



BRINGING BROADWAY TO CARDINIA

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## WORKING WITH CHILDREN POLICY

AUSTRALIAN BUSINESS NUMBER (ABN 19828385361)  
A COMPANY LIMITED BY GUARANTEE

2023-2024

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**CPAC MUSICAL THEATRE**

1300 CPACMT  
[WWW.CPACMUSICALTHEATRE.COM](http://WWW.CPACMUSICALTHEATRE.COM)

Working With Children

## Policy

Child Safe Policy Introduction CPAC MUSICAL THEATRE is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse, racism or discrimination based on difference. Everyone working with CPAC MUSICAL THEATRE is responsible for safeguarding and protecting children and reporting information about child abuse.

Definitions; Child means a person below the age of 18 years unless the majority is attained earlier under the law applicable to the child. Child protection is any responsibility, measure or activity to safeguard children from harm. Child abuse and harm means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that result in actual or potential harm to a child. Harm is often used to describe an event seen as possibly less detrimental than 'abuse' but is not in the child's best interest or promoting their safety.

Child sexual assault is any act that exposes a child to or involves a child in sexual processes beyond their understanding or contrary to accepted community standards. It includes child grooming, which refers to actions deliberately undertaken to lower the child's inhibitions in preparation for sexual activity with the child.

Cultural Safety is a safe environment for people: there is no assault, challenge, or denial of their identity, who they are and what they need. It is about shared respect, meaning, knowledge, experience, learning, living, and working together with dignity and truly listening. We make work with and by children for adult audiences.

Reasonable grounds for belief are based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account, and these are objectively assessed.

A reasonable belief is formed if a reasonable person believes that:

- (a) The child needs protection,
- (b) The child has suffered or is likely to suffer "significant harm as a result of physical injury",
- (c) The parents are unable or unwilling to protect the child. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

CPAC MUSICAL THEATRE is always committed to promoting and protecting the children's best interests in its programs. All children, regardless of their gender, race, religious beliefs, age,

disability, sexual orientation, or family or social background, have equal rights to protection from abuse, harm and discrimination.

The Child Safety Standards recognise the increased vulnerabilities of Indigenous children, children from culturally and linguistically diverse backgrounds, children living with a disability, children who are LGBTIQ+ and children who are living in care or homeless. CPAC MUSICAL THEATRE acknowledges the extra barriers that are faced by children who may be from these backgrounds. CPAC MUSICAL THEATRE is a culturally safe place for all children where cultural identities are acknowledged, and respected CPAC MUSICAL THEATRE recognises the unique identities and experiences of Indigenous young people and actively creates opportunities for the expression of culture, understanding that this supports the well-being of the child. CPAC MUSICAL THEATRE verbally acknowledges the strength and history of Indigenous culture within our programs and commits to learning about the Indigenous history of our site. CPAC MUSICAL THEATRE has zero tolerance for child abuse of any kind.

Everyone (employees, contractors, associates and family members) at CPAC MUSICAL THEATRE is responsible for the care and protection of the children within our care and for reporting information about suspected child abuse. We make work with and by children for adult audiences.

CPAC MUSICAL THEATRE supports and respects all children, staff and volunteers. We actively seek children's views on what we do and address any concerns raised.

## Responsibilities

The Board of CPAC MUSICAL THEATRE has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

The Executive Team (CEO/s) of CPAC MUSICAL THEATRE are responsible for the following:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the CPAC MUSICAL THEATRE community are aware of their obligation to report suspected abuse of a child by these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);

- Providing support for staff, contractors and volunteers in undertaking child protection responsibilities.
- Provide families and young people with accessible material communicating our safe child policy and organisational procedures so that adults and young people understand their rights.
- Providing staff and contractors with adequate training to ensure child safety whilst online. All Staff (administrative, production and Teaching Artists) must ensure that they:
  - Promote child safety at all times;
  - Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible; and
  - Report inappropriate behaviour or suspected abusive activities.
- Take the reporting of child abuse or discrimination seriously and act accordingly. Everyone shares in the responsibility for the prevention and detection of child abuse and the upholding of child safety standards and must:
  - Familiarise themselves with the relevant laws, the Code of Conduct, and CPAC MUSICAL THEATRE's policy and procedures concerning child protection, and comply with all requirements;
  - Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and the state-based child protection service).

Under Victorian law, any person who fails to protect a child from abuse is liable for prosecution.

- Report any suspicion that a child's safety may be at risk to the Child Safety Office (under the reportable Children and Youth Safety Commissioner), or (or if their supervisor is involved in the suspicion, to a responsible person in the organisation); and
- Provide an environment that supports all children's emotional, physical and cultural safety.

Procedures Employment of New Personnel CPAC MUSICAL THEATRE undertakes a comprehensive recruitment and screening process for all workers and volunteers, which aims to:

- Promote and protect the safety of all children under the organisation's care.
- Identify the safest and most suitable people who share CPAC MUSICAL THEATRE's values and commitment to protecting children; and

- Prevent a person from working at CPAC MUSICAL THEATRE if they pose a risk to children. CPAC MUSICAL THEATRE requires all employees and contractors to undertake a Victorian Working with Children's check or have Victorian Institute of Teaching accreditation, before they commence working at CPAC MUSICAL THEATRE and during their time with CPAC MUSICAL THEATRE at regular intervals. A copy of the Working With Children card is kept on file.

CPAC MUSICAL THEATRE will undertake thorough reference checks per the approved internal procedure. Once engaged, all staff members, volunteers and contractors must undergo an orientation and updating process in which they are trained to understand and implement the CPAC MUSICAL THEATRE Child Safe Policy. All CPAC MUSICAL THEATRE staff should:

- Be aware of the warning signs and be open to noticing them.
- Understand the organisational protocols and procedures, know them and use them.
- Provide mutual support between staff members. Work to create a safe environment for all children and young people. Risk Management CPAC MUSICAL THEATRE will ensure that child safety is part of its overall risk management approach.

Young people and families will be made aware of the guidelines so that young people know whom to report to or raise concerns. The following Investigating and Responding guidelines will be followed regardless of who reports the allegations. Investigating If the appropriate child protection service or the police decide to investigate this report, all employees, contractors or volunteers must cooperate fully. Whether or not the authorities decide to investigate, the Executive team will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Executive Team may decide to conduct such an investigation. All employees, contractors and volunteers must cooperate fully with the investigation. Any such investigation will be conducted fairly and reasonably.

The Executive Team will make every effort to keep any such investigation confidential; however, from time-to-time other members of staff may need to be consulted in conjunction with the investigation. After an initial review and determining that the suspected abuse warrants additional investigation, the Executive Team shall coordinate the investigation with the appropriate investigators and law enforcement officials. Internal or external legal representatives will be involved as deemed appropriate. Responding If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached

the organisation's policies or its Code of Conduct, the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

Suppose the investigation concludes that on the balance of probabilities, an offence (or a breach of the organisation's policies or Code of Conduct) has occurred. In that case, disciplinary action may follow, including dismissal or cessation of organisational involvement. The investigation findings will also be reported to any external body as required. We make work with and by children for adult audiences.