right to feel safe at all times.
- Teaching them about acceptable and unacceptable behaviour in general.
- Letting them know who is and who is not a member of Mousetrap Theatre Company Inc. (relevant to workshops, productions, and activities that they are involved in).
- Allowing them to be part of the decision making process.
- Making sure they are safe by monitoring their activities and ensuring their environment meets all safety requirements.
- Taking anything a child or young person says seriously, and following up their concerns.
- Letting them know that nothing is too awful, no story too terrible, that they can't share with someone they trust.
- Teaching them about appropriate and inappropriate contact in a manner appropriate to their age and level of understanding.
- Teaching children and young people to say 'no' to anything that make them feel unsafe.
- Encouraging them to tell one of the following: Workshop Director, Backstage Children's and Youth Supervisor, Production Director, Stage Manager, or crew, of any suspicious activities or people that they observe.
- Listening to children and young people, and letting them know that the Production Team members are available for them if they have any concerns.

Procedures for receiving a disclosure of harm

When receiving a disclosure of harm:

- Remain calm and find a private place to talk.
- Don't promise that you'll keep a secret; tell them they have done the right thing in telling you but that you'll have to tell someone who can help to keep them safe.
- Only ask enough questions to confirm the need to report the matter; probing questions could cause distress, confusion, and interfere with any later enquiries.
- Do not attempt to conduct your own investigation, or mediate an outcome between the parties involved.

Reporting guidelines for disclosures or suspicions of harm

Following are the actions our organisation will take immediately following a disclosure or suspicion of harm.

Documenting a suspicion of harm

If you or others have concerns about the safety of a child, record your concerns in a non-judgemental and accurate manner as soon as possible.

Documenting a disclosure of harm

Complete an incident report form or record the details as soon as possible, so that they are accurately captured. Include:

- Time, date, and place of the disclosure.
- 'Word for word' what happened, and what was said, including anything you said and any actions that have been taken.
- Date of report and signature.

If you need to take notes as the person is telling you, explain that you are taking a record in case any later enquiry occurs.

Reporting the disclosure or suspicion of harm to authorities

Mousetrap Theatre Company Inc. will not conduct its own enquiries in relation to the disclosure or suspicion of harm, or try to come to an agreement between the parties involved. The person who receives a disclosure or suspects harm is to contact the relevant authority to ensure the information provided is comprehensive and accurate.

Report the matter to either:

- Department of Communities (Child Safety Services) on free-call 1800 811 810
- Queensland Police Service (Redcliffe Police – (07) 3283 0555).

Actions following a disclosure of harm

Assistance to access support and counselling will be offered for all parties involved.

Process for those involved in the report*The Child or young person:*

The child and young people involved should be offered appropriate counselling and support.

The person who made the report:

Under Section 22 of the Child Protection Act or 1999, a person who reports suspected child abuse is protected from civil or criminal legal actions, and is not considered to have broken any code of conduct or ethics.

Details of the person who made the report are kept completely confidential, and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.

The person against whom the allegation has been made

If the person responding to the allegation of harm is a member of Mousetrap Theatre Company Inc., duties may need to be reviewed. If they continue to interact/work with children, ensure that they are appropriately supervised at all times. Legal advice may be sought as to the extent to which that person can carry out duties at Mousetrap Theatre Company Inc.

Flowchart for Reporting Guidelines

1.

RECEIVING A DISCLOSURE

Remain calm and find a private place to talk

Explain why you can't keep it a secret

Only ask enough questions to confirm the need to report

Do not attempt to conduct your own investigation

2.

DOCUMENTING A DISCLOSURE

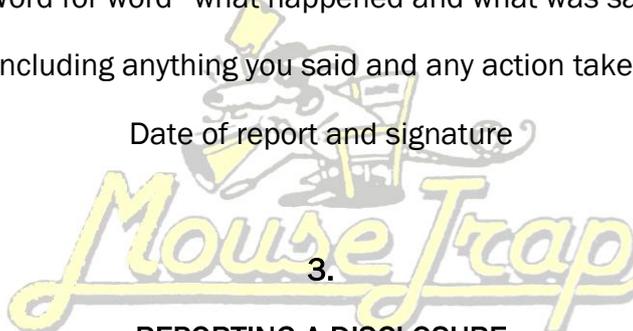
Complete an incident form and include:

Time, date, and place of disclosure

“Word for word” what happened and what was said,

including anything you said and any action taken

Date of report and signature



3.

REPORTING A DISCLOSURE

Department of Communities (Child Safety Services) – 1800 811 810

Queensland Police Service – Redcliffe Police (07) 3283 0555

4.

FOLLOWING A DISCLOSURE

Support and counselling will be offered to all parties involved

Policies and procedures for handling disclosures or suspicions of harm to be reviewed

**See Appendix B – incident Report (Form)*

5. Plan for managing breaches

Purpose

This plan outlines the steps to be taken following a breach of the child and youth risk management strategy in order to address the breach in a fair and supportive manner.

Definition

A breach is any action or inaction by any member, or non-member volunteer, of Mousetrap Theatre Company Inc, including children and young people, that fails to comply with any part of the strategy. This includes any breach in relation to:

- Statement of commitment
- Code of Conduct
- Policies and procedures for handling disclosure and suspicions of harm, including reporting guidelines
- Policies and procedures for implementing and reviewing the child and youth management strategy
- Risk managements plans for high risk activities
- Strategies for communication and support.

All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.

Who must comply with this plan?

- All members
- Production Committee
- Production Committee
- Cast
- Crew
- Non-member volunteers
- Parents/guardians

Processes to manage a breach of the child and youth risk management strategy

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- All people concerned will be advised of the process
- All people concerned will be able to provide their version of events
- The details of the breach, including the versions of all parties and the outcome will be recorded
- Matter discussed in relation to the breach will be kept confidential
- An appropriate outcome will be decided

Suitable outcomes for breaches

Depending on the nature of the breach, outcomes may include:

- Emphasising the relevant component of the child and youth risk management strategy eg. The Code of Conduct
- Providing closer supervision
- Further education and training
- Mediating between those involved in the incident (where appropriate)
- Disciplinary procedures if necessary
- Reviewing current policies and procedures, and developing new policies and procedures as necessary

Responsible Officer:

Name: Karen Matthews

Position: President,

Mousetrap Theatre Company Inc.

Date: June 2015

Review Date: June 2016

6. Compliance

Mousetrap Theatre Company Inc. will keep a confidential Blue Card Register in order to maintain compliance with chapter 8 of the Commission's Act (Blue Card Compliance).

The Mousetrap Theatre Company Inc. Secretary will maintain the Blue Card Register and manage applications.

Policy for compliance

Management Committee, Production Committee, Youth Workshop Director and assistants to Youth Workshop Director, Youth Workshop Administrator, Backstage Children's and Youth Supervisor, and other persons, in positions identified under the legislation, will be required to hold a valid Blue Card or exemption (linked to the Mousetrap Theatre Company Inc.), and undergo any checks with the Commission for Children and Young People.

Productions with a majority JUNIOR CAST are regarded as potential High Risk Activities. A High Risk Management Plan will be implemented, with all persons identified as being in regulated child related employment positions, required to hold a Blue Card (linked to Mousetrap Theatre Company Inc.) or Exemption. These productions will be clearly communicated to all membership, and non-member volunteers.

Who must comply with this policy?

The following people must comply with this policy:

- All members
- Management Committee
- Production Committee
- Youth Workshop Director, Assistants, and Youth Workshop Administrator
- Backstage Children's and Youth Supervisor
- Production teams
- Cast
- Crew
- Non-member volunteers

(Note: Refer Mousetrap Theatre Company Inc.'s By-Laws.)

Procedure for Blue Card compliance

As part of our child and youth risk management strategy, Mousetrap Theatre Company Inc. will establish and keep a member and non-member volunteer register. The register will include:

- Whether or not the person requires a Blue Card/Exemption
- The type of application
- When the person applied and/or the date of issue of the positive notice and Blue Card
- The expiry date of the Blue Card
- The renewal date (this should be at least 30 days before expiry to allow all Blue Card and Exemption holders to continue working in a child related environment)
- Whether a negative notice has been issued
- Any change in status to a Blue Card
- Where there is a change in police information, the date you informed the Commission
- Any change of personal information of an employee, including the date they informed the Commission

Procedures for reviewing the child and youth risk management strategy

To ensure that the child and youth risk management strategy remains current and effective in identifying and minimising risks of harm to children. This strategy will be monitored and reviewed.

Frequency of reviews

This strategy will be reviewed annually in accordance with the legislation. In the event that the organisation identifies concerns, particularly following an incident, the child and youth management strategy will be reviewed.

Who will be involved in the review?

Management, parents, non-member volunteers, children and young people and other stake holders will be involved in the review of the child and youth risk management strategy.

What will be covered in the review?

The child and youth management strategy will be reviewed in its entirety. The date of the review, where the review took place, who was present and what was discussed will be recorded.

Issues to be considered in the review include:

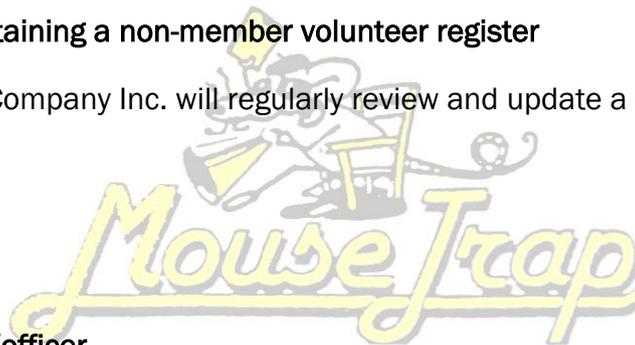
- Whether stakeholders adhered to the policies and procedures
- Incidents relating to the protection of children and young people from harm, and the outcome of these incidents
- The effectiveness of policies and procedures in preventing or minimising harm to children and young people
- The frequency of training in the child and youth risk management strategy.

Following the review

Stakeholders will be advised of any changes to policies and procedures, and training will be provided if necessary.

Procedures for maintaining a non-member volunteer register

Mousetrap Theatre Company Inc. will regularly review and update a non-member volunteer register.



Responsible person/officer

Name: Tanja Stanley

Position: Secretary

Mousetrap Theatre Company Inc.

Date: June 2015

Review Date June 2016

7. Managing High Risk Activities and Special Events

A High Risk Management Plan will be completed for productions with a majority JUNIOR CAST.

These productions will be clearly communicated to all membership and non-member volunteers, as Blue Cards will be required for all persons identified as being in regulated child related employment positions.

**See Appendix C – Risk Management Plan for High Risk Activity (Template).*

8. Communicating the Child and Youth Risk Management Strategy

Procedures for communicating the child and youth risk management strategy

To ensure that the child and youth risk management strategy is effectively communicated to all members and non-member volunteers of Mousetrap Theatre Company Inc., the following materials and activities will be implemented:

- General Fact sheets for parents and carers.
- Codes of Conduct (will be available on display at theatre, in print and on-line).
- Induction workshops
- Updates via newsletters
- Child and Youth Risk Management Strategy (print copies at theatre).
- Child safe training sessions as required.

Agreement to adhere to Code of Conduct

Statement of Commitment (Appendix A)

The Mousetrap Theatre Company Inc. supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.

In order to support this commitment, we are dedicated to our child and youth risk management strategy that has policies and procedures in place to effectively address the safety and wellbeing of children and young people in our care

Who must comply with the code of conduct?

This code of conduct applies to all members, non-member volunteers, production team, cast and crew and visitors including parents and guardian who enter our service environment.

The standards of appropriate behaviour (Code of Conduct attached)

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> Using encouraging/positive words and a pleasant tone of voice Open and honest communication 	<ul style="list-style-type: none"> Insults, criticisms or name calling Bullying, swearing or yelling Sexually suggestive comments/jokes
Relationships	<ul style="list-style-type: none"> Being a positive role model Building relationships based on trust Empowering children to share in decision making 	<ul style="list-style-type: none"> Favouritism or giving gifts Spending excessive amounts of time alone with children Contact outside of working hours (either physical or via email/phone) "Grooming" children or young people
Physical Contact	<ul style="list-style-type: none"> Allowing for personal space Touching due to medical emergency or protecting from physical harm Non-threatening 	<ul style="list-style-type: none"> Violent or aggressive behaviour including hitting, kicking, slapping or pushing Kissing or touching of a sexual nature.
Other	<ul style="list-style-type: none"> Appropriate attire/clothing for activity 	<ul style="list-style-type: none"> Inappropriate clothing Sending inappropriate emails or via comments via social media or phone calls/texts Inappropriate clothing for activity

In the event that the code of conduct for interacting with children and young people is breached, actions will be taken in accordance with our organisation's plan for managing breaches of the child and youth risk management strategy.

"I have read, understood, and will act in accordance with the above code of conduct."

Name: _____ Signature: _____ Date: _____

Mousetrap Theatre Company Inc.
Risk Management Plan for High Risk Activity:
(Appendix C)

In addition to occupational health and safety concerns, a child and youth risk management strategy must analyse the risk of 'harm' to children and young people.

A Risk Management Plan must be completed for productions with a majority Junior cast. The Mousetrap Theatre Company Inc. management also encourages all productions with a Junior cast member/s to complete a plan.

The Director, with the Production Committee liaison member, will assess and identify potential risks in relation to the venue, script, rehearsals, and production; then develop a plan to manage the risks identified.

Steps:

- 
- 1. Describe Activity** (Identify all elements of event beginning to end)
 - 2. Assess Cast Ages**
 - 3. Identify Risks** (Something that could happen that results in harm to a child or young person)
 - 4. Analyse the Risk** (Likelihood / Consequences)
 - 5. Evaluate the Risk** (The level of risk)
 - 6. Manage the Risk** (Assess the options)
 - 7. Review** (Nominate who will review after the event/activity)

3. Identify Risks (Circle areas of concern):

Script Auditions Rehearsals Costuming Props
Tech and Dress Rehearsals Performances Backstage areas
Dressing rooms Other (state)

Details:.....
.....
.....
.....
.....
.....
.....
.....

4. Analyse the Risk (Likelihood/Consequences):

Script: Yes /No
Auditions: Yes /No
Rehearsals: Yes / No.....
Costuming / Props: Yes / No.....
Tech/dress rehearsals: Yes/No.....
Performances: Yes / No.....
Backstage areas: Yes / No.....
Dressing rooms: Yes / No.....
Other (state): Yes / No.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Backstage Child/ren's and Youth Supervisor

In all Productions with a Junior cast member/s, there will be a nominated Supervisor. More than one Supervisor may be required. (See Table below)

The nominated Backstage Child/Children's and Youth Supervisor will be required to hold a Blue Card or Exemption in line with the legislation (persons identified as being in a regulated child related employment position), and the Mousetrap Theatre Company Inc. By-Laws.

The Supervisor is responsible for the children's well-being, and their overall safety.

If there is more than one child in the cast, the Supervisor will have no other responsibilities backstage.

The Supervisor is not responsible for the Junior cast being on time for their cues etc. This is the responsibility of the Production Stage Manager or Crew.

Ideally a Supervisor would be available from the Audition process, so that she/he/they can be introduced to the children and parents, The Supervisor/s must be present at appropriate rehearsals during the rehearsal phase, and also present for the production week as Tech/Dress rehearsals begin, and for all Performances.

There could be a team of Supervisors who can share the responsibilities, so that no one person has to be available at every rehearsal or performance. However the children and parents must be made aware of them all, and when they will be supervising. A schedule should be drafted, and copy given to each child.

Table for Number of Required Supervisors:

<u>Number of Children</u>	<u>Number of Supervisors</u>
1 child	1 Supervisor (may be a Backstage Crew member, <u>not</u> Cast)
2 – 5 children	1 Supervisor (specific, no other duties)
5+ children	2 or more Supervisors (no other duties)

Supervisor's Role and Responsibilities

The Supervisor's role is to concentrate on the children's well-being, and their overall safety.

- **Sign in** children, and check phone numbers (to contact parent/guardian if necessary) or note if parent is remaining at theatre/venue.
- **Check** if there are any concerns e.g. is child unwell or any special requirements?
Note: Supervisor is **not** responsible for medication etc, A parent/guardian must attend to this, and may have to remain with the child under these circumstances, or take the child home as appropriate.
Report any concerns to Director and/or Stage Manager.
- **Check** who will be collecting child after rehearsal/performance.
- **Ensure** that children have settled into dressing rooms as allocated.
- **Ensure** dressing room doors are kept closed during dressing, and costume changes.
- **Monitor** persons entering dressing rooms as being appropriate.
- **Monitor** persons entering backstage area as being appropriate.
- **Request** any unknown person's identity, and **report** any unknown persons or **concerns** to Stage Manager (or Crew/Director if more readily available). (**Note:** No-one unconnected with the Production should be backstage without the Stage Manager's permission.)
- **Be aware** of all adults conduct backstage.
- **Monitor** the children's whereabouts backstage. Do not allow any child or children to leave/wander from the theatre backstage area without supervision.
- **Children** will be required to wait side stage prior to their entrances on stage, please liaise with crew for timing of this. The Supervisor is **not** responsible for on time entrances!!
- **Ensure** any food or drink belonging to the children is stored appropriately in the fridge. Food or drink is to be consumed in the backstage area, **not** the dressing rooms (as per cast and crew obligations).

- Fresh cold water will be available in fridge for everyone's consumption. A Crew member will usually attend to this.
- If a child requests bottled water, soft drink etc. and parent permits, please ask a crew member to purchase from Front of House.
- **Be familiar with** Emergency Exits and Procedures, First Aid Box, Fire Extinguishers etc.
- **Signing Out:** Please ask parent/guardian to either sign out their child, or personally advise the Supervisor that they are collecting/removing their child from the theatre/venue.
- **Incident Report, Complaint or Grievance forms** are available should the need arise, and should be completed as soon as possible. These should be forwarded to the President of Mousetrap Theatre Company Inc.
- **Listen carefully** to any concerns or problems that a child reports. This may be something that he/she, or others, has witnessed. If relevant refer to Child and Youth Risk Management Strategy: Disclosures and Suspicions of Harm section. **Report** any concerns as soon as possible to Director, Stage Manager, and/or President (or deputy) as appropriate.



Code of conduct for children and young people

As children and young people who are part of Mousetrap Theatre Company Inc.

We agree that:

We will respect other children, young people and adults.

We will cooperate and play by the rules.

We will listen and follow instructions.

We will speak in a positive manner.

We will take direction in a positive manner, and not argue.

We will not eat or chew gum during rehearsals or shows.

We will wait inside in the designated area when waiting to be collected.

We will arrive on time.

We will control our temper.

We will have a say about what we are involved in.

We will speak up if we are worried or concerned about something.

We will not talk while the director or production team members are speaking.

We will not use a mobile phone or other devices while rehearsing or performing.

We will not be a bully or accept any bullying that we see.

Code of conduct for members and non-member volunteers

As a member or non-member volunteer at Mousetrap Theatre Company Inc.

I will:

Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.

Support all efforts to remove any form of abuse in this organisation and encourage a safe and supportive environment.

Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development.

Refrain from using abusive, derogatory or offensive language.

Impart knowledge and skills in my area of expertise in a respectful and encouraging manner.

Respect the decisions of the Management Committee, Production Team and the Executive Producer and encourage cast, crew and non-member volunteers to do the same.

Not show favouritism towards any cast, crew, or non-member volunteer.

Show respect for the space and property of others.

Code of conduct for parents and guardians of young people involved in a workshop/production

As a parent/guardian of a child in a production by Mousetrap Theatre Company Inc.

I agree that:

I will respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.

I will respect the decisions of the Management Committee, the Executive Producer and the production management team and teach my child to do likewise.

I will focus on and encourage my child's efforts and performance.

I will remember that my child participates in activities for their own enjoyment, not mine.

I will raise any issues or concerns with the production management team.

I will ensure that my child is on time and any inability to attend is communicated with the Youth Workshop Administrator or Director.

I will ensure that I read any forms or documents are read, and returned filled, in a prompt manner.

I will update contact details promptly.

I will remain with, and will not allow my child/ren to enter the theatre premises, until two responsible adults are present to manage their safety.

I will ensure that I collect my child promptly after rehearsal or performance.

I will inform the Workshop Administrator, or Director, (or Backstage Children's Supervisor during performances) if there is a change in person collecting my child from the theatre/venue.

I will ensure that my child is appropriately dressed for the rehearsal or performance.

I will not treat any child or young person in an unfair, unjust or discriminatory manner.

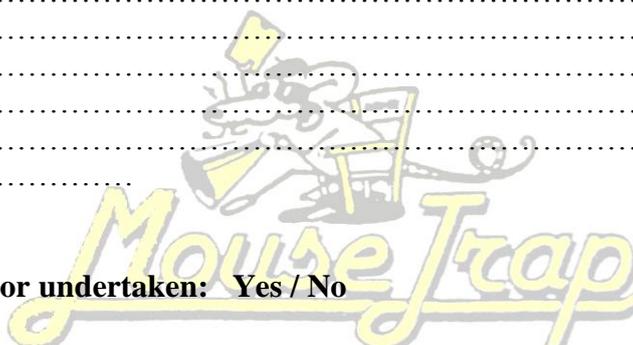
I will not enter the rehearsal, workshop space, or backstage areas unless permitted by the Workshop Director/Co-ordinator, and/or Stage Manager.

Initial Action Taken:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Recommendations:

.....
.....
.....
.....
.....
.....
.....



Mediation arranged or undertaken: Yes / No

Details:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Review (include date):

.....
.....
.....
.....
.....

.....
.....

Additional Information as required:

.....
.....
.....
.....
.....
.....
.....
.....



Additional notes as needed

