



Child Safety and Wellbeing Policy

Punch Buggy Pictures acknowledges the Wurundjeri People of the Kulin Nation, the Traditional Owners of the lands on which we work. We acknowledge and respect their contributions, experience and knowledge as First Nations people, and we pay our respects to their Elders, past and present.

Purpose

This Policy outlines how Punch Buggy Pictures prioritises the safety and wellbeing of children and what steps we will take to do this.

Commitment to child safety and wellbeing

Punch Buggy Pictures is a film production business that occasionally hires children as performers in film projects, on a volunteer or paid basis. The number of children we work with, on any given projects, will vary depending on the scope of that project. Punch Buggy Pictures operates from an office in Preston, Victoria. Filming locations will vary, depending on the project. We will work with children from diverse cultural and linguistic backgrounds.

All children who work with Punch Buggy Pictures have a right to feel and be safe. The welfare of the children who participate on our productions will always be our first priority and we have a zero-tolerance approach to child abuse and harm. We aim to create an environment where children feel safe and have fun while participating in the production of our film projects.

We do this by:

- Having a Child Safe Code of Conduct that all staff and volunteers must adhere to.
- Having a Child Safety and Wellbeing Policy that outlines our commitment to and strategies for keeping children safe.
- Implementing risk assessment and management processes that aim to prioritise child safety and wellbeing.
- Having policies and procedures for record keeping, information sharing, and internal and external complaints and reporting.

Scope

This policy applies to all people working with Punch Buggy Pictures, including management, production crews and performers, paid and unpaid, as well as, volunteers and family members, on set. This policy applies to all aspects of production conducted by Punch Buggy Pictures, including, but not limited to: auditions, meetings, rehearsals, filming, post production and screenings.

Responsibilities

Punch Buggy Pictures has two core staff members, herein referred to as the “Management Group”, consisting of Punch Buggy Pictures co-creators – Lisa Smithies and Nyrée Alexander.

The Management Group has the role of ensuring that Punch Buggy Pictures prioritises children’s safety and wellbeing, and that action is taken when anyone raises concerns about children’s safety and wellbeing.

The Management Group is trained in the required child safety and wellbeing standards, legislation and regulations, and will ensure all people working on a project that includes children act in accordance with Punch Buggy Child Safety and Wellbeing Policies.

The Management Group champions and models a child safe culture at Punch Buggy Pictures. We encourage anyone involved with the organisation to discuss all child safety concerns, and create a positive culture around reporting so that people feel comfortable to raise concerns. understands they all have a role to play in identifying and taking action to manage the risks of child abuse and harm

See the Child Focused Complaint Systems; Risk Assessment; and Staff and Volunteers sections below.

Definitions

Harm is damage to the health, safety or wellbeing of a child or young person, including as a result of child abuse by adults or the conduct of other children. It includes physical, emotional, sexual and psychological harm. Harm can arise from a single act or event and can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.

Child abuse means:

- a sexual offence committed against a child
- an offence committed against a child under section 49M(1) of the Crimes Act 1958 (Vic), such as grooming
- physical violence against a child
- causing serious emotional or psychological harm to a child
- serious neglect of a child.

Child/Children are defined by the Commission for Children and Young People, as a person under the age of 18 years.

Supporting legislation

- *Child Wellbeing and Safety Act 2005 (Vic)* (including Child Safe Standards)
- *Child Employment Act 2003 (Vic)* (amended July 2023 - Part 2, div 5: Employment in Entertainment)
- *Children, Youth and Families Act 2005 (Vic)* (including reporting to Child Protection)
- *Crimes Act 1958 (Vic)* (including Failure to Protect and Failure to Disclose offences)
- *Wrongs Act 1958 (Vic)* (including Part XIII – Organisational liability for child abuse)

Screen industry standards and guidelines

- Victorian Screen Industry Code of Conduct (July 2019), developed by Film Victoria in consultation with key public agencies and local governments, the Screen Producers Association of Australia, the Media Entertainment and Arts Alliance and the Victorian screen industry @ https://vicscreen.vic.gov.au/images/uploads/Victorian_Screen_Industry_Code_of_Conduct_July_2019.pdf
- National Guidelines for screen safety @ <https://static1.squarespace.com/static/609f226e52796501345002f2/t/620a3bf5575eb41207e713c9/1644837979488/Guidelines+-+Web+-+v+11.pdf>
- Victorian Mandatory Code of Practice for the Employment of Children in Entertainment @ <https://www.vic.gov.au/guide-employment-children-victorian-entertainment-industry/mandatory-code-practice-employment>
- The Arts Law Centre of Australia information sheet on working with children in creative processes @ https://static1.squarespace.com/static/609f226e52796501345002f2/t/610e1d82723fd06b055d7e45/1628315012656/Children_in_the_creative_process_-_Australia_EV.pdf

Policy status and review

This Child Safety and Wellbeing Policy was created and approved by the Punch Buggy Pictures Management Group on 25th November 2023. It demonstrates the strong commitment of our organisation to child safety and wellbeing, and outlines how our organisation will keep children safe from harm, including child abuse.

The Management Group will review, after each project (at least annually), how effectively Punch Buggy Pictures delivered child safety and wellbeing measures. The input of people working on that project, including children, families and crew outside the Management Group, will be sought as part of this review.

We also review relevant practices and policies in response to a child safety incident or 'near miss'. Findings from reviews will be reported to the people involved in any such incidences and also inform our approach to continuous improvement of our child safety practices. Such reviews will be overseen by the Management Group and will be informed by consultation with children, families and staff involved.

Children's empowerment and participation

All Punch Buggy Pictures projects that include children, will actively seek to include children's views and ideas in the project planning and production processes, as outlined in our Code of Conduct. We will actively seek to understand what makes children feel safe when working on each project, with risk assessments conducted at various points of the production process, as outline in the Risk Management section below.

We respect the rights of children and will provide them with information about their rights, including the right to feel safe when participating in a Punch Buggy Pictures Project. We will regularly communicate with children and families about what they can do if they feel unsafe.

We want children to enjoy their participation in Punch Buggy Pictures projects and encourage children to be supportive of each other. We do not tolerate bullying or abusive behaviour between children and will take action if this occurs – see complaints and report section below.

Punch Buggy Pictures values the voices of children and will act on safety concerns raised by children and/or their families. Punch Buggy Pictures supports children's participation in the following ways:

- Giving clear communication to children and families regarding what is required for each stage of the production of a project. Particularly, but not limited to, regarding auditions, timeframes for responses, rehearsal requirements, costuming, and organisation of production schedules, and on set supervision.
- Asking children to outline what they want/hope to achieve by participating in a project. Then discussing their expectation in the context of production requirements.
- Requiring all cast and crew, including children, to sign acknowledgement of our Child Safety and Wellbeing Policy, and sign the Child Safe Code of Conduct as part of our Contract sign on packages. See appendix 1.

Involving families and communities

Punch Buggy Pictures recognises the important role of families and involves parents and carers in all decisions made regarding their child's participating in our film projects. Carers are encouraged to provide feedback, at many stages of the production process, and to raise any concerns they have with us at any time.

As part of our recruitment processes, Punch Buggy Pictures provides information to families about our Child Safe Code of Conduct, our Child Safety and Wellbeing Policies, and a Parent's guide to the Mandatory Code of Practice for the Employment of Children in Entertainment.

Parents/guardians are required to participate in all correspondence, meeting and pre-production discussions with all children.

Parents/guardians are encouraged to stay on set with children. If they cannot, then a supervisor/chaperone will be provided by Punch Buggy Pictures and the parents guardian is required to sign them in and out (see section on Record Keeping, below), and are given a written handover for any issues that may have occurred.

At onboarding, all children and families are provided with the following documents:

- Artist Contract (Parental consent form)
- Punch Buggy Pictures Child Safe Code of Conduct
- Acknowledgement of On-set Child Safety Requirements form
- Parent's guide to the Mandatory Code of Practice for the Employment of Children in Entertainment
- Child Employment Information Form – Vicgov
- Information on sign in procedures for all filming locations
- Complaints and reporting guide

Creating culturally safe environments for all Aboriginal children and their families

Punch Buggy Pictures is committed to creating environments where Aboriginal culture is celebrated and Aboriginal children, families and community members are welcomed and included. Strategies to embed cultural safety for Aboriginal children include:

- an Acknowledgement of Country at the start of: every day's filming, meetings, and screenings.
- providing opportunities for Aboriginal children to share their cultural identity and express their culture, including through performance in Punch Buggy Pictures projects,
- supporting children who wish to explore their culture, including consulting with their family and relevant Aboriginal organisations,
- seeking feedback from Aboriginal children, families and communities on their experience with Punch Buggy Pictures, particularly how safe they feel expressing their identity including their culture.

Respecting equity and diversity

We value diversity and equity for all children. To achieve this, we:

- welcome and support participation of all children, including children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, LGBTIQ children and Aboriginal children and their families,
- offer children and families, through our pre-production processes, the opportunity to provide information about themselves, including any specific needs they may have in order to participate in our projects,
- we have zero tolerance for racism and other forms of discrimination and take action when discrimination or exclusion is identified,
- strive to reflect the diversity of our communities, their interests and cultures, through representation in our film projects,
- acknowledge and celebrate important cultural dates during our productions.

Staff and volunteers

Punch Buggy Pictures is committed to ensuring that all staff and volunteers (paid or unpaid) understand their rights and responsibilities in relation to child safety and to support their engagement with children. Punch Buggy Pictures incorporates child safety considerations into all stages of our production processes and promotes a safe environment where children are empowered to speak up about issues that affect them.

Our Child Safety business guide is Lisa Smithies and she has completed all the learning modules on the Mandatory Child Safe Standards required by the Commission for Children and Young People, found at:

<https://elearning.humanrights.gov.au>

Staff and volunteers engaged for individual projects that involve children will receive induction to support their engagement with children and for compliance with relevant legislation, our Child Safe Code of Conduct, and our Child Safety and Wellbeing Policy. Issues or concerns about behaviour with children will be raised immediately and addressed as per our Complaints and Reporting section below.

For each new project, staff and volunteers (paid and unpaid) are required acknowledge our policies and procedures by signing:

- Child Safe Code of Conduct,
- Acknowledgement of On-set Child Safety Requirements

Non-compliance with this Child Safety and Wellbeing Policy and/or our Child Safe Code of Conduct by anyone will be investigated and may result in restriction of duties, suspension or termination of employment or engagement or other corrective action.

This ensures that anyone working on a project understands they have a role to play in identifying and taking action to manage the risks of child abuse and harm.

The Management Group will ensure that appropriate child safety training for staff and volunteers is identified and completed for each project, particularly for the key project staff that require additional training, such as: the On-Set Child Safety Person, health personnel, child supervisors, production managers, etc.

Punch Buggy Pictures complies with all requirements of the *Child Employment Act 2003 (Vic)* (amended July 2023); specifically, Part 2, div 5, regarding “Employment in Entertainment”. We hold the relevant licence from Wage Inspectorate Victoria, for employing children whether paid or on a voluntary basis.

Complaints and reporting

All reports of child abuse and child safety concerns will be treated seriously, whether they are made by an adult or a child and whether they are about the conduct of an adult or a child. All complaints and child safety concerns will be responded to promptly and thoroughly, as per our Punch Buggy Pictures Complaints and Reporting Procedure.

Briefly, the Punch Buggy Pictures Complaints and Reporting Procedure outlines that any of the following incidents should be reported:

- alleged, suspected or observed incidents of abuse or harm;
- breach of the Punch Buggy Pictures Child Safety and Wellbeing Policy, Child Safe Code of Conduct or any other Child Safety policies and procedures; or
- health and safety issues (e.g. unsafe production sets, children working in extreme weather conditions, etc.)

Reports should be made via email, phone, or face-to-face, as a matter of urgency, to:

- the On-Set Child Safety Person,
- the project Producer,
- Punch Buggy Pictures Management,
- **if anyone has immediate concerns for a child’s safety, they should call the police on 000**, in addition to reporting the incident to one of the above people.

Punch Buggy Pictures provides specific information on how to make a report to all contracted cast and crew when employing them on a project. We also offer children, and families, specific information about how they can raise concerns and issues in a variety of ways. This information is given to children and families at recruitment and reiterated at the start of each day at induction, at each location.

If a complaint includes an allegation or incident of child abuse or harm, then staff and volunteers at Punch Buggy Pictures must report it in accordance with the Complaints and Reporting Procedures. Punch Buggy

Pictures staff and volunteers are required to prioritise children's safety in any response and to report all potentially criminal conduct to Victoria Police.

Staff knowledge, skills and awareness

All people working on a Punch Buggy Pictures Project are required to follow our Child Safe Production Procedures, outlined below. Training in these procedures will be given at recruitment for every project that includes children.

Safe physical on online environments

To ensure that the demands of film production never outweigh the needs of the child, that every project provides a child safe environment, and every child enjoys their participation in Punch Buggy Pictures projects, we have implemented the following risk assessment points into our production procedures, with focus on supervision, accountability, communication and reportability.

Pre-Production:

- Ensure clear online communication is given regarding materials required for auditions and submission and response timelines.
- Parents and guardians are included in all communications regarding auditions, casting, scheduling, meetings, etc.
- All parents and children are informed how to access our Child Safety and Wellbeing Policy.
- Script content is discussed and written acknowledgment is sort for all content that children and families may find problematic, such as swearing, violence, sexual references, etc.
- All audition materials submitted are kept confidential and only shared with the casting team.
- Children are asked what they want/hope to achieve by participating in the project.
- Producer's expectation of what the film production, post-production and distribution process will entail for the child are clearly communicated to the child and family.
- We ensure it is the child's decision to participate.
- Specific on-set requirements for individual children will be identified and accommodations made, where possible, in the project's production planning and schedule.
- Rehearsals foster an environment where children are able to express their ideas and contribute to the collaborative filmmaking process.
- Written parental consent is obtained for all projects.

Production:

- Location Risk Assessments (see appendix 2) are completed for each location, with cast, crew and filming requirements assessed.
- All children are required to be signed in and out of set and rehearsal locations, with On-Set Child Supervisor/s and family attending a handover.
- Daily records will be kept for each child documenting:
 - the times, hours and dates that the child worked,
 - the location at which the child worked on each occasion,
 - the person/s who supervised the child in each instance and their WWC Check number,
 - the times and hours the child received tutoring, if required,
 - the subject matter covered by the tutoring, if required,
 - the Child Employment Permit (this must be accessible at the workplace of the child),
 - the Parental Consent Form,
 - the School Exemption Form (if applicable).
- Daily Induction Meetings are conducted, with all cast and crew present, at the start of every day, to outline any risks identified and the actions required to avoid/minimise them.
- At this daily induction, the On-set Child Safety Person will be identified, as well as any Health Personnel, and Children's Supervisor/s. All adults and children on set will be reminded of our Child Safety and Wellbeing Policy Requirements.

- At end of day handover, children and families will be reminded and encouraged to give feedback regarding any issues from that day.
- Any incidents, issues or suggestions will also be documented and reported to the child's each day.
- Complaints are dealt with as per our Child Safe Complaints and Reporting Procedures.

Post-production:

- Parents and children are advised how recorded materials will be distributed.
- Upon request, final edits of projects can be shown to participants prior to distribution.

This production risk management plan will be reviewed in consultation with our staff, volunteers, guardians and children. We will ensure that any risk managements strategies put in place balance the need to manage harm with the benefits of participating at Punch Buggy Pictures.

On-Set Child Safety Person

Punch Buggy Pictures will appoint a designated Child Safety Person for every occasion where children are required on set or at the rehearsal locations. They will be independent of the person/people charged with supervision of the children on that occasion.

The Child Safety Person will be introduced to children, crew, other cast and families at the start of every day's filming, or rehearsal, as part of the daily induction meeting. Everyone will be aware of who the appointed Child Safety Person is, and how they may contact them.

Specific online safety

- All electronic communication with children regarding a production (via email, text, social media, or phone) must be made through the parent/guardian's contact details, not directly with a child.
- All social media accounts associated with a Punch Buggy Pictures will be monitored by our Management Group to identify inappropriate content and comments, bullying, etc. All contributors of inappropriate content will be blocked from accessing all Punch Buggy accounts.
- No images of children will be shared online without prior parental consent and all images used in individual productions (including publicity materials) will comply with the Victorian Mandatory Code of Practice for the Employment of Children in Entertainment.

Related organisational documents

- Artist Contract (Parental consent form)
- Punch Buggy Pictures Child Safe Code of Conduct
- Acknowledgement of On-set Child Safety Requirements form
- Parent's guide to the Mandatory Code of Practice for the Employment of Children in Entertainment
- Child on set check in sheet for all filming locations
- Complaints and reporting guide
- Punch Buggy Pictures Complaints and Reporting Procedure

Child Safety and Wellbeing Resources

- <https://www.childsafety.gov.au>
- <https://elearning.humanrights.gov.au>
- <https://raisingchildren.net.au/school-age/safety>
- <https://ccyp.vic.gov.au/child-safe-standards/>
- <https://www.cpmanual.vic.gov.au/our-approach/safer-children-framework/safer-children-framework-guide#:~:text=The%20SAFER%20children%20framework%20is,practice%20model%20risk%20assessment%20activities.>

Appendix 1):

Acknowledgement of On Set Child Safety Requirements

PUNCH BUGGY PICTURES

Preston, Victoria, 3072

e: punchbuggypictures@gmail.com

w: www.punchbuggypictures.au

p: 0413 479 813 or 0400 255 782



Acknowledgement of On Set Child Safety Requirements

Punch Buggy Pictures adheres to the *Child Wellbeing and Safety Act 2005 (Vic)* (including Child Safe Standards); and the *Child Employment Act 2003 (Vic)* (including Part 2, div 5: Employment in Entertainment). Our full Child Safety and Wellbeing Policy is available on our website.

To work with us, you must adhere to our Child Safe Code of Conduct and our Child Safety and Wellbeing Policy, noting these key requirements:

1. **All crew and cast over the age of 18**, who will be working on any production that involves children under the age of 18, **are required to have a valid Working with Children Check**. This applies to both paid and unpaid workers. This documentation **must be sighted and signed off** before you will be allowed on set or in any rehearsal locations where children are present. **You must also sign the Child Safe Code of Conduct**.
2. **Every child (and carers) must follow the location sign and sign out procedures every time they attend set or rehearsals**.
3. Carers are encouraged to stay with children, especially those under 12yo. If you cannot stay, children (individually or in small groups) will have a designated on-set supervisor/chaperone, at all times, whilst on set and at rehearsals.
4. Every location will have a **designated Child Safety Person** who will be **clearly identified at the start of each day's location induction and safety meeting**. Please ensure that you (and your child) are aware of who the Child Safety Person is.
5. **Everyone is responsible for child safety**. If you see something unsafe, or a child tells you they feel unsafe, it is your responsibility to act, immediately. Please talk to the Child Safety Person. Alternately, you can speak to our management team, via email or phone (details above), or speak to us directly. All communications are strictly confidential.
6. Shooting schedules are designed to comply with legislated requirements regarding hours worked and regular breaks. These are adjusted for a child's age. Children are encouraged to ask for additional breaks, if required.

PLEASE SIGN

I have read and understood the Punch Buggy Pictures On-Set Child Safety requirements:

If artist is under 18yo, Parent or Guardian to sign:	
Artist/parent/crew signature	
Artist/parent/crew name	
Date	

Appendix 2):

PUNCH BUGGY PICTURES – LOCATION RISK ASSESSMENT SHEET

<u>Project Name:</u>	<u>Areas to be used</u> <u>For filming:</u>	<u>Cast:</u>	<u>Crew:</u>		
<u>Location:</u>	<u>Break out spaces:</u>	<u>Children on set:</u>	<u>Equipment:</u>		
<u>Shoot date:</u>					
<u>Weather:</u>	<u>Transport:</u>	<u>Catering:</u>	<u>Toilet access:</u>		
<u>Assess all filming and breakout areas for risk of:</u> - Falls & trips – heights, ledges, steps, uneven ground, lighting cables, equipment, etc. - Electrical hazards – Power access, lighting feeds, generator. Risk of electrocution. - Slip hazards – water, slippery surfaces, etc. - Heating or cooling requirements. - Assess layout of the shooting areas and potential issues for ingress and egress of crew and cast - Preferred route of access to breakout areas and catering. - Vehicular access, parking. - Equipment access and storage. - Public access to location. - Access to First Aid – emergency equipment. CHILDREN ON SET – supervised sign in and out zone, constant supervision available in all areas, exposure to any identified risks, Child Safety Person identified, access to set and break out areas, food/drink access, toilet access.					
<u>HAZARDS:</u> (what might go wrong)	<u>RISK:</u> L= low M= Med H=High	<u>PRECAUTIONS:</u> (risk elimination/reduction)	<u>RESIDUAL RISK:</u>	<u>WHO IS AT RISK:</u>	<u>RESPONSIBILITY:</u>
Example: Crew or participants tripping over lighting and camera cables	L	Minimum cast and crew only on set during rigging. Supervise children.	Minimal residual risk beyond individuals not heeding / ignoring all warnings.	Crew / Gaffer /	Production, HOD's and each individual
Example: Restrictions due to lay out of working area. Poor layout for circulation of people. Corridors, doorways etc obstructed.	L	Exits clearly marked and kept free from all obstructions. All equipment stored in a safe manner, clear of pedestrian thoroughfares. Adequate lighting installed. Reduced crew when deemed	Minimal residual risk beyond individuals not heeding / ignoring all warnings.	All Participants & Crew	Production, HOD's and each individual

		necessary and production assistants aiding & accompanying cast			
Example: Electricity / Lighting feeds / Practicals / Generator. Risk of electrocution / tripping	L	When filming in public places, all cables, whenever possible, should run parallel to roads and paths. If cables cross roads they should be secured & highlighted to avoid accidents. All cables crossing paths should be raised above head height and/ or be fitted with rubber ramping.	Minimal residual risk beyond individuals not heeding / ignoring all warnings.	All Participants & Crew	Production, HOD's and each individual
First Aid	M	A First Aid Kit will be available at all time.		All Participants & Crew	Production, HOD's and each individual
Electrocution	L	Gaffer and crew will wear protective clothing ie gloves when needed		Crew	Production, HOD's and each individual
All identified risks are to be outlined at an induction meeting at each location – which outlines that day's schedule, shooting locations, risks identified and specific instructions for cast and crew.					
<u>Risk Assessors comments:</u> Any Filming involving higher risk elements should be blocked in a manner that allows for the safest approach possible. 1 st aid kit should be available / accessible at all times and continuous care, warnings and reminders given to crew about the inherent risks of the location.					
<u>Production Safety Advisor comments:</u> Care and responsibility should be taken by all relevant department heads for both their teams and their equipment / department. Each individual crew member has a responsibility to themselves, one another and the production and vice versa to take note of the above risks and actively note all the necessary risk aversion measures and precautions. If at any time a new risk is detected or precaution seen to be failing by any crew member it is the responsibility of that crew member to notify the relevant department head, production or the 1 st AD and have the precaution rectified.					
<u>Agreed by:</u> Producer Name:		Date of assessment:			