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MELBOURNE MAGIC FESTIVAL CHILD SAFE POLICY

SCOPE

This policy applies to any adult person (over the age of 18) when engaged directly by the Australian Institute of Magic (including Melbourne Magic Festival and other events or initiatives) that may work or interact with children at any time when including:

- those in leadership and management roles
- employees (permanent and casual)
- administration
- workshop facilitators
- production and venue personnel (producers, magicians and performers, stage management, supervisors, technical crew, ushers, etc.)
- volunteers
- contractors and sub-contractors
- work experience students/interns
- any other individual in the organisation that may deal with children

Please Note:

Independent Producers who participate in events such as Melbourne Magic Festival are responsible for their own, and for their employees' or persons' involved in their show/workshop/event, adherence to the requirements concerning Child Safety and other legislative requirements.

All producers are required to have read this Policy and are strongly encouraged to use and follow its guidelines.

The leadership of AIM and MMF take seriously any lack of care, abuse or suspected abuse of children and/or young people, and this will result in review and investigation if it occurs at any AIM (including MMF) led event or initiative.

This investigation may result in possible termination of the producers/performers/technical crew/employee/ participants continued participation in the current Melbourne Magic Festival or event/initiative or future Melbourne Magic Festivals or events/initiatives, alongside notification and reporting to relevant authorities if required.

Note: In this policy, the term “employee” is used to cover all persons occupying any position listed above. In this policy, AIM (including MMF) refers to the Australian Institute of Magic and includes the Melbourne Magic Festival and other events or initiatives of AIM. “A child” includes children and young people up to the age of 18 (unless otherwise specified).

COMMITMENT TO CHILD SAFETY

All children working with or engaged by AIM (including MMF) have a right to feel and be safe, respected, valued and protected from harm. Children should be made aware of and feel confident in their rights and responsibilities. AIM (including MMF) is strongly committed to the safety and well-being of all children that interact with our organisation as employees, workshop participants, audience members or otherwise by creating and maintaining a child safe environment.

The welfare of children entrusted under our care is our first priority and we have zero tolerance for child abuse. AIM (including MMF) will take all necessary steps to prevent and protect children from abuse and neglect including:

- Physical abuse: purposefully injuring or threatening to injure a child
- Emotional abuse: an attack on a child’s self-esteem e.g. through bullying, threatening, ridiculing, intimidating or isolating the child
- Sexual abuse: any sexual act or sexual threat imposed upon a child
- Neglect: harming a child by failing to provide basic physical or emotional necessities.

SUPPORTING CHILDREN’S PARTICIPATION AND SATISFACTION

AIM (including MMF) supports, enables and promotes the active participation of children by:

- encouraging expression of and respecting the views of children and parents (including carers or legal guardians)
- encouraging and empowering children and parents to raise any concerns or complaints
- listening to and acting upon any concerns raised by children and parents, carers or legal guardians
- seeking the input of children when making decisions about matters that concern them
- where practicable, ensuring children understand their rights and the appropriate behaviour expected of both adults and children
- where practicable, teaching children engaged with AIM (including MMF) what they can do and who they can turn to if they feel unsafe
- ensuring employees dealing with children are skilful in facilitating their participation
- valuing diversity and not tolerating any discriminatory practices.

AIM (including MMF) aims to create an environment where children gain satisfaction from their interaction with our organisation as employees, participants in a class/program/workshop, audience members or other activity by:

- supporting children to feel respected and in control of their own behaviour/work
- ensuring children enjoy the overall experience of being engaged with a performance, workshop or other AIM (including MMF) activity
- encouraging children to assist each other in fulfilling any employment obligations and developing a positive sense of pride in their work (e.g. discussing character development and stagecraft in groups and leading warmup activities)
- offering opportunities for children to derive personal satisfaction and a sense of achievement throughout their experience and the relationships they make
- encouraging children to develop self-discipline in balancing their commitment to their performance, their education and their social and family activities.

VALUING DIVERSITY

AIM (including MMF) values diversity and we do not tolerate any discriminatory practices. Our organisation is committed to protecting children engaged with our organisation from physical, sexual, emotional and psychological abuse, as well as neglect and contempt, ridicule, hatred, or negativity towards a child because of their race, culture, religion, gender (including transgender status), sexual orientation or disability. In our activities with children we will:

- promote the cultural safety of Aboriginal children
- promote the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promote the safety of children with a disability
- promote the safety of LGBTI children and young people

RECRUITMENT PRACTICES

AIM (including MMF) will take all reasonable steps to ensure we engage the most suitable and appropriate people to work with children, and will remind its independent producers to undertake such reasonable steps. This involves maintaining a rigorous and consistent recruitment, screening and selection process. It is AIM (including MMF)'s policy to:

- interview and conduct thorough, current and relevant referee checks on all employees involved in working with children
- develop clear duty statements and job descriptions for roles that involve work with children that state clearly our commitment to providing safe environments for children
- attain and keep a record of Working with Children for anyone with direct and unsupervised contact with children, such as employees designated to supervise children
- ensure supervisors and chaperones recruited are suitably experienced and qualified to care for the safety and well-being of children in accordance with their age and needs.

- remind all AIM members, MMF Key Team and independent producers and performers of their responsibility to maintain a current Working with Children Check if they have any direct contact with children through AIM (including MMF), its events and initiatives, or with other organisations, employment or through performing for children and/or families.

SUPPORT FOR EMPLOYEES

AIM (including MMF) seeks to support employees by:

- inducting new employees to our Child Safe Policy, Code of Conduct and other relevant policies and procedures
- encouraging relevant employees to attend periodical information sessions as they become available, to remain up-to-date with knowledge of child protection, nature and signs of child abuse, cultural competency, regulation updates and other matters that affect children
- appointing a Child Safety Officer to be the first point of contact to provide advice and support to employees on the safety and well-being of children engaged with the organisation
- ensuring employees feel encouraged and empowered to report any complaints, concerns or perceived risks to child safety to the Child Safety Officer or other relevant management position
- endeavouring, where possible, to have designated supervisors work in pairs
- ensuring designated supervisors that are new to the role work with experienced supervisors sufficiently before working on productions or programs requiring single supervisors

CODE OF CONDUCT

AIM (including MMF) has developed a Code of Conduct to provide guidance to our employees on expected behaviours when in direct contact with or working around children.

All employees must abide by the Code of Conduct.

We ask relevant employees to sign a written statement confirming they have read, understood and will comply with the Code of Conduct. We retain a copy of all signed statements.

COMMUNICATION

AIM (including MMF) is committed to encouraging employees, children and parents (including carers or legal guardians) to raise any concerns or provide their views on the well-being of children involved with our organisation. AIM (including MMF) keeps employees, parents (including carers or legal guardians) and children informed of our organisation's child safe policies and procedures by:

- ensuring that employees have read, understood, and are aware of their obligation under the Child Safe Policy, Code of Conduct, and any other relevant policies and procedures

- making relevant documents easily accessible by displaying child safe materials in areas of leadership/employee common traffic at events, uploading relevant documents to our website, distributing documents to all relevant individuals, and having copies available upon request

Parents (including carers or legal guardians) of children engaged by AIM (including MMF) as performers are provided with at least one contact from AIM (including MMF) that is available to speak with them or to facilitate speaking with their children at any time during periods of work. We provide these parents (including carers or legal guardians) and child performers with information on:

- the child's expected role, activities, responsibilities and actions during their period of employment
- the child's progress throughout the production and timely notice of schedules
- our Child Safe Policy, Code of Conduct, and any other relevant policies and procedures. Children are encouraged to communicate and ask questions regarding their engagement.

COMPLAINTS AND REPORTING PROCEDURE

We believe employees, parents (including carers or legal guardians), and children should feel enabled, empowered and supported to safely raise any concerns or complaints about any perceived risks to a child's safety or signs of abuse.

AIM (including MMF) has developed a procedure to respond to any complaint of abuse or conduct not in keeping with this Policy and Code of Conduct, including means to take disciplinary action or rectify issues when necessary.

RISK MANAGEMENT

AIM (including MMF) takes a preventative and proactive approach to minimising the risk of harm to children. As part of our organisation's Work Health & Safety risk management process we periodically conduct reviews to identify potential risks to the safety and well-being of children.

IMPLEMENTATION AND REVIEW PROCESS

The President of AIM will ensure a Child Safety Officer has been appointed responsible for being the first point of contact to provide advice and support to children, parents (including carers or legal

guardians) and employees regarding the safety and well-being of children engaged with the organisation and its events.

This includes being the first point of contact for dealing with any complaint of abuse or conduct not in keeping with this Policy and Code of Conduct. When this position is vacant, the President of AIM will assume this position. This Child Safe Policy and other related documents, not limited to but including:

- Code of Conduct
- Complaints Policy will be reviewed every 5 years and we will undertake to incorporate any feedback from children, parents (including carers and legal guardians), employees and any other relevant personnel.

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