



YOUTH THEATRE APPLICATION 2023

I am currently aged between 10 – 18 years (having turned 10 by 3rd April 2023 and **not** having turned 19 before 1st July 2023) and wish to become a member of **Bundaberg Players Incorporated's Youth Theatre Program** in 2023. I agree to be bound by the Rules and By-Laws of the Association, I agree to provide my personal details below, and I understand that I will be placed into one of the following 'Casts' at the sole discretion of the Youth Theatre Director:

PERFORMANCE CAST – If allocated to this 'Cast', I understand that the payment of **\$75.00** paid by commencement of rehearsals covers Youth Theatre membership for weekly workshops (from 1st March 2023) and inclusion in the cast of **"The Addams Family"** (performance dates 29th & 30th June, 1st July). I understand that activities for this group cease after 1st July 2023. I understand that acceptance to this 'Cast' requires my dedication to membership-related activities; including the timely learning of lines, song lyrics and dances both during rehearsals and in my own time.

DEVELOPMENT CAST – If allocated to this 'Cast', I understand that the payment of **\$50.00** paid by commencement of rehearsals covers Youth Theatre membership for a four day workshop from Monday 3rd April to Thursday 6th April. I understand that the workshop will occur from 9:00am – 3:00pm daily (9:00am – 1:00pm on Thursday) with a performance on the Playhouse stage Thursday night, 6th April 2023.

SECTION A: Please CLEARLY Print the Information

Applicant's Full Name:

Applicant's Residential Address:

E-Mail Address:

Date of Birth:

Phone:

Current Age:

School:

Gender:

METHODS OF PAYMENT: (This section will be destroyed once Membership is processed)

CASH

CHEQUE – Made payable to **Bundaberg Players Incorporated**

Debit my VISA CARD MASTERCARD

Expiry Date: _____

CSV Number: _____

Name on Card: _____

OFFICE USE ONLY:

Received

Receipt Number: _____

Receipt Date: _____

Data Inserted into YT Attendance Register

Form to YT Director

This bottom section must now be destroyed

BUNDABERG PLAYERS INCORPORATED

Agreement to comply with policies and Code of Conduct

We (*Insert Name of Applicant*), _____ and (*Insert name of parent/carer*) _____ have read the Bundaberg Players Incorporated's **Risk Management Policy** and **Code of Conduct**. We understand this organisation's commitment to establishing and maintaining a safe, friendly environment for children and young people.

We agree to uphold the Child Protection Policy set out in the Risk Management and Code of Conduct policies and to follow the guidelines and procedures outlined. We will work to contribute positively to the growth and development of the organisation, the children and young people it provides services to, and their parents and carers.

Signature of Child / Young Person: _____ Date: _____

Signature of Parent / Carer: _____ Date: _____

Playhouse Theatre Witness Name: _____ Witness Signature: _____

Section B: Additional Information

Parent/Carer Details:	Name:
	Phone Number:
Emergency Contact:	Name:
	Relationship to Applicant:
	Phone Number:
Medical Details of Applicant:	Eg: Asthmatic, Epileptic, Allergies
Any other necessary information	Eg: Adjustments Required

MEDIA RELEASE FORM

The Bundaberg Players Incorporated may publish photos or recordings of our members undertaking activities within the organisation as promotional material. Photos/videos will be placed in the program for *The Addams Family*, provided for publication in local newspaper advertisements, and uploaded to our organisation's website and social media pages.

This document gives Bundaberg Players Incorporated permission to publish photography/video recording of the Applicant (with name) in all aforementioned locations, as well as within *The Addams Family* production.

Signature of Applicant

Date

If the Applicant is under the age of 18, a parent/guardian must also sign this form.

Parent/Guardian Name: _____ Signature: _____

Permission can be withdrawn at any time by contacting the secretary by email (secretary@bpi.org.au) or by contacting the theatre on (07) 4153 1904.

Child Protection Risk Management Strategies and Blue Card Compliance

1. Purpose

As Directed by the WORKING WITH CHILDREN (Risk Management Screening) and other legislation Amendment Bill 2018 (effective 16 May 2019), this document provides direction and understanding of how **Bundaberg Players Incorporated** (B.P.I) addresses the risk management strategy to promote the well-being of children and young people and to protect them from harm.

2. References/Related Documents

- Bundaberg Players Incorporated Constitution
- Bundaberg Players Incorporated Policy Manual (updated annually)

3. Definitions

The Bundaberg Players Incorporated is a not-for-profit organisation that works with volunteers only. Children and Young People participate in our environment through the Youth Theatre Program and on occasions within our Senior Theatre productions.

4. Who Must Comply with This Policy

- Members
- Volunteers
- Parents/Carers
- Children and Young People

5. Policy

The Management Committee of the Bundaberg Players Incorporated through its appointed Youth Theatre Representative (Youth Theatre Director) or Director of a production which has young people involved will;

- provide details of the CODE of CONDUCT to all children and Young people in our care, and their parent/carers.
- endeavour to create a safe & friendly environment for children/young people.
- ensure that other members such as Tutors, Stage Manager, the Artistic Director, Director of Production and Committee members are familiar with Workplace Health & Safety requirements, and conduct inductions with all children and young people in our care as well as their parents/carers.
- be aware about any special needs or medication required by young people under the age of 18 years in our care and follow specifications for minimum adult/child ratios for activities.
- be vigilant about the constant supervision of children and young people when on our premises. Children and Young People will not be permitted to be alone on site, or work outside the premises without the supervision of at least two adults who hold a current Blue Card linked to B.P.I.
- communicate directly with parents / carers in the event of a breach of this policy.

6. Implementing of Policy

- All members and volunteers (tutors, musicians etc) who work with children and young people within our organisation **must** have a current Blue Card.
- A 'No Card', 'No Start' policy applies
- All members are made aware of the risk management policy and code of conduct policy when joining the organisation.
- A **Register of Blue Card Applicants** is to be maintained.
- An **Incident Report** Register is to be maintained.
- A **Membership Application Form** Register is to be maintained.
- Adult members who hold a Blue Card issued through their paid employment or volunteering elsewhere **MUST** have their details linked in to B.P.I.
- Police Officers and Teachers should apply for an *Exemption Blue Card*.

7. Monitoring compliance

- The policy will be monitored by the executive and committee on an annual basis
- Youth Theatre Director; Tutors; Stage Manager and those who are in contact with children and young people will be involved in monitoring interactions in the first instance.
- Reports on Risk Management will be given via the Youth Theatre Director at monthly meetings. Should an incident arise contact will be made immediately with the President and/or a member of the Executive.

8. Breaches

- *ANY breaches or suspected breaches of this policy MUST be reported in the first instance to either the President or Vice-President of the organisation.*
- Where breaches are significant to warrant further action a report will be written and police will be notified.
- Where breaches of this policy do not warrant police action a report will be written and the incident will be discussed with the parties involved.
- Concerns regarding breaches to these Policies will be communicated immediately to the President of the Organisation who will liaise with appropriate people concerned and fill in appropriate reports.

CODE OF CONDUCT

1. Values and Principles

- The Management Committee of the Bundaberg Players Incorporated seeks to provide and maintain a safe and friendly environment where all members can rehearse and perform amateur theatre without fear of harm.

2. Who must comply with this Code

- This Code is applied to all young people (aged 10-18 years) who are members of the Bundaberg Players Incorporated, their parents or legal guardians, and all adult members of the Bundaberg Players Incorporated who are charged with the duty of tutoring or supervising the young members.

3. Standards Expected

- Senior members will only work with children and young people in groups, and never in one-on-one situations or in isolation.
- Single-sex dressing room facilities providing adequate privacy will be provided at the time of rehearsal and performance, separately, for young people aged 10-17 and for adult members (aged 18 and over).
- Communication via mobile phones between young people, and between Senior members and young people, should be restricted to legitimate theatre business only.
- **Smoking** of any kind (including **vaping**) is not permitted anywhere within the complex nor in any of the relaxation areas or carpark. (When smoking is required ON STAGE during performance – due diligence and common sense will prevail and electronic or fake cigarettes will be used). Smoking is only permitted in the front courtyard opposite the rubbish receptacles provided.

Induction for Parents/Carers, Children and Young People

The following Policies relate to the minimum standards expected as a young member of the Bundaberg Players Incorporated;

Bullying/Intimidation

All persons covered by this Code of Conduct are expected to act in a socially-acceptable manner at all times. No bullying or intimidation (for example, knowledgeable repetition of behaviours which disrupt the comfort of others) should be directed at any person, either in person or by the use of an electronic device and its associated applications. No person should be made to feel intimidated or discriminated against for any reason.

Clothing & Accessories

- Members must wear closed-in shoes whilst on the premises.
- Members must wear clothing appropriate for activities of a physical nature. Members are discouraged from wearing loose fitting clothing (eg skirts, revealing apparel etc).
- Members are encouraged to wear deodorant, but are reminded that the spraying of aerosols within any part of the premises (including the dressing rooms) is prohibited.
- Members are not to utilise electronic devices during periods of rehearsal, unless explicitly permitted to do so by the Youth Theatre Director or a member of the Youth Theatre team.
- Chewing gum is prohibited throughout the theatre, as is food and drinks other than water within the auditorium.
- Members are expected to consistently bring all required materials with them to rehearsal; including, but not limited to, a water bottle, script, sheet music, pencil and costume pieces.

Discipline & Behaviour

Members under the age of 18 must abide by all reasonable directions given to them by members of the Youth Theatre and/or directorial team, and treat our organisation's volunteers with courtesy and respect. All members are expected to behave in socially acceptable ways that do not place themselves or others in harm.

Young persons will NOT be permitted;

- to leave the theatre complex during the designated workshop/rehearsal time;
- **to leave the theatre complex in a car driven by a non-parent or other young person, unless the Bundaberg Players Incorporated is provided with a written note**

The Management Committee of the Bundaberg Players Incorporated will;

- inform parents, carers, children and young people of what they can do if they are unhappy about anything which has occurred in our organisation and what they can expect from members and management,
- provide appropriate information about theatre activities to children and young people and their parents/carers.

Drop off and Pick up

- Members and parents will be advised about starting and finishing times of workshops and/or rehearsals **and are required to be prompt** for member arrivals and departures.
- Children and young people will be met at the Playhouse Theatre by the Youth Theatre Director (or their delegate) who will ensure that there is a buffer period where a supervising senior member arrives 15 minutes before an activity starts and stays back for a certain amount of time after it ends **(15 minutes only)**
- If a member is travelling in the car of another young person who holds a current driver's license – **these details must be made known to the Youth Theatre Director in writing.**
- Should a child not be collected **at the designated time**, a phone call will be made to the parent/carer, and a minimum of two senior members who hold current Blue Cards must remain with the child until they are collected by a parent/carer.

Language

All parties included in this Code of Conduct are expected to use socially-appropriate and non-offensive language when dealing with each other. The use of derogatory language directed at any person will not be accepted.

Physical Contact

At no time (other than during appropriate workshop situations) shall physical contact between an adult and a young person be permitted. Due to the nature of some theatre activities, physical contact between young persons may occur. Parents/legal guardians will be advised in advance should any activities (for example, a specific scene required by a professional script) be deemed worthy of notification.

Professional relationships

The Management Committee of the Bundaberg Players Incorporated will;

- ensure there are enough people to supervise the number of children and young people involved in all activities.
- make supervisors aware of their rights and responsibilities as well as the rights and responsibilities of all others involved in all activities.
- ensure that children performing in a cast with adults remain under the care and supervision of an appropriate number of senior members who are registered Blue Card holders. Such care will ensure that all contact with adult cast members is appropriate.

Supervision

The Management Committee of the Bundaberg Players Incorporated will;

- ensure supervisors are appropriately qualified and have current competencies (including current Blue Cards).
- ensure supervisors adhere to the Code of Conduct of the organisation.
- know who has parental responsibility for each child/young person in their care.
- ensure that the area around the theatre in which children are working is a safe environment, and inform children of any possible 'out-of-bounds' areas.
- have a record of the name and contact numbers of all parents/carers, as well as those of additional contacts in the event of an emergency.
- know how to contact all parents/carers as quickly as possible.

Rights and Responsibilities of Parents and Caregivers

In an environment friendly to children and young people, parents and carers will:

- be made welcome as visitors to the organisation.
- take part, where appropriate, in the planning, management, development and delivery of activities.
- have cultural, religious, disability and language requirements respected and catered for.
- be told about our programs, services and activities.
- have opportunities to give regular feedback to our organisation.
- receive feedback from members about their child's involvement in activities where appropriate.
- know how and who to voice their concerns to (primarily the Youth Theatre Director [or a member of the organisation's committee] either face to face or through correspondence), expect to be listened to, and have their concerns addressed.
- have any personal information treated confidentially and their privacy respected.

CODE OF CONDUCT		
Policy Implementation Date January 2007	Review Date and Frequency December 2007 – (annually) Reviewed February 2009 Reviewed January 2010 Reviewed January 2011 Reviewed December 2011 Reviewed January 2013 Reviewed January 2014 Reviewed and amended January 2015 Reviewed January 2016 Reviewed March 2017 Reviewed January 2018 Reviewed and amended August 2019 Reviewed and amended February 2022 Reviewed and amended December 2022	Responsible for Review Youth Theatre Director, President, and Committee