



## CHILD SAFE POLICY

Policy number	0001	Version	02
Drafted by	Lynette Zito	Approved by Board on	
Responsible person	President	Scheduled review date	April 2025

### INTRODUCTION

Village Hall Players Incorporated (VHP) is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. VHP is thereby committed to complying with the Child Safe Standards (Standards) introduced by the NSW Government, which set out the compulsory minimum standards for organisations that provide services for children and young people to help protect them from harm.

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

Everyone working at VHP is responsible for the care and protection of children and reporting information about child abuse.

### PURPOSE

The purpose of this policy is to:

1. ensure that all staff, contractors and volunteers engaged by Village Hall Players Incorporated are aware of the organisation's commitment to creating and maintaining a child safe environment that meets the Standards
2. facilitate the prevention of child abuse within Village Hall Players Incorporated
3. establish the framework for an organisational culture of child safety
4. outline the responsibilities that various parties have for identifying possible occasions for child abuse, for establishing controls and procedures for preventing abuse, and for detecting abuse when it occurs
5. provide guidance to staff, volunteers and contractors as to action that should be taken where they suspect any abuse within or outside of the organisation
6. provide a clear statement to staff, volunteers and contractors forbidding any such abuse
7. provide assurance that all suspected abuse will be reported and fully investigated.



## **VILLAGE HALL PLAYERS INC**

**PO BOX 622  
KYOGLÉ NSW 2474**

### **APPLICATION**

This policy applies to all contractors, volunteers, committee and board members, and to the broad range of situations where interaction with children and young people may occur in the delivery of Village Hall Players Incorporated's services.

### **VILLAGE HALL PLAYERS INCORPORATED'S COMMITMENT TO CHILD SAFETY**

Village Hall Players Incorporated (VHP) is committed to promoting and protecting the best interests of children involved in its programs, and to providing a child-safe and child-friendly environment for all children and young people who engage with VHP. VHP is committed to complying with the NSW Office of the Children's Guardian Child Safe Standards (Standards).

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. VHP has zero tolerance for child abuse. Everyone working at VHP is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the VHP and all volunteers, contractors and members of the VHP community.

VHP will consider the opinions of children and use their opinions to develop child protection policies.

VHP supports and respects all children, volunteers and contractors.

VHP is committed to the cultural safety of children and pays particular attention to the safety and cultural safety of the following groups of children, in recognition of their increased vulnerability, and diverse and unique identities and experiences:

- Aboriginal and Torres Strait Islander children and young people
- children from culturally and linguistically diverse backgrounds
- children living with a disability
- children who identify as lesbian, gay, bisexual or trans
- children who are intersex, non-binary or gender diverse
- children in and out of home care and the youth justice system.

Any person who believes a child is at immediate risk of abuse must contact the NSW Police (telephone 000).

### **CHILDREN'S PARTICIPATION**



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Children, aged between 8 and 16 years of age, become involved in our organisation by joining the DIRT (Drama In a Rural Town) programme. DIRT is a theatre program which teaches acting, stage craft and public speaking to all students and backstage and technical skills to those who are interested.

DIRT classes are fun and encourage full participation. This in turn encourages the students to audition for roles in the company's productions and volunteer to participate in our fundraisers.

### RECRUITMENT, INDUCTION AND TRAINING

DIRT class instructors are recruited through an advertised selection process. Besides needing a background in theatre with acting, singing and dancing skills, instructors also must have a current NSW Working With Children Check (WWCC).

Class assistants are recruited through the parents' network. All workers must have a current NSW WWCC, if applicable.

Part of the association's induction process is to have all board and sub-committee members and contractors and volunteers who will be working with children to complete the Child Safe Handover Checklist. Induction packs also include all Child Safe Policies.

All volunteers and contractors working directly with children are required to undertake Module 1: Child Safe Sport eLearning of the NSW Office of the Children's Guardian and NSW Office of Sport. DIRT Class Instructor is required to complete all five modules.

### VILLAGE HALL PLAYERS CHILD SAFE RISK MANAGEMENT

<b>Nature of services provided</b>	Village Hall Players Incorporated is a community theatre company which has a predominately volunteer workforce and no employees. VHP has been running its children's theatre programme for over 13 years and have a good reputation. All volunteers and contractors have a WWCC. Students are aged between 8 and 16. There is a mix of male and female students who attend a two-hour after school class once a week during school terms. There is no one-on-one time between instructors and students. Parental involvement is mainly centred around drop off and pick up from class, or watching their children perform. However, parents often volunteer to assist with classes and act as backstage supervisors during performances.
<b>Baseline expectations*</b>	All volunteers and contractors have a verified WWCC
<b>Combined level of risk</b>	Moderate
<b>Date completed</b>	21/04/2025
<b>Last reviewed</b>	N/A



**PLAYERS** Inc.  
a Sub-Committee of the Kyogle & District Arts Council

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In continuing to implement and promote a child-safe system of work, VHP will:

- develop an environment in which children feel listened to and valued, and in which their concerns are acted upon, including encouraging and allowing children to participate in decisions important to them
- consult with volunteers and other appropriate parties, including families and children
- assess and manage the risk of abuse to children who interact with VHP, including through recruitment practices and online
- take a proactive approach to child safety, including fostering a culture of openness that encourages all staff to report any concerns of child safety and supports them in this process
- report suspected abuse, neglect or mistreatment promptly to the appropriate authority, whether or not the law requires reporting
- ensure children know the options available to them if they are concerned or feeling unsafe, and foster an environment where children are safe to raise such concerns
- recruit persons who are suitable to work with children and who provide high quality training, supervision and professional development
- have policies, procedures and supports in place to reflect these commitments, and review these regularly.

### COMPLAINTS MANAGEMENT AND REPORTING

President, Village Hall Players Incorporated  
Department of Family and Community Services  
NSW Ombudsman  
Office of the Children's Guardian  
NSW Police

### RELATED DOCUMENTS

- VHP 001a Child Safe Code of Conduct
- VHP 001b Child Safe Reporting Policy
- VHP 001c Child Safe Social Media Policy



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PO BOX 622  
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- Child Safe Handover Checklist
- The NSW Child Safe Standards
- Complaints And Allegations Record Form

### AUTHORISATION

Signature of President

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Name of President

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Date Signed:

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