

MATRIARK THEATRE, Child Safe Policy

Last edited. 17th June, 2020

We want children who participate in our program to have a safe and happy experience. We support and respect our children, their families and our workers.

Title	Matriark Theatre Child Safe Policy
Introduction	Our policy guides workers (paid and volunteer) on how to behave when interacting and engaging with children in our organisation. The policy focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children's participation.
Children's Participation	Matriark Theatre supports the active participation of children in all programs, activities and services offered. As a part of these programs we provide a range of way to allow children to provide feedback or raise concerns. We listen to their views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.
Recruitment	<ul style="list-style-type: none">● Statement – Matriark Theatre will maintain a rigorous and consistent recruitment, screening and selection process.● Practice - We will achieve this standard by:<ul style="list-style-type: none">- Interviewing all candidates in person.- Always checking references before making offers.- Running Working With Children Checks on all interview candidates.
Complaints Management and Reporting Department of Family and Community Services NSW Ombudsman Office of the Children's Guardian.	Children and workers can raise concerns or complaints through the following channels: <ul style="list-style-type: none">- Face to face meeting- Phone call (child safety contact persons number)- Email (child safety contact email address)- Letter (organisations address) Reporting Requirements:



Department of Family and Community Services

Matriark Theatre staff members are considered Mandatory Reporters. If they suspect that a child attending a program is at significant risk of harm then they are required to report to the Department of Family and Community Services. Phone 132 111 to report child abuse or neglect (24 hour service)

NSW Ombudsman

Those using our services can report to the NSW Ombudsman to monitor or report problems with our complaints handling procedures. Matriark Theatre Child Safety Officers can also contact the Ombudsman for advice upon receiving a complaint. www.ombo.nsw.gov.au

Office of the Children's Guardian

Matriark Theatre has a legal obligation to report findings of sexual misconduct and serious physical assault involving children by a child-related worker to the Office of the Children's Guardian. Under Schedule 1 of the Child Protection (Working with Children) Act 2012 the conduct that must be reported is:

1. sexual misconduct committed against, with or in the presence of a child, including grooming of a child.
2. any serious physical assault of a child.

Further details can be found on Matriark Theatre's Complaints Policy.

Child Safety Contact Person:

- CEO, Kathryn Roberts Parker

Child Safety Process (to be followed by the Child Safety Contact Person):

1. Listen to the person making the complaint and make a record of the complaint using the 'Complaint Record Form'.
2. If incident occurred in NSW make a report to the Department of Family and Community Services in the case of an allegation of child abuse. Inform everyone involved in the complaint of the requirement to make this report.
3. If the complaint involves inappropriate behaviour and a breach of the Code of Conduct, the manager/ leader will need to take action in accordance with the internal discipline procedure.



<p>Training, support and supervision of workers Describe what training you provide and how you support and supervise your workers.</p>	<ul style="list-style-type: none"> • Matriark Theatre promotes respect, fairness and consideration for all workers • All workers have a more senior worker assigned to support and supervise their work. • All new workers will receive a copy of all child safe policies and procedures and executive staff will set up a meeting to discuss the policies and allow the new worker to ask questions and clarify their understanding • Child safe is a standing agenda item at meetings and workers are encouraged to ask questions and contribute to the continuous improvement of child safe policies, procedures and practices in the workplace
<p>Other legislation, industry standards or internal policies List any other legislation or industry standards which may be relevant to your child safe policy.</p>	<ul style="list-style-type: none"> • Child Protection (Working With Children) Act 2012 • Children and Young Persons (Care and Protection) Act 1998 • Recruitment Policy • Disciplinary Policy • Codes of Conduct • Vision, Values and Aims Statement • Complaints and allegations policy • Training Support and Supervision policy <p>Other legislation, industry standards or internal policies may be relevant for your organisation to list here.</p>
<p>Communication Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.</p>	<ul style="list-style-type: none"> • We will hold regular information sessions for staff, volunteers and young people in mentorship positions (annually) • Our policy will be discussed during induction sessions for all new staff, volunteers and students. • Kids and parents joining our ensembles will receive a copy of the Policy, Code of Conduct and Dealing with Complaints process. • Parents of children in Matriark ensembles will receive a copy of the Parent's Guide to Child Protection Issues.
<p>Review Set a date to review and update your child safe policy for continuous improvement purposes.</p>	<p>The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from our range of stakeholders (including workers, children and families)</p>

