

## **Child Safe Policy**

### **Introduction**

This Child Safe Policy guides volunteers and paid workers 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. The Montreal Community Theatre Inc. incorporates both the Montreal Community Theatre as well as the Sounds of the Mountains radio station. Catering for the needs of children and young people by providing a community theatre and a community radio for use by families, school and other child related users for the purpose of entertainment, events and community programs.

### **Children's Participation**

Our organisation supports the active participation of children in the programs, activities and services we offer. We liaise with schools and other child related users to allow feedback and raise any concerns.

### **Recruitment**

We will meet legal requirements to ensure that only people with valid Working with Children's Checks are engaged in child-related work. All volunteers and paid workers have a responsibility to adhere to this policy.

### **Complaints Management and Reporting**

All complaints received, whether from children, visitors, patrons, volunteers or paid workers are to be handled seriously. The President of the Montreal Community Theatre Inc. is the Child Safety Contact Person and is responsible for managing all complaints. If an allegation of abuse, inappropriate behaviour, misconduct or a safety concern is raised, we will ensure that processes for responding to alleged abuse and misconduct are fair and focus on child safety. Confidentiality will be maintained at all times.

## **Training, Support and Supervision**

We promote respect, fairness and consideration for all volunteers and paid workers. All new volunteers have a more senior and responsible officer assigned. All new people that are engaged in child-related work will be made aware of this policy and be provided with an opportunity to ask questions and provide clarification. Child safety is a standing agenda item for all formal committee meeting and volunteers and paid workers are encouraged to ask questions and contribute to the continuous improvement of child safe practices.

## **Other Relevant Documents**

- Child Protection (Working With Children) Act 2012
- Children and Young Persons (Care and Protection) Act 1998
- The Montreal Community Theatre Inc. Constitution

## **Communication**

We will remind volunteers and paid workers of the requirements of this Child Safe Policy. Our policy will be discussed and made available for all new volunteers and paid workers. The Child Safe Policy will be made available for carers and their children as well as the general public.

## **Review**

The Child Safe Policy will be reviews every two years and incorporate comments and suggestions from our range of stakeholders including volunteers, paid workers, children, carers, schools and child-related users.