



Ballarat Lyric Theatre Inc. provides an open, safe and friendly environment for all children. This Code of Conduct outlines expected standards of behaviour regarding the supervision of children by designated supervisors (including chaperones) and any other relevant staff in directly caring for children engaged by the organisation (e.g. child performers, program participants, work experience students).

A child includes children and young people up to the age of 18 (unless otherwise specified).

Supervisors and/or chaperones are required to comply with this Code of Conduct in addition to the Code of Conduct applicable to all employees.

- Supervisors should be with children (under 16 years) at all times whilst they are in the care of our organisation. Children should not be left without direct supervision by a designated supervisor at any time.
- No employees, other than designated supervisors, should be alone with children (under 16 years) at any time, and at no time should non-designated employees be placed in a circumstance where they are required to chaperone or supervise children. If by chance any children are found unsupervised, employees should direct and accompany children to their supervisor or relevant management immediately.
- A supervisor's only responsibility should be the safety and well-being of the children they have been assigned to supervise (e.g. a member of stage management that is appropriately credited and temporarily supervising children should not be undertaking any other duties while supervising).
- Supervisors are expected to build a mutually respectful, professional relationship with all children in their care.
- The emotions and well-being of children should be checked periodically by supervisors to ensure their comfort and competence for the tasks assigned. If any of the children become distressed, withdrawn or overwhelmed for whatever reason the child should be given the opportunity to watch proceedings or compose themselves in private. Any concerns regarding the welfare of children are to be conveyed to relevant management without delay.
- Supervisors should appropriately guide children towards positive and responsible behaviour. Children should be made clearly aware of the guidelines and rules established on appropriate behaviour in order for them to act accordingly, and supervisors should monitor adherence and appropriately reinforce limit setting.
- Supervisors should report inappropriate behaviour by any child to relevant management if the child does not respond to appropriate requests to improve behaviour.

Reference Material

[Guide to Child Safety in the Live Performance Industry \(Revised October 2023\)](#)
[Commission for Children and Young People](#)