Example: Policy on Auditions and Casting

This template should be amended and expanded upon as applicable to your organisation’s individual circumstances, taking into account mitigating factors (including but not limited to):

* size of organisation
* level of engagement with children (e.g. regularly employ child performers, regularly run education programs, occasionally hire out venue for school performances, occasionally have child audience members that may be unsupervised)
* type of engagement with children (e.g. performers, employees, work experience, education program participants, audience members)
* exposure to risks of harm in the organisation (e.g. transport of children)
* state legislative requirements (e.g. child employment, WH&S).

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| [Organisation name]Policy on Auditions and Casting |

[Guidance note: It is a decision for each organisation whether they wish for this policy to apply to all children up to 18 years.]

[*Organisation name*] aims to ensure the casting and audition process for child performers (under 15 years)[[1]](#footnote-1) *[Please refer to explanatory footnote]* is a safe and positive experience by:

* informing parents/carers in the audition notice of relevant production details and how any concerning issues will be managed, including:
* details regarding choreography, content, and involvement of potentially frightening or confusing elements (e.g. animals, pyrotechnics)
* details of how the potential negative effects of identified issues will be mitigated
* a statement that parents/ carers are encouraged to discuss issues with children and express any concerns they may have with the relevant point of contact (e.g. supervisor, relevant management, Child Safety Officer)
* allowing children to meet supervisors and employees in a friendly and unthreatening environment
* having auditions conducted by appropriately experienced and screened employees
* allowing children and parents, carers or legal guardians adequate time to discuss and raise any concerns they may have
* avoiding the casting of children who are identified by employees as being pushed past their limits by parents, carers, legal guardians or agents
* notifying children of success or otherwise as soon as possible, and providing constructive feedback where possible
* ensuring feedback and call back information is delivered to the children and families in a child safe and considerate manner
* providing a positive audition experience for children that will build their confidence.

## Review

This policy was approved *[insert date]* and last reviewed *[insert date]*.

1. Explanatory footnote: Delete once your Policy is finalised. The reason we have set this at 15 years of age is in reference to Child Employment laws applicable in NSW and Victoria where employers are required to gain a licence/authority. [↑](#footnote-ref-1)