



ATYP Working With Children Policy

INTRODUCTION

This document is intended to demonstrate Australian Theatre for Young People's (ATYP's) commitment to the protection of children and maintaining a child-safe environment. Young people are the core of our business and during our more than 50 years in operation we are proud to have enabled thousands of young people to take part in productions and workshops with the assurance that their safety is our highest priority.

SCOPE

This policy relates to all ATYP staff and artistic contractors; including workshop tutors, assistant tutors, technical crew and creatives, as well as Board volunteers.

LEGISLATION

This policy complies with ATYP's obligations under the *Children and Young Persons (Care and Protection) Act 1998 No 157* (the Children and Young Persons Act) and the *Child Protection (Working With Children) Act 2012 No. 51* (the Child Protection Act) and subsequent Regulations.

THE NSW WORKING WITH CHILDREN CHECK

As per Part 2, Division 2, Section 9 of the Child Protection Act all staff in child-related roles are required to hold a current NSW Working with Children (WWC) check or an application number for an appropriate clearance.

CHILD-RELATED WORK

The following roles within ATYP **are** child-related roles and require a WWC Check under the Child Protection Act:

- All full-time and part-time staff,
- Workshop tutors, assistant tutors and mentors of performers under 18 years of age,
- All creative and technical crew contracted to work on ATYP productions.

The following roles **are not** child-related roles or fall under an exemption and do not require a WWC Check:

- Board and advisory group members,
- Casual Front of House and Technical staff,



- Performers over 18 years of age involved in ATYP productions which include children in the cast,
- Production crew (those who have no contact with young people),
- Volunteers (who are not working directly with young people),
- Cleaning and other maintenance contractors.

However, in the interests of best-practice governance and leadership, and to ensure the highest possible child safety standards, ATYP requires all Board members to also hold a valid WWC Check.

Where a staff member in a child-related role is responsible for a child or a group of children their behaviour is governed by ATYP's Code of Conduct to ensure children are treated with care and respect and that all reasonable action is taken to protect them against harm.

YOUNG PEOPLE'S PARTICIPATION IN ATYP ACTIVITIES

As a producer of theatre by and for young people ATYP regularly engages young people in diverse roles including, but not limited to, performers, spokespeople and advisory group members. Where a young person is engaged by ATYP to participate in a performance, marketing or fundraising event or any other ATYP activity ATYP must obtain permission from appropriate parents/guardians in the form of a media release or project contract.

Each performer in an ATYP production receives a formal project contract which sets out the rights and responsibilities of both the performer and ATYP with relation to important dates, attendance, recording and media activity, insurance and indemnity.

RECORDING, MARKETING AND SOCIAL MEDIA

ATYP is committed to protecting the privacy of children involved in our activities.

ATYP does not record, share or publish images, video or any other media depicting children engaged in ATYP activities on any platform without written consent from appropriate parents/guardians either in the form of a media release form or a project contract. This ensures that images are not recorded of children who may be involved in child protection, family court or criminal proceedings.

Where ATYP does share or publish media depicting children involved in ATYP activities it is solely for the promotion of ATYP, its productions, its workshops or related activities.

REPORTING

ATYP will not tolerate incidents of child abuse.



Where an ATYP staff member, or contractor becomes aware of any form of child abuse - or has reason to believe a child has been or is being abused or neglected - they must report it to a nominated contact person (see below) to refer to the NSW Department of Family and Community Services **Child Protection Helpline (132 111)** as soon as is practicable.

Where required, ATYP will also make a report directly to the Police.

NOMINATED CONTACT PEOPLE

Artistic Director: Fraser Corfield
ad@atyp.com.au / 02 9270 2400

Chair Andrew Johnson
chair@atyp.com.au / 02 9270 2400

These key contact people are responsible for referring reports of child abuse made by staff to the NSW Office of the Children's Guardian and will be contacted in the event a staff member becomes barred from child-related employment.

RECORD KEEPING

ATYP collects the following information for the purposes of verifying WWC Checks, and retains this information for 7 years:

- Full name of person being checked,
- Date of birth of person being checked,
- WWC Check number or current application number for an appropriate clearance,
- WWC Check expiry date.

BARRED WORKERS

If ATYP becomes aware that a staff member in a child-related role has received a bar or interim bar from working with children they will be immediately relieved of all child-related duties and may not engage in child-related work for the duration of their bar.

OTHER LEGISLATION AND INDUSTRY STANDARDS

As an organization in receipt of federal government funding, ATYP abides by the Australia Council for the Arts Protocols for Working with Children in Art.



COMMUNICATION AND SUPPORT FOR STAFF

All new staff receive a copy of this policy along with their engagement agreements, and this updated version has been circulated to current ATYP staff.

This policy is freely available to all ATYP staff and is also available for public viewing at www.atyp.com.au

ATYP is committed to ensuring all staff in child-related roles receive regular training in maintaining a child-safe workplace.

ATYP will update this and other child-related policies in line with revisions the Act and ensure staff are kept informed of any such revisions.

KEY DATES RELATING TO THIS POLICY

Approval date: March 2022

Review date: March 2025