



Children and Young People policy

General

In most cases, people engaged in Gold Coast Little Theatre's activities who are under the age of 18 will be in their late teens and this policy has been framed with that in mind. When younger children are involved in a production it is expected that a parent or guardian will also be available to assist with supervision. A parent/guardian of a child involved in a production does not require a Positive Notice Blue Card issued by the Commission for Children and Young People and Child Guardian or its equivalent issued by another acceptable authority (referred to throughout this document as a Blue Card).

Supervision

Directors, choreographers, and others conducting activities involving children and young people must ensure that they are adequately supervised at all times. The supervisor must ensure that children and young people are dropped off and picked up by a parent or guardian and that children and young people are not left unsupervised until they are picked up. Supervision must be by an adult who holds a Blue Card.

If a young person is driving a vehicle on their own or is permitted by her/his parent/guardian to use taxis or ride-sharing services, the supervisor must ensure the young person safely accesses her/his transport home.

If a child remains uncollected for an extended period, the supervisor must attempt to contact the pick-up person. If the attempt fails the supervisor must contact a member of the executive of GLCT's management committee.

Physical contact

If physical contact with a child or young person is necessary, it should be confined to non-contentious parts of the body, such as arms or shoulders. Occasions when physical contact is permissible include:

- ❖ Greeting (for example, handshake).
- ❖ Demonstrating a move or position. In this situation, the reason for the physical contact should be clearly explained in advance.
- ❖ Fitting personal microphones.
- ❖ Fitting a costume or assisting a person into a costume.
- ❖ Preventing a person from moving into a hazardous situation.

It is accepted that physical contact with any part of the body may be necessary to administer first aid in the case of illness or injury.

Inappropriate physical contact which will not be tolerated includes:

- ❖ Any sort of violent or aggressive behaviour such as hitting, kicking, slapping or pushing.
- ❖ Kissing.
- ❖ Touching of a sexual nature.

Adults should not be alone with a child or young person when they cannot be clearly seen by others. When one-on-one contact out of sight of others cannot be avoided, the adult must be the holder of a Blue Card.

Gold Coast Little Theatre respectfully acknowledges the Yugambah People who are the traditional owners of this land on which we meet. We pay our respects to their Elders both past and present, and to all Aboriginal and Torres Strait Islander peoples.

Change rooms

The Management Committee will ensure that space for changing costumes is provided for young people that is separate from any dressing room used by adults and that there are separate spaces for girls and boys. Only supervisors may enter dressing spaces for young people and they must respect the requirement for privacy before entering.

Managing injuries or illnesses

In the event of a child or young person being injured or taken ill on the premises, the supervisor must ensure that first aid is administered by a qualified person. The supervisor should complete a standard GCLT incident report form detailing the injury/sickness and measures taken. The supervisor shall also ensure the parent/guardian of the child/young person is advised of the incident.

Photography policy

The parent or guardian of every child or young person who is a member of a cast or crew should be asked to sign GCLT's standard release form for the use of photographs or video clips that will be used as part of the publicity and marketing of their show. The release forms state that the images may be published in newspaper or magazine advertising or promotions, e-mail promotions, GCLT's newsletter and website and on GCLT's pages on social media sites such as Facebook.

If a parent/guardian declines to consent to their child's photograph being used, the director must ensure that the child's photograph is not taken.

Publicity photographs and video of children must be taken onstage or in some other public area. Photographs must not be taken in dressing rooms.

Where cast members take photographs of themselves in dressing rooms, supervisors must ensure that cast members are appropriately dressed and that the images are for personal use and not for publication in e-mails or other electronic media.

Use of technology and social media

Any person witnessing the inappropriate use of a mobile phone or other electronic device involving a child or young person should make a reasonable effort to resolve the situation immediately. If that approach proves unsuccessful, or the behaviour continues or increases, the conduct should be reported as soon as possible to a member of the GCLT Management Committee.

The Management Committee will take such action as it considers appropriate by way of investigation.

Only people who have been authorised by the Management Committee may place material on GCLT's website or social media platforms.

Reporting of concerns

Any person concerned about the behaviour of any other person towards a child or young person must report their concern to a member of the Management Committee immediately. If no member of the Management Committee is available they must call one of the following hotline numbers:

President 0413 948 025

Vice president 0417 775 825

Secretary 0490 785 880