

**Mackay Musical Comedy Players Inc**



# MMCP Policy and Procedure Manual

## Policy and Procedure Manual

The Manual contains policy, procedures, plans and forms used in the operations of MMCP Inc

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## Acquisition and Display of Images and Live Footage Policy

### Rationale

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on club web sites and other publications. Evidence in Australia indicates that information posted on an Internet site or published in a magazine or newspaper can be used to target children, to locate them, and then to condition or groom them. Additionally images can be used or adapted for inappropriate use. The end result is that in spite of the best intentions on the part of the publisher, children can end up being victims of abuse.

### Operating Principles

#### Acquiring Images

- Permission needs to be obtained from the child's parent/guardian prior to taking the image. Ensure that they are aware of the way in which the image may be used. Consent is sought for such photographs and/or video footage being reproduced for the following purposes:
  1. to publicise a particular production in the media (including display on the club's website) ,
  2. to be included in programmes for the production,
  3. to be retained for archival records of the Mackay Musical Comedy Players (including display on the club's website),
  4. to enable copies to be made available to other members of Mackay Musical Comedy Players as mementos of the production.
- Request that professional photographers have written permission from MMCP Management Committee to take images of underage performers
- Clearly outline with professional photographers that all images taken will remain the property of MMCP, and cannot be used or sold for any other purpose. Clearly outline that all negatives/proofs etc. need to be destroyed or given to the club at the conclusion of the photo opportunity.
- Clearly outline and publicise what is considered appropriate behaviour and content to those taking photographic/video images.
- Do not allow unsupervised or individual access to performers.
- Do not approve photo/video sessions outside the event venue or at a performer's home.
- MMCP allows members to take personal memento photographs of MMCP rehearsals, productions, events or activities provided that only use appropriate images of performers and volunteers, relevant to the activity, and suitably clothed.
- If you have a concern or complaint of inappropriate photographic behaviour or content, please contact a MMCP Management Committee Member.

#### Displaying Images

- All members should be aware that it is an offence to publish an image of a child under 18 years of age without the written consent of a parent or guardian.
- Permission needs to be obtained from the performer's parent/guardian prior to using their image. Ensure that they are aware of the way in which the image is to be used and how long the image will be displayed when used on a website. Consent is sought for such photographs and/or video footage being reproduced for the following purposes:
  1. to publicise a particular production in the media (including display on the club's website) ,
  2. to be included in programmes for the production,
  3. to be retained for archival records of the Mackay Musical Comedy Players (including display on the club's website),
  4. to enable copies to be made available to other members of Mackay Musical Comedy Players as mementos of the production.
- If the performer is named, avoid using their image.
- If an image is used, avoid naming the performer. If this is not possible avoid using both a first name and surname.
- Do not display personal information such as residential address, email address or telephone numbers without gaining consent from a parent/guardian first.
- Do not display information about hobbies, likes/dislikes, school etc. as these can be used as grooming tools by pedophiles or other persons.
- Only use appropriate images of the performer, relevant to the activity, and suitably clothed. Images of performers in an activity that involves minimal clothing or unusual body positions/poses, which could potentially be misused, should focus on the activity not on a particular child and avoid full face and body shots.
- Reduce the ability for the direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function).
- Members should not publish images of a child under 18 years of age, taken during any MMCP rehearsal, production, event or activity unless they have the written consent of the child's parent or guardian. Photographs of other members taken as personal mementos will not breach this guideline unless copies are supplied by the member to a third party.
- The making of video / live footage of any MMCP production including recordings on mobile phones or digital cameras is not permitted without the written consent of MMCP Management Committee. Unauthorised recordings of MMCP productions may breach MMCP's licensing agreements with the persons or organizations holding royalty or copyright entitlements. Breaches of licensing agreements may expose MMCP to financial or legal consequences. Any loss suffered by MMCP as a direct breach of this policy may be recovered from the member or parent/guardian of any member under the age of 18 years who is responsible for the said breach.
- Members are not permitted to display official MMCP photographs or images or live footage on MySpace, Facebook or any other internet social networking site.
- Members may publish personal photographs of other adult members or of members under 18 years for whom they have written parental/guardian consent provided that members shall not use the name Mackay Musical Comedy Players, or the acronym MMCP, or the logo of Mackay Musical Comedy Players in association with that publication, unless the member has the written consent of MMCP Management Committee.
- Before being provided with official MMCP photographs, footage or images, members or parent/guardians of members under 18 will be required to sign an acknowledgement that they will comply with the above policies. MMCP will maintain a Register of such acknowledgements.

If you have a concern or complaint of inappropriate photographic behaviour or content, please contact a MMCP Management Committee Member.

This policy is will be reviewed annually to ensure its continuing relevance. This policy will be communicated to all MMCP members upon joining our club and upon annual review. The policy will be displayed in a prominent location at the Lamb Street Workshop; on the organisation’s website ([www.mmcp.org.au](http://www.mmcp.org.au)); and is available to members, volunteers, employees or contractors on request.

The MMCP Management Committee is responsible for monitoring this policy and ensuring compliance. Breaches shall be dealt with as outlined in MMCP’s *Child Protection Risk Management Strategy* by the MMCP Management Committee and may result in suspension or cancellation of membership.

**Illegal activities shall be dealt with by the relevant authorities.**

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Acquisition and Display of Images and Live Footage _	24.08.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Update logo	M. Duncan	3 years	10.10.2018
	10.10.2018	v_1.2	Legislation, Process Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021

# Child Protection Policy

## Rationale

Mackay Musical Comedy Players Inc (MMCP) is committed to the safety and wellbeing of all of the members of the club, especially children and young people. MMCP will treat children and young people with respect and understanding at all times.

Children and young people have a right to enjoy our club in a safe environment. Adult members of our club have a duty of care to protect children and young people from any foreseeable risks of harm. As such, all members must comply with this policy at all times whilst on MMCP premises and / or whilst representing MMCP.

## Operating Principles

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub committees;
- Employees and volunteers;
- Support personnel (e.g. off-stage workers and crews);
- Directing teams;
- Members: including Life Members; Ordinary Members and Associate Members;
- Children and young people
- Parents, Guardians, spectators and sponsors to the full extent that is possible.

It is the responsibility of the person or persons carrying out a task on behalf of MMCP to ensure that the correct procedures are employed. The overall responsibility for ensuring correct procedures are followed rests with the Management Committee of the organisation.

To ensure children and young people are kept safe from harm whilst under our care, we will:

- Ensure all MMCP members receive a Membership Handbook upon joining the club which outlines the club's policies, procedures and expectations; where copies of the policies and procedures are located or how they can be obtained by members.
- Ensure any volunteers, employees or engaged contractors involved in working with children or young people on behalf of MMCP, are provided with a copy of the Code of Conduct and provided with information about the location and availability of the club's policies and procedures.
- Ensure all MMCP Management Committee Members, volunteers, employees or engaged contractors involved in working with children or young people on behalf of MMCP, hold a current Blue Card or are supervised at all times by a Management Committee Member holding a Blue Card.
- Ensure that at NO time a child or young person under the age of 18 years is left alone with an adult(s), unless permission has been given by the child's parent / guardian (e.g. an adult member has arranged to give a child a lift home).
- Ensure that all children and young people under 18 years of age submit written permission to be collected from MMCP's care by any person other than that nominated upon joining the club.

- Ensure all members, volunteers, employees or contractors sign the Sign-On Register when entering the Lamb Street Workshop and Sign-Out Register when leaving. Parents or guardians must sign the Sign Out Register when collecting their child or young person unless they have provided written authority for a third party to collect the child (in which case such third party must sign the Register), or the parents or guardians have provided written consent for the child to sign the Sign-Out Register.
- Implement and maintain a *Child Protection Risk Management Strategy*, as required by the Working with Children (Risk Management and Screening) Act 2000. The *Child Protection Risk Management Strategy* shall be:
  - ✓ Reviewed annually; and
  - ✓ Communicated to all MMCP members upon joining our club and upon review.
- Implement and maintain a *Risk Management Procedure* so that risks to our members can be identified, assessed and controlled effectively.
- Implement and maintain an *Incident Management Procedure* which will provide guidelines for handling disclosures or suspicions of harm, including reporting guidelines.
- Respond appropriately to allegations of breaches to this policy, which may include notifying the Police and other relevant authorities.
- Ensure all MMCP members, volunteers, employees and contractors abide by MMCP's Code of Conduct.
- This policy will be reviewed annually to ensure its continuing relevance. This policy will be communicated to all MMCP members upon joining our club and upon annual review. The policy will be displayed in a prominent location at the Lamb Street Workshop; on the organisation's website [www.mackaymusicalcomedyplayers.com](http://www.mackaymusicalcomedyplayers.com) and is available to members, volunteers, employees or contractors on request.
- The MMCP Management Committee is responsible for monitoring this policy and ensuring compliance. Breaches shall be dealt with as outlined in MMCP's *Child Protection Risk Management Strategy* by the MMCP Management Committee and may result in suspension or cancellation of membership.
- **Illegal activities shall be dealt with by the relevant authorities.**

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Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Child Protection	01.02.2009	DRAFT	First Issue	M. Duncan	3 years	01.02.2012
	10.10.2017	v_1.1	Update as per Legislation	T. Beckmann	1 year	10.10.2018
	10.10.2018	v_1.2	Legislation, Process Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021

# Code of Conduct

## Rationale

Mackay Musical Comedy Players Inc (MMCP) is committed to providing a safe and healthy environment for all members, volunteers, employees and contractors. As such, MMCP members are required to abide by the following rules when on MMCP premises and / or whilst representing MMCP.

## Operating Principles

### **Adult members, volunteers, employees and contractors will:**

- foster mutual respect between themselves and children and young people regardless of cultural identity and cultural practices/behaviour
- be aware that the needs of children and young people will vary according to their ages, stages of development, special circumstances and special needs
- use language which is age/stage appropriate, clear, non-threatening and non-sexual
- use physical contact only where it is completely necessary during the course of business-related duties and where permission from the child and the child's parent/carer has been gained in that instance
- willingly listen to a child or young person's concerns/issues
- willingly use a variety of methods to motivate a child or young person
- openly listen to parent/child suggestions, feedback and complaints, and
- employ corrective practices which are not punitive, humiliating or aggressive.
- Follow MMCP's Guidelines for Transporting Young People (See attached guidelines)

### **Children and young people also have responsibilities. They will demonstrate:**

- willingness to learn, listen and receive instructions
- respect for other children, young people and adults who may be participating
- respect the property of the organisation and other members, volunteers, employees or contractors
- safe and appropriate behaviour while waiting for and/or during rehearsals and performances, and
- responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm.

### **Parents and caregivers should:**

- raise any issues or concerns with MMCP's Management Committee
- drop off and pick up child in a timely fashion and in compliance with MMCP's *Procedures – Drop off and pick up of participants by parents / guardians* (See guidelines) ,
- provide the necessary resources/materials relevant to the activity as requested
- advise MMCP of any medical allergies / conditions that may affect the child's participation in any MMCP activities
- alert MMCP's Management Committee to any concerns as soon as they arise when possible
- give constructive feedback on MMCP's policies and procedures
- be aware that personal information will be treated confidentially and privacy will be respected.



MMCP requires all members, volunteers, employees, contractors and visitors to:

- Abide by MMCP Policies at all times. Adult members must pay particular attention to the *Child Protection Policy* and *Child Protection Risk Management Strategy*.
- Not harass any other person in relation to an individual's race, colour, sex, religion, national origin, citizenship status, age or disability.
- Not possess pornographic material at any MMCP venue.
- Not engage in inappropriate physical contact.
- Not be effected by or have in their possession any illicit substance at any time whilst attending an MMCP event.
- Not consume alcohol before or during any MMCP performance or rehearsal involving children.
- Not be adversely affected by alcohol at any MMCP event.
- Only smoke tobacco in accordance with relevant legislation, i.e. No smoking inside the Lamb Street Workshop or within four (4) metres of entryways.
- Wear enclosed footwear at the Lamb Street Workshop, and as otherwise instructed.
- NOT chew gum in or around rehearsal and performance venues.
- Respect other people's property at all times. Any person caught stealing shall be referred to the Police.
- Treat all rehearsal and performance venues with respect.
- Place all rubbish in the bins provided.
- NOT enter areas that are marked as 'NO ENTRY' or "AUTHORIZED ENTRY ONLY".
- Report all hazards and incidents to MMCP Management Committee Member e.g. injuries, breakages and unsafe conditions.

In addition, MMCP has deemed the following behavior UNACCEPTABLE by adult members in the presence of children and young persons under the age of 18 years:

- Offensive language, including offensive jokes and offensive prints on clothing.
- Adults must not place themselves in a situation where they are ALONE with a member who is under the age of 18 years old, unless permission has been granted by the child's parent / guardian (e.g. an adult member has arranged to give a child a lift home).
- **Breaches to this Code of Conduct shall be dealt with by the MMCP Management Committee and may result in suspension or cancellation of membership. Illegal activities shall be dealt with by the relevant authorities.**
- This *Code of Conduct* will be reviewed annually to ensure its continuing relevance. The MMCP Management Committee is responsible for monitoring this *Code of Conduct* and ensuring compliance.
- This policy will be communicated to all MMCP members upon joining our club and upon review. The policy will be displayed in a prominent location at the Lamb Street Workshop; on the organisation's website [www.mackaymusicalcomedypayers.com.au](http://www.mackaymusicalcomedypayers.com.au) and is available to members, volunteers, employees or contractors on request.

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Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Code of Conduct	24.08.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Major Review and Update	T. Beckmann	1 years	10.10.2018
	10.10.2018	v_1.2	Logo, Version control, spelling and grammar	MMCP Committee	3 years	10.10.2021

# Health and Safety Policy

## Rationale

Mackay Musical Comedy Players Inc (MMCP) is committed to providing a safe and healthy environment for all members and visitors.

## Operating Principles

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub committees;
- Employees and volunteers;
- Support personnel (e.g. off-stage workers and crews);
- Directing teams;
- Members: including Life Members; Ordinary Members and Associate Members;
- Children and young people
- Parents, Guardians, audience and sponsors to the full extent that is possible.

To achieve and maintain a safe and healthy environment, we will:

- Prioritise health and safety in all decisions made.
- Integrate occupational health and safety into all aspects of our operations.
- Involve MMCP club members in processes designed to reduce workspace or environmental risks to an acceptable level.
- Establish and implement a *Risk Management Procedure*.
- Establish and implement an *Incident Management Procedure*.
- Identify the direct causes of incidents and take necessary steps to prevent recurrence.
- Comply with applicable legislation, codes of practice and standards.
- Ensure all members and visitors are made aware of and abide by our Procedures, Policies and Code of Conduct.
- Ensure all persons rehearsing at the Lamb Street Workshop wear enclosed footwear.
- Ensure all persons performing set construction must wear the Personal Protective Equipment provided.

Any incidents affecting the health or safety of any individual attending at an MMCP venue, or any individual involved in an MMCP production at an external venue should be reported to a committee member using the Health & Safety Incident Report form, or the venue supervisor of any external venue.

This policy is will be reviewed annually. This policy will be communicated to all MMCP members upon joining our club and upon review. The policy will be displayed in a prominent location at the Lamb Street shed.

The MMCP Management Committee is responsible for monitoring this policy and ensuring compliance.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Health and Safety Policy	24.08.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Update logo	M. Duncan	3 years	10.10.2018
	10.10.2018	v_1.2	Legislation, Process Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021

# Privacy Policy

## Rationale

Protecting your privacy is important to MMCP. Whenever we collect and otherwise deal with your personal information, we are governed by the National Privacy Principles (NPPs) which are contained in the Privacy Act 1988.

Under the Privacy Act 1988 (as amended) Mackay Musical Comedy Players Inc (MMCP) is obliged to comply with requirements effective from 21 December 2001. The following policy statement provides an overview of how we are meeting these privacy compliance obligations.

## Operating Principles

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub committees;
- Employees and volunteers;
- Support personnel (e.g. off-stage workers and crews);
- Directing teams;
- Members: including Life Members; Ordinary Members and Associate Members;
- Children and young people
- Parents, Guardians, spectators and sponsors to the full extent that is possible.

This policy requires

- collecting and dealing with information such as a name, address, email address or phone number and any sensitive information such as health information, we will be bound by the NPPs.
- collecting personal information every reasonable attempt is made to inform members why we are collecting your information, to whom we will disclose that information and the purposes for which we intend to use that information. In general, the purposes for which we collect your personal information include:
  - to process an application to become a member of our organisation
  - for administration purposes to maintain contact details in relation to productions
  - to process a donation, sponsorship or other financial support
  - to process your membership to our organization
  - to allow us to review and improve our programs
  - to keep you informed of MMCP developments and future opportunities
  - information will be stored, processed and handled in a manner that complies with the NPPs.
  - that at all times, great care will be taken to ensure that personal information is protected and treated confidentially and in accordance with the Privacy Act.

If a member believes that we have not dealt with personal information in a manner that complies with the Privacy Act or wishes to access personal information that is held about you, members may write to or email MMCP's Secretary requesting a form on which to document the matter which you wish to discuss or the information that you would like to access.

All correspondence should be directed to: The Secretary or  
MMCP Inc.  
P.O. Box 95  
MACKAY QLD 4740

The Secretary  
MMCP Inc.  
mmcp\_inc@yahoo.com.au

The MMCP Management Committee is responsible for monitoring this policy and ensuring compliance.

Breaches to this policy shall be dealt with by the MMCP Management Committee and may result in suspension or cancellation of membership.

Illegal activities shall be dealt with by the relevant authorities.

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Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Privacy Policy	01.02.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Major Review and Update	T. Beckmann	1 years	10.10.2018
	10.10.2018	v_1.2	Legislation, Process Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021

# **PLANS and PROCEDURES**

## Child Protection Standard Operating Procedures – Standard Response

Behaviour	Standard Response
Child discloses that he/she is being physically harmed by parent or family member	<ul style="list-style-type: none"> <li>_ Ring Department of Communities (Child Safety and Disability Services) to clarify, and to potentially report disclosure.</li> </ul>
Child discloses that he/she is being sexually abused by parent or family member	<ul style="list-style-type: none"> <li>_ Report to Department of Communities (Child Safety and Disability Services)</li> <li>_ Provide support to child through Crisis Care if necessary</li> </ul>
Child discloses that he/she is being sexually or physically abused by someone outside their own family	<ul style="list-style-type: none"> <li>_ Report to Police</li> <li>_ Provide support to child and notify parents</li> </ul>
Child says that he/she does not want to go home with parent	<ul style="list-style-type: none"> <li>_ Ask child for reason</li> <li>_ If answer suggests harm to child from someone at home, report to relevant authorities</li> <li>_ If not, discuss issue with parent</li> </ul>
Child complains of being subjected to sexual harassment / grooming behaviours by MMCP member	<ul style="list-style-type: none"> <li>_ Report to Police</li> <li>_ Provide support to child and notify parents</li> <li>_ Suspend alleged offending member's membership pending outcome of Police investigations</li> </ul>
Child complains to parent that he/she was physically or sexually abused at MMCP venue	<ul style="list-style-type: none"> <li>_ Parent to inform MMCP Committee Member of any issue the child has in relation to an incident to clarify</li> <li>_ Advise parent of their right to report these claims after having clarified issue(s) with child</li> </ul>
<p>Unauthorised adults gaining access to children or young people under 18 years</p> <p>Child shows signs of depression, sadness and/or talks/shows signs of self harm</p>	<ul style="list-style-type: none"> <li>_ Sign In &amp; Sign Out procedures in place to monitor attendance at MMCP venues</li> <li>_ Ensure appropriate level of adult supervision at all times</li> <li>_ Procedure in place that children and young people under 18 years do not leave the venue during MMCP event</li> <li>_ Monitor children at all times to ensure they remain within sight of Blue Card authorised personnel</li> <li>_ Depending on the information given, discuss concerns with parent/guardian</li> <li>_ If a reference to abuse is made by parent/guardian or child, report to relevant authorities</li> </ul>

Behaviour	Standard Response
<p>Child behaving in a way that puts their physical safety at risk</p>	<ul style="list-style-type: none"> <li>_ Health and Safety Policy in place to minimise environmental factors</li> <li>_ Refer child to Code of Conduct and Health &amp; Safety Policy</li> <li>_ Speak with parent / guardian about child's behaviour, ensuring child is involved in discussion</li> <li>_ Ensure appropriate level of adult supervision at all times</li> </ul>
<p>Child complains that a member, volunteer, employee or contractor has requested child to do something which makes the child feel uncomfortable or unsafe</p> <p>Child leaves MMCP venue without correct authorisation</p> <p>Child complains to parent that he/she was bullied or harassed at MMCP venue.</p> <p>Child complains to parent that he/she was verbally abused, racially vilified at MMCP venue</p> <p>Child's behaviour makes interaction untenable and could potentially result in harm to child or others</p> <p>Underage drinking by child or young person under 18 years / Exposure of child or young person to intoxicated member</p> <p>Child being supplied alcohol by a member</p> <p>Parent does not arrive to pick up child</p> <p>Inappropriate use made of child's or young person's image or video footage</p>	<ul style="list-style-type: none"> <li>_ Discuss with the child why they feel uncomfortable or unsafe</li> <li>_ Explore with the child / member of production team possible alternate courses of action to meet the comfort level or physical capacity of the child</li> <li>_ If unable to identify alternate course of action, the child should not be included in that event or activity</li> <li>_ Sign In &amp; Sign Out procedures in place and discussed with parents and children</li> <li>_ Sign Out procedure requires parents or guardians to sign child out unless parents / guardians provide authority whereby they assume the risk</li> <li>_ Child to be in sight at all times until parent or nominated third party signs them out</li> <li>_ Refer offending member to Code of Conduct</li> <li>_ Discuss with child and parent or guardian</li> <li>_ Management Committee to take disciplinary action against offending member</li> <li>_ Provide parent with a copy of Code of Conduct and refer to Statement of Commitment to protect children from harm</li> <li>_ Provide procedures for making complaint</li> <li>_ Request that parent observe future interactions at MMCP venues</li> <li>_ Refer child to Code of Conduct</li> <li>_ Speak with parent about child's behaviour, ensuring child is involved in discussion</li> <li>_ Request parent immediately picks up child from MMCP venue</li> <li>_ Require parent to attend any future events</li> <li>_ Refer child and member to Code of Conduct</li> <li>_ Discuss issue with child's parent or guardian</li> <li>_ Management Committee to take disciplinary action against offending member if required</li> <li>_ report to Police</li> <li>_ advise child's parents or guardians</li> <li>_ Management Committee to take disciplinary action against offending member if required</li> <li>_ Procedure for drop off and pick up provided to parent and discussed</li> <li>_ Parent provides other contact if unable to pick up child</li> <li>_ Child to be in sight at all times until parent arrives</li> <li>_ Procedure to ensure child not left alone with adult member</li> <li>_ Refer offending member to Policy on the Acquisition and Display of Images and Live Footage</li> <li>_ Refer to Police if appropriate</li> <li>_ Require member to withdraw unauthorised publication</li> </ul>

## Emergency Evacuation Procedures

### **In the event of an emergency:**

1. RAISE THE ALARM
2. Notify a member of the Management Committee who will contact Emergency Services.
3. Listen and follow any instructions given by Nominated Emergency Controller.
4. Assist anybody in immediate danger.
5. Barricade the danger area.
6. When instructed to do so, evacuate to the nominated assembly area, remaining clear of the danger area.
7. Nominated Emergency Controller to collect sign in book. Conduct Roll Call at Assembly area.
8. Remain at the nominated assembly area until further instructions are given.
9. For incidents occurring at the Jack Sturgeon Theatre Workshop, 44 Lamb Street, Mackay, the designated assembly area is outside the Mackay Indoor Bowls Hall, Bridge Road, Mackay (see table below).
10. For incidents occurring at venues other than 44 Lamb Street, MMCP members and volunteers will be advised of the designated assembly point for each respective venue, at the venue induction at the commencement of bump in or first rehearsal in the venue.

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Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Emergency Evacuation Procedures	01.02.2009	DRAFT	First Issue	M. Duncan	3 years	01.02.2012
	10.10.2017	v_1.1	Major Review and Update	T. Beckmann	1 year	10.10.2018
	10.10.2018	v_2.0	Title, Version Control, Change of wording	MMCP Committee	3 years	10.10.2021



# Risk Management Plan

(INSERT)

## SOP – Drop off and Pick up of participants by Parents / Guardians

Children and young people may be dropped off before an activity and picked up afterwards by their parents or guardians. In other instances, children may make their own way to and from an activity. On their way to and from children may be exposed to potential risk. Procedures should be put in place to minimise these risks.

To meet specific circumstances the following considerations are included with the procedure.

- Agree with parents/guardians a set procedure for drop off and pick up arrangements, including whether a child makes their own way to and from an activity, or will be dropped off and picked up. Let children and their parents/guardians know the times of rehearsals and performances and when they can expect to collect their children. Advise them that it is not your responsibility to transport children home if parents are delayed.
- Ensure there is a buffer period when either two MMCP Committee Members or one MMCP Committee Member and one other adult member arrive a certain period of time before an activity starts and stay a certain period of time after it ends.
- Follow the club procedure that if a parent/guardian is late picking up their child that the second to last adult present will wait with you and the child. This will also enable you to concentrate on making contact with the parent/guardian.
- Have a club procedure that there is a Register of parent/guardian emergency contact numbers and make sure that the MMCP Management Committee Member remaining with the last child/young person has access to a phone at all times.

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Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Child Protection	01.02.2009	DRAFT	First Issue	M. Duncan	3 years	01.02.2012
	10.10.2017	v_1.1	Major Review and Update	T. Beckmann	1 year	10.10.2018
	10.10.2018	v_1.2	Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021

## SOP – Transport of Child or Young Performers / Participants

These guidelines apply to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals on committees and sub committees;
- Employees and volunteers;
- Support personnel (e.g. off-stage workers and crews);
- Directing teams;
- Members: including Life Members; Ordinary Members and Associate Members;
- Children and young people
- Parents, Guardians, spectators and sponsors to the full extent that is possible.

Ideally all members / performers should have their own transportation to and from rehearsal and performance venues.

MMCP members **should** only provide transportation to a child or young person when:

- The driver is properly licensed
- The vehicle has registered and insured
- At least one other member / adult performer / parent / guardian is in the vehicle
- The ride has been approved by the child or young person’s parents / guardians
- The ride is directly to / from rehearsal or performance venues
- The driver should also advise another member (preferably a committee member) that they are transporting a child or young person, the exact time they are leaving – so that they can account for their time.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Procedures: Transport of Children	24.08.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Update logo	T. Beckmann	1 years	10.10.2018
	10.10.2018	v_1.2	Version Control adjustments. Registration and insurance.	MMCP Committee	3 years	10.10.2021