

Theatre North Inc



Version: 1

Approved by: Theatre North Inc. Management Committee

Approval date: 26 September 2016

Signed: *David Rich*  
CHAIR

## CHILDREN AT WORK POLICY AND PROCEDURE

### OBJECTIVE

To specify Theatre North's requirements regarding children of workers in the workplace.

### SCOPE

This policy applies to all workers who have the care of a child or children.

### DEFINITIONS

**Accountable Person:** An accountable person is any person who has responsibility or an obligation for the health and safety of any other person or persons in the workplace.

**Carer:** A parent, guardian or other person who has the care of a child or children.

**Child/Children:** People under the age of 18 who are the children of, or in the care of, workers in the workplace.

**Employee:** A paid staff member of Theatre North or a paid staff member of the City of Launceston supplied to Theatre North.

**Theatre North:** Theatre North Inc trading as Theatre North at the Princess.

**Worker:** Any employee, contractor, hirer or volunteer.

### POLICY

1. Children of workers are not permitted in the workplace.
2. Theatre North does not provide space or facilities for after-school or other care of children while parents are working in the theatre. There are no appropriate spaces on the premises for children to spend time while their parents are working. All workers should therefore make appropriate arrangements for care of their children off the premises while working.

### **3. Employees**

- 3.1. Theatre North recognises that on rare occasions employees may find that their normal child-care plans cannot be implemented. On those occasions employees may bring a child onto the premises with the prior written approval of the General Manager, or from the General Manager's delegate if the General Manager is not available. Approval is at the discretion of Theatre North management at all times, taking into account all relevant factors.

### **4. All Other Workers**

- 4.1. In general, workers must not bring their children on to the premises.
- 4.2. The only children allowed in a work-space (e.g. stage and backstage) are those who are participating in a performance or rehearsal.
- 4.3. If under exceptional circumstances children are brought to the workplace, management must be notified at once and permission sought. In such cases children may only be in a designated space (e.g. a dressing room) under the supervision of an accountable person designated by the carer. This person must hold the relevant registration if required by the *Registration To Work With Vulnerable People Act 2013*.
- 4.4. When approval has been given for a child to be on the premises while their carer is working, the carer must ensure that:
  - 4.4.1. the child remains in the designated area,
  - 4.4.2. the child is suitably occupied,
  - 4.4.3. the child does not disrupt the work of other staff members or the carer, and
  - 4.4.4. alternative care arrangements are made for the child as soon as possible.
- 4.5. In this circumstance, the worker must agree with management on the designated area, the duration of the arrangement and supervision, on the understanding that:
  - 4.5.1. the safety of children on the premises as outlined in this policy is the responsibility of the carer at all times,
  - 4.5.2. Theatre North accepts no liability for the safety or wellbeing of the child,
  - 4.5.3. this is a one-off occurrence and does not signify permission to bring children to the workplace on any other occasion, and
  - 4.5.4. the General Manager or their delegate reserve the right to instruct the carer to remove the child from the premises, even if prior permission has been given.

### **PROCEDURE**

1. Workers must obtain approval from the General Manager or the General Manager's delegate before taking any persons, including children, into areas that are not generally open to the general public, or not open to the general public at that particular time.
2. Before permission is given, workers must confirm that they understand and accept the requirements of this policy.

### **RELATED POLICIES & PROCEDURES**

Working with Children Policy.

## **REFERENCES**

*Registration to Work with Vulnerable People Act 2013.*

## **REVIEW**

This policy and procedure will be reviewed no more than five years after the date of approval or more frequently if dictated by operational demands and with Theatre North Committee approval.

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