

# FAMDA Child Safety Policy

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## 1. Introduction

Foster Arts Music & Drama Association (FAMDA) is committed to promoting and protecting the safety and wellbeing of all children and young people involved in our activities. We are committed to providing a safe environment where children and young people are respected, protected, and empowered.

This policy aligns with the Victorian Child Safe Standards and the National Principles for Child Safe Organisations and is mandatory for all members, volunteers, contractors, and visitors associated with FAMDA.

## 2. Statement of Commitment to Child Safety

FAMDA has zero tolerance for child abuse. We value and respect all children and are committed to their safety, participation, and empowerment. We support the rights of children and will act without hesitation to ensure a child-safe environment.

## 3. Scope

This policy applies to:

- All members of FAMDA
- All volunteers and committee members
- All employees and contractors engaged by FAMDA
- Any person attending or involved in a FAMDA production, rehearsal, event, or associated activity

## 4. Child Safety Principles

FAMDA upholds the following principles:

- All children have a right to feel safe and be safe.
- The safety and wellbeing of children is a priority.
- Children's cultural and linguistic diversity is respected.
- Aboriginal children and children with a disability have the right to a safe environment.
- Families and communities are informed and involved in promoting child safety.

## 5. Child Safety Code of Conduct

All members and volunteers must:

- Treat children and young people with respect
- Listen to and value the opinions of children
- Act as positive role models
- Create open and safe environments
- Comply with relevant legal obligations and FAMDA procedures

Unacceptable behaviours include:

- Ignoring or disregarding any concerns or disclosures of child abuse
- Using inappropriate language in the presence of children
- Engaging in unnecessary physical contact
- Being alone with a child unnecessarily

## 6. Child Participation

FAMDA encourages children and young people to actively participate in our productions, workshops, and activities. We promote child-friendly spaces and empower children to speak up about their experiences, concerns, or ideas.

## 7. Recruitment, Induction, and Training

- All adult volunteers working with children must have a valid Working with Children Check (WWCC)
- All new members receive a child safety induction (via website)
- All FAMDA personnel must read and acknowledge this policy

## 8. Reporting Child Safety Concerns

Any suspicion, disclosure, or observation of child abuse or inappropriate conduct must be reported immediately to the FAMDA President or a committee member.

Reports will be taken seriously, handled sensitively, and in accordance with legal requirements and the Reportable Conduct Scheme.

Emergency or suspected criminal conduct must be reported to Victoria Police (000).

## 9. Risk Management

FAMDA identifies and manages risks associated with children through:

- Regular venue risk assessments (**see Appendix A**)
- Supervision ratios and backstage access control
- Ensuring children are not left alone with one adult
- Monitoring rehearsal and performance activities
- Where practicable, adults should avoid being alone with a child and ensure activities are observable by others.

## 10. Policy Review

This policy will be reviewed annually or following a significant incident. Updates will be approved by the FAMDA Committee and communicated to all members.

## 11. Contact Details

FAMDA President: [president@famda.org.au]

Committee Contact: [treasurer@famda.org.au]

Website: [www.famda.org.au](http://www.famda.org.au)

## 12. Privacy and Confidentiality

All child safety concerns, disclosures, or incidents reported to FAMDA will be handled with sensitivity and care.

Details will be kept confidential and shared only with individuals who need to know in order to fulfil their duty of care, including appropriate authorities where required.

Records will be stored securely and access will be limited to authorised personnel.

## 13. Related Policies and Documents

- FAMDA Child Safety Incident Report Form
- Code of Conduct
- Complaints Policy

## Appendix A: Venue Risk Assessment – Child Safety Considerations

This appendix provides guidance on conducting venue risk assessments as part of FAMDA's commitment to child safety. Regular venue risk assessments are essential to ensure that physical spaces used by children and young people are safe, secure, and supportive of a child-safe environment.

### What is a Venue Risk Assessment?

A venue risk assessment is a systematic review of the physical spaces where FAMDA activities involving children or young people occur. This includes rehearsal spaces, backstage areas, dressing rooms, toilets, exits, and performance venues.

### Purpose

The goal of a venue risk assessment is to identify, assess, and minimise any potential risks to child safety. This includes:

- Physical hazards (e.g., loose cables, blocked exits, unsafe lighting rigs)
- Supervision risks (e.g., children left alone in dressing rooms)
- Access risks (e.g., unauthorised adults entering child-only areas)
- Privacy concerns (e.g., inappropriate camera use in change areas)

### What to Check

Typical activities during a venue risk assessment include:

- Inspecting all spaces used by children
- Ensuring appropriate locks and security on doors
- Checking line-of-sight and minimising blind spots
- Verifying adult supervision levels are achievable
- Checking equipment and props for safety
- Reviewing emergency exits and signage

### How Often Should Assessments Occur?

- Before each new production
- Annually, as part of the governance review
- After any child safety-related incident
- Whenever the venue changes or new spaces are introduced