

Code of Conduct for Working with Children on Set

A Guide for Filmmakers

This Code of Conduct aims to make film sets a safe place for children working as cast and crew. It is voluntary for filmmakers to use. Wide Angle Tasmania has created this Code of Conduct for filmmakers who work with child actors and crew in Tasmania.

For more information about employing children in the screen sector, see the Victorian *Mandatory Code of Practice for the Employment of Children in Entertainment (2014)* *Child Employment Act 2003* (available online).

► General Information about the Code of Conduct

WHY

Tasmania does not have employment laws for children who work in the screen sector.

A Code of Conduct demonstrates to parents and guardians that you are committed to providing a positive and safe environment for their children. It lets adult cast and crew know what is expected of them when working with children on set.

WHO

The Code of Conduct applies when working with children under 16 years of age, whether they are a volunteer or are being paid.

It is your responsibility to provide safe and fair working conditions for children, volunteers and workers.

WHEN

You should give a copy of this Code of Conduct to:

- parents/guardians
- cast and crew

before the child starts work on your production.

HOW

Read the Code of Conduct carefully so you are familiar with it.

Wide Angle Tasmania waives all liability and takes no responsibility in relation to any consequences that may arise in relation to the contents of the Code of Conduct.

Code of Conduct for Working with Children on Set

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Supervision and Parental Contact

- ▶ children under 16 years of age will always have an adult to supervise them
- ▶ children under 6 years of age will be supervised by their parent/guardian
- ▶ the child can contact their parent/guardian if they ask and can have their parent/guardian on set
- ▶ a crew member who supervises older children will hold a *Working with Vulnerable People* card and will not be given other jobs that prevent them from directly supervising the child
- ▶ other cast and crew will not be alone with the child or transport the child without parent/guardian's permission
- ▶ adults on set will not swear, discuss adult issues, or humiliate or frighten the child

Appropriate Roles and Situations

The filmmaker will consider the child's age, maturity, emotional or psychological development and sensitivity when casting them in a role.

The child will

- ▶ be cast in a role or situation that is appropriate and will only filmed or photographed for that role
- ▶ not be exposed to scenes or situations that are likely to cause distress or embarrassment
- ▶ not be caused distress to obtain a more realistic emotional reaction
- ▶ not be nude in any situation or be present if any other person is nude

Facilities

The filmmaker will provide at each location:

- ▶ a clean bathroom with a toilet and a basin to wash and dry hands
- ▶ a space for each child to dress and undress in private
- ▶ suitable toys, books or entertainment for the child
- ▶ protection from the weather including warm clothes, sunscreen, etc
- ▶ water, and nutritious drinks, snacks and food.

Work Hours, Days, Shifts and Rest Breaks

The filmmaker will schedule the shoot so that all children:

- ▶ work within the hours and days set out in the table below
- ▶ work only one shift on any day
- ▶ are given a 10-minute rest break every hour, and a 45-minute rest break every 5 hours

The child

- ▶ is to be collected or taken home after work by their parent/guardian
- ▶ will not be required to start work less than 12 hours after the child has finished work, for any employer, on the previous day.

Age	Hours during which a child can work	Maximum Employment		
		Hours per day	Days in a week	Consecutive days
3 months to <3 years	6 am–6 pm	4 hours	3	3
3 years to <8 years	6 am–11 pm	6 hours	4	4
8 years to <15 years	6 am–11 pm	8 hours	5	5

- ▶ Time spent travelling more than one hour to and from the workplace is counted as time worked.

Medical Issues

- ▶ The filmmaker must not allow a child to work if the child is ill, unfit for work, carrying an infectious disease, or recently exposed to an infectious disease.
- ▶ If a child becomes ill or is injured while at work, the filmmaker must immediately notify the child's parent/guardian.

Record-keeping

The filmmaker, together with the the child and their parent/guardian, will ensure that following documents have been completed and signed:

- Under-18 Volunteer Agreement (Cast or Crew)*
- Medical Information*

The filmmaker will record the following information on a sign-in/sign-out sheet on set:

- ▶ The location where the child works each day
- ▶ The times the child started and finished work each day
- ▶ The total hours the child worked each day
- ▶ The dates the child started and finished employment
- ▶ Each date the child worked.

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