

## *Child Safe Environment Policy –The PEI Arts Guild Inc.*

### Overarching Statement

The PEI Arts Guild Inc.

The Guild believes that child safety is the responsibility of the whole community and is everyone's business. The Guild recognizes that all children have a right to feel safe and upholds zero tolerance for child abuse. We are committed to creating and maintaining a child safe organization where protecting children, and preventing and responding to child abuse, is embedded in the everyday thinking and practice of all Guild staff, contractors, and volunteers.

Children are an important part of our organization. At The Guild we work with children to skill them with empathy, resilience, confidence, and theatre-craft. One of our objectives is to transform their lives through involvement in the making and experiencing of the arts. The Guild is committed to the safety and well-being of children in all of the activities they participate in: as audience members, workshop participants, creative development contributors, actors. We involve children when making decisions: as makers, devisers, collaborators, directors, instigators, and as audience.

We empower children and emerging adults through interaction, decision-making, experience, and learning. We encourage children to give voice to their opinions and express their views – including on safety and harm. We listen to children and respect what they have to say and what they are feeling.

The Guild is committed to:

- Promoting the safety, participation and empowerment of all children.
- Giving voice to children through the transformative power of the arts, sparking imagination, feeding curiosity, and developing creativity in a safe and supportive environment
- Creating an organizational culture of child safety by ensuring robust practices and policies that support our team of staff, contractors, interns, and volunteers in keeping children safe.
- Ensuring all safety concerns and allegations of suspected child abuse are treated seriously and are guided by our legal and moral obligations.
- We are committed to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and we provide a safe and secure environment for children with disabilities.

# THE GUILD

- The Guild acknowledges that we may not always be the right environment due to our limited resources for some families and children but will endeavour to work with families to be welcoming and accessible.

- The Guild upholds the United Nations Convention on the Rights of the Child.

The Guild will not hesitate to take action to protect children from physical, sexual, emotional, psychological and cultural harm. We also support the rights and well-being of staff, contractors and volunteers and encourage their active participation in building and maintaining a secure environment for all children involved in our activities.

The Guild has:

- Screening (Working with Children Check) of all staff /contractors/ volunteers who have significant face-to-face interactions with children

- An employee Code of Conduct

- A sexual harassment policy

- A diversity policy

Our policy is led and implemented by our Chief Executive Officer and members of the leadership team. All employees are inducted into our Code of Conduct and Child Safe policy, including any touring or production parties. The Policies and Procedures are reviewed periodically by the Chief Executive Officer and the leadership team, and are available via our website.

## Child Safe Environments Policy

### Purpose

The purpose of the Child Safe Environments Policy is to:

- Demonstrate The Guild's commitment to promoting child safety in accordance with all Guild policies and procedures are reflective of Federal and Provincial legislation.

- Set the parameters for establishing and maintaining a child-safe and child-friendly environment across The Guild activities

- Take all necessary measures to ensure the safety of children whilst they are under the care or guidance of The Guild staff or in a Guild environment

### Scope

This policy applies to any adult person (over the age of 18) engaged by The Guild Theatre that may work or interact with children at any time including:

- Employees

- Leadership and management roles

- Administration

- Teaching artists, education instructors, and workshop facilitators

- Performers and Creators

- Production and venue personnel (actors, stage management, chaperones, technical crew, front of house etc).

- Volunteers, including members of committees

# THE GUILD

## Commitment to Child Safety

The Guild believes that child safety is a community responsibility and is everyone's business. The Guild recognizes that all children have a right to feel safe and upholds zero tolerance for child abuse. We are committed to creating and maintaining a child safe organization where protecting children, and preventing and responding to child abuse, is embedded in the everyday thinking and practice of all Guild staff.

At The Guild we work with children to skill them with empathy, resilience, confidence, and theatre-craft. Our purpose is to transform their lives through involvement in the making and experiencing of the arts. The Guild is committed to the safety and well-being of children in all of the activities they participate in: as audience members, workshop participants, creative development contributors, actors. We involve children when making decisions: as makers, devisers, collaborators, directors, instigators, and as audience.

We empower children and emerging adults through interaction, decision-making, experience, and learning. We encourage children to give voice to their opinions and express their views – including on safety and harm. We listen to children and respect what they have to say and what they are feeling.

- The Guild acknowledges that we may not always be the right environment due to our limited resources for some families and children but will endeavor to work with families to be welcoming and accessible.
- The Guild upholds the United Nations Convention on the Rights of the Child. The Guild will not hesitate to take action to protect children from physical, sexual, emotional, psychological and cultural harm. We also support the rights and well-being of staff, and volunteers and encourage their active participation in building and maintaining a secure environment for all children involved in our activities.
  - Supporting Children's Participation and Satisfaction
  - The Guild supports, enables and promotes the active participation of children by:
    - Encouraging expression of and respecting the views of children and parents/ carers/ legal guardians.
    - Encouraging and empowering children and parents/ carers / legal guardians 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.

Ensuring children understand their rights and the appropriate behavior expected of both adults and children.

Teaching children what they can do and who they can turn to if they feel unsafe.

Ensuring employees dealing with children are skillful in facilitating their participation.

Valuing diversity and not tolerating any discriminatory practices.

115 Richmond Street, Charlottetown, Prince Edward Island C1A 1H7  
(902) 368-4479 [www.theguildpei.com](http://www.theguildpei.com)

# THE GUILD

- The Guild aims to create an environment where children gain satisfaction from their Interaction with our organization as audience members, participants in a class/program/workshop/ creative development, or other activity by:
  - a) Supporting children to feel respected and in control of their behaviour/work/experience.
  - b) Ensuring children enjoy the overall experience of being engaged with a production or other organizational activity.
  - c) Encouraging children to assist each other in fulfilling their participation obligations and developing a positive sense of pride in their work/activity/engagement (e.g. discussing character development and stagecraft in groups and leading warmup activities).
  - d) Offering opportunities for children to derive personal satisfaction and a sense of achievement throughout their experience and the relationships they make
  - e) Encouraging children to develop self-discipline in balancing their commitment to their performance, their education and their social and family activities.

## Valuing Diversity

2.1 The Guild values diversity and we do not tolerate any discriminatory practices. We have and follow a diversity policy

2.2 Our organization is committed to protecting children engaged with our organization 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.

2.3 In our activities with children we will:

- a) Promote the cultural safety of Indigenous children.
- b) Promote the cultural safety of children from culturally and/or linguistically diverse backgrounds.
- c) Promote the safety of children with a disability.
- d) Promote the safety of LGBTQ+ children and young people.

## Recruitment Practices and working with children checks

3.1 The Guild takes all reasonable steps to ensure we engage the most suitable and appropriate people for child-related work, whether paid or in a voluntary capacity.

3.2 The Guild has human resource practices that reduce the risk of child abuse by new and existing personnel.

3.3 The Guild maintains a rigorous and consistent recruitment, screening, and training process which includes:

- a) Interview and conduct thorough referee checks on all employees

# THE GUILD

- b) 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
- c) Ensure supervisors, teaching artists, 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.

## 3.4 Working with Children Checks

3.4.1 At The Guild, Working with Children Checks (child employment related screening checks) have been determined as compulsory for the following employees:

- All stage managers and tour managers
- All teaching artists, directors, and performers
- All Guild Staff + volunteers
- Technical crew

3.4.2 The Guild CEO or Producer or equivalent is required to obtain satisfactory and current documentation of a Working With Children Check prior to the appointment of employees.

3.4.3 People convicted of any sexual offence against adults or children will not be engaged in paid or voluntary roles with The Guild regardless of the time that has elapsed since the offence. A criminal history offence (not related to sexual or other child-related offences - such as neglect or abuse) will not necessarily preclude a person from paid or unpaid employment with The Guild, however, a person who refuses to undergo or provide documentation of a Working With Children Check will not be considered for a position with the organization.

## Support for Employees

4.1 The Guild seeks to support employees by:

- a) Inducting new employees to our Child Safe Environments Policy, Code of Conduct and other relevant policies and procedures
- b) Encouraging relevant employees to attend periodical information sessions 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
- c) Appointing a Child Safety Officer to be the first point of contact to provide advice and support to Guild employees on the safety and well-being of children engaged with the organization
- d) Ensuring employees feel encouraged and empowered to report any complaints, concerns or perceived risks to child safety to the Child Safety Officer or other delegated position
- e) Ensuring designated teaching artists, supervisors and chaperones of children that are new to the role work with experienced supervisors sufficiently before working on productions or programs requiring single supervisors.

Child Safety Code of Conduct

Policy on Using Images of Children

# THE GUILD

These protocols are for the taking and publishing of (in print or online) photos of children and young people up to 18 years of age. \*\*This includes interns and school students.

- 6.1 The Guild aims to protect the safety and privacy of child participants (audience members, workshop participants, etc.) by:
- a) Obtaining informed consent from a parent (including carers or legal guardians) and child (if 15 years of age or older) for the use of images of child participants and audience members.
  - b) Consent will be sought prior to taking or publishing images for special projects such as Artist in Residence programs. Signed consent forms will be sought from parents/carers/legal guardians and we will provide details on how and where the images will be published, and if images will contain identifying or personal information about the child (e.g. school uniform, name, hobbies). Images containing identifying or personal information will be avoided where possible.
  - c) Making parents, caregivers or legal guardians of education program participants aware that professional photographers may be engaged for official and marketing use
  - d) Only publishing images that do not contain identifying information about children (e.g. school uniform, name) unless consent from parents/carergivers/legal guardians has been obtained
  - e) Making sure professional photographers/videographers and teaching artists are aware that any images taken will remain the property of The Guild and cannot be used or sold for other purposes. Any digital files must also be destroyed or handed over to The Guild
  - f) Making sure photographers are not left unsupervised with children or have individual access to children
  - g) All documentarians or photographers must have a relevant Working with Children Check
  - f) Providing details to parents, caregivers and legal guardians about who to contact if they have concerns or complaints regarding the use of inappropriate images or inappropriate behavior in taking or publishing images.

## **Communication**

- 7.1 The Guild is committed to being responsive to concerns raised by team members, children, and parents/legal guardians, and teachers, and seeking to resolve issues to the satisfaction of all parties.
- 7.2 The Guild keeps employees, parents (including carers or legal guardians) and children informed of our organization's child safe policies and procedures by:
- a) Ensuring that employees have read, understood, and are aware of their obligation under the The Employee Code of Conduct.
  - b) Making relevant documents easily accessible by uploading relevant documents to our website, distributing documents to all relevant individuals, and having copies available upon request
  - c) Providing children and parents (including carers and legal guardians) with relevant Plain English child safe materials.
  - d) This includes giving parents/guardians access to the Parent Expectations and Student Code of Conduct documents which also work to keep children safe in class.



## **Complaints and Reporting Procedure**

8.1 We believe employees, parents (including caregivers 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.

8.2 The Guild has clear guidelines about expected behaviours in class from Guild staff and Guild students.

8.3 The Guild 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**

The Guild takes a preventative and proactive approach to minimising the risk of harm to children. As part of our organization's risk management process we periodically conduct reviews to identify potential risks and vulnerabilities to the safety and well-being of children.

### **9.1 Performances, Events & Activities**

On occasion The Guild will run face-to-face activities such as backstage tours, tactile tours, education workshops and other interactive events before or after a performance, or as part of community engagement.

- Children visiting as members of the general public and therefore under the control of their parent/legal guardian, and their parents/ guardians, will be subject to the Terms and Conditions of Entry to the venue in question. The obligations of this supervision cannot and must not be passed on to a Guild team member
- During these activities The Guild will ensure that procedures, Child Safe Environment Procedures, and Safe Work procedures are adhered to by Guild team members and participants.

10.1 The Guild has appointed its CEO and Artistic Director of Children's programming as Child Safety Officer/s, 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 wellbeing of children engaged with the organization. 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.

10.2 Our Child Safe Environments Policy will be reviewed every three years

End of Policy

Alanna Jankov

Pronouns: She/Her

Chief Executive Officer – The Guild