Blue Mountains Musical Society Child Safety Policy

Definitions

BMMS Committee:The Committee of Blue Mountains Musical Society elected by members of the society as per Part 3 of the BMMS Constitution.

Caregiver: A parent, other family member, guardian, or paid helper who either has custody of the child, or has been appointed to look after them.

Cast: A person or group of persons selected to be the performers within a production.

Chaperone: A person over the age of 18 with a current Working with Children Check number who is appointed by the Producer for the sole responsibility of supervising and supporting cast members who are under the age of 18. The BMMS committee may decide to elect an existing member of the Production team to the role of a Chaperone depending on the production requirements and team members role.

Costume Designer: A person who has been allocated the role of Costume Designer for the show by the BMMS Committee as per section 3.25 of the BMMS Constitution. This may also refer to a person who has been allocated the role of Assistant Costume Designer, Costume Coordinator, Sewer, etc.

Director: A person who has been allocated the role of Director for the show by the BMMS Committee as per section 3.25 of the BMMS Constitution. This may also refer to a person who has been allocated the role of Assistant Director.

Producer: A person who has been allocated the role of Producer for the show as per section 3.25 of the BMMS Constitution. This may also refer to a person who has been allocated the role of Assistant Producer.

Production Team: The persons elected to carry out the Leadership positions within the production.

Stage Crew: The persons elected to work backstage during a performance.

Stage Manager: A person who has been allocated the role of Director for the show by the BMMS Committee as per section 3.25 of the BMMS Constitution.

WWCC: Working with Children Check - a requirement for anyone who works or volunteers in child-related work in NSW

Why do we need a Child Safety Policy?

All children and young people involved with BMMS should feel safe, respected, and protected at all times within our community.

Who does it apply to?

It is important that all adults involved in a BMMS production involving cast under the age of 18 are aware of and agree to the following policy. Any disagreement with the policy must be raised with the production's Producer before signing. A person's role in the current BMMS production will be dependent on their adherence to this policy.

When does the policy come into effect?

Adherence to this policy comes into effect immediately upon signing the agreement.

When casting a BMMS production involving children all adults involved in the casting process must formally agree to this policy before auditions commence.

All adults involved in chaperoning, overseeing, teaching or leadership of children in any way must formally agree to this policy before the first meeting of the children.

All other personnel involved in a BMMS production involving children will be given a copy of this policy no later than their first rehearsal. This policy must be formally agreed to by their second rehearsal. Any persons who have failed to agree to this policy by their second rehearsal will be asked to leave the rehearsal and their role in the production may be reconsidered.

This policy is to be revised before and after every BMMS production involving children to ensure it is up to date and relevant.

It is the responsibility of the Producer to ensure this policy is adhered to. If a Producer is not in attendance, the Chaperone is responsible for ensuring this policy is adhered to in their absence.

What are the consequences?

The consequences of intentionally not adhering to this policy will be in accordance with the severity of the act and determined by the BMMS Committee. The BMMS Committee may or may not ask for input from the child's Caregiver when determining the consequence. The Caregiver will be informed of any incidents involving their child. Consequences may involve such things as being given warnings, being asked to leave the production, or police involvement.

Key Child Safety Policy Points

1. Key adults involved with BMMS must hold a current WWCC
2. Chaperones must be present at all rehearsals involving children
3. All adults must endeavor to respect and protect the children at all times
4. Where possible there must always be two adults in a room with children
5. An adult must never be left in a closed room alone with two or less children
6. All adults and children will supply and wear modest undergarments where possible for all dress rehearsals and performances.
7. Any incidents involving children must be reported to the Producer or Chaperone present
8. No food or drink (other than water) is to be supplied to a child before checking with the Producer or Chaperone
9. No medication is to be given to a child without written Caregiver permission

Child Safety Policy Points in Detail

1. Key adults involved with BMMS must hold a current WWCC

a. BMMS requires all adults undertaking a leadership, cast, or stage crew role in a BMMS production involving children to hold a current WWCC by the first rehearsal they attend and to supply their WWCC number when requested.

2. Chaperones must be present at all rehearsals involving children

a. Chaperones should be assigned to all BMMS productions involving persons under the age of 18. Chaperones are to be assigned before or during the audition process and should be available for the first rehearsal to meet all parents. The BMMS committee may decide to elect an existing member of the Production team to the role of a Chaperone depending on the production requirements and team members role
b. If a Chaperone is unavailable for a rehearsal or performance the Producer must take their place.
c. Caregivers must sign all children into every rehearsal, if no sign in sheet is provided they must inform the Chaperone that their child is in attendance.
d. While supervising children, Chaperones must be contactable by Caregivers and have access to all Caregivers contact details in case of an emergency.
e. Chaperones must sign all children out of rehearsals and ensure a clear hand over of responsibility back to their Caregiver is established.
f. The last Chaperone must not leave until all children have been collected. There must never be one Chaperone or Producer left alone in a room with a child.
g. Children under the age of 12 are not allowed to walk/ride home from rehearsal unaccompanied by an adult. Children of any age are not allowed to walk/ride

home after dusk unaccompanied by an adult. In the case of children 12 or older who are required to walk/ride home, the Chaperone or Producer must be informed via written communication from a Caregiver and will contact the Caregiver when the child has left the rehearsal or performance.

3. All adults must endeavor to respect and protect the children at all times
    a. It is the responsibility of all adults to ensure the children are in a safe and respected environment. If an adult feels that anything within a child's environment is unsafe or a child is being disrespected it is the responsibility of the adult to do whatever possible to protect the child and report the incident to the Producer and/or Chaperone.
    b. If the Producer or Chaperone is negatively involved, the incident should be reported to another trusted BMMS Committee member.
    c. In line with the BMMS Code of Conduct, no cast member should provide directorial notes to a fellow cast member, and this includes an adult speaking to a child.

4. Where possible, there must always be two adults in a room with children
    a. For both the safety of the children and adults there must always be two adults in a room with children where possible. Scheduling of children should be done in a way to ensure there are always two adults scheduled also. Where possible, one of the two adults scheduled to a room should be a Chaperone.
    b. If only one adult is present in a room (with more than two children) doors to the room must be left open and, if possible, the adult must stand at the door.
    c. In the case of an emergency one adult may remain in the room with doors open while the other adult goes for help. A child must not be left alone in an emergency situation.

5. An adult must never be left in a room alone with two or fewer children
    a. If only one adult is present in a room with two or fewer children, doors to the room must be left open and the adult must stand outside the door to supervise children until another adult is able to join.
    b. If an emergency occurs the adult may enter the room to help with the emergency however the door should remain open.
    c. The only exception to this is if the adult and child/ren are related.

6. All adults and children will supply and wear modest undergarments where possible for all dress rehearsals and performances.
    a. Where possible, children should not be in the same room as a changing adult.
    b. All cast members are required to supply and wear modest undergarments such as (singlets, shapewear, leotards, bike shorts, skins, boxers, compression shorts etc.) for all dress rehearsals and performances.
    c. If an adult costume requires specific undergarments that would not be classified as modest the performer must be given ample time to change in a private bathroom. A child costume must not require undergarments that are not modest.
    d. The Producer, Chaperone/s, Director and Costume Designer must plan out the children's track to ensure children are not waiting within the same space as a changing adult.

7. Any incidents involving children must be reported to the Producer or Chaperone present
    a. All incidents involving children must be reported to the Producer or Chaperone present. Once reported it is the Producer or Chaperone's duty of care to monitor the incident and report it to the child's Caregiver within 12 hours of the incident. Incidents are not limited to physical injuries and can also include accidents not involving injury, and abuse of any kind.
    b. If the incident negatively involves the Producer or Chaperone a member of the BMMS committee must be informed instead.

8. No food or drink (other than water) is to be given to a child before checking with the Producer or Chaperone
    a. All Caregivers must inform the Producer of any allergies they are aware their child has.
    b. An Action Plan must be provided to the Producer for any moderate to severe allergies.
    c. The Producer must share all allergy information including Action Plans with all Chaperones and Stage Manager.
    d. All gifts of food or drink (other than water) for the children must be given via the Producer or Chaperone. If a child is thirsty they may be given an unused bottle or cup of water without the Producer or Chaperone needing to be involved.

9. No medication is to be given to a child without written Caregiver permission
    a. All Caregivers must inform the Producer of any medical conditions that may impact a rehearsal or performance.

b. An Action Plan must be provided to the Producer for any chronic or ongoing medical conditions.
c. The Producer must share all medical information including Action Plans with all Chaperones and Stage Manager.
d. No medication can be given to a child without written Caregiver permission. A Producer or Chaperone can request a Caregiver be available to administer medication if no adult available feels comfortable doing so.