CASTING GUILD of AUSTRALIA

CHILD SAFETY POLICY

Version Number: 2.0

Updated Draft: 11 August 2026

Approved on: 10 September 2026

Review tracker

Reviewer	Status	Notes
Casting Guild of Australia	Complete	26-Aug-2026
Holding Redlich	Complete	10-Sep-2026

CASTING GUILD OF AUSTRALIA: CHILD SAFETY POLICY

IMPORTANT NOTE: If a child or young person experiences misconduct, or if you become aware of misconduct towards a minor, contacting the police is the first and primary course of action. See Clause 10 for reporting concerns procedure.

1) PURPOSE

Casting Guild of Australia (CGA) is committed to providing child-safe environments for all children and young people engaged in casting, auditions, rehearsals, screen tests, self-tapes, workshops, and casting-related interactions.

This policy aligns with:

a) the Victorian Child Safe Standards;
b) the NSW Child Safe Standards;
c) Working With Children legislation;
d) Screen Australia expectations and industry safeguarding practices;
e) relevant workplace health, privacy, discrimination, and child employment laws.

The safety, dignity, wellbeing, and participation rights of children take priority over creative, operational, or commercial considerations.

2) SCOPE

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This policy applies to all CGA Members and their staff, involving persons under 18 years of age. This includes: Casting Directors, Casting Associates and Casting Assistants and any other staff members or volunteers a member of the CGA may have to conduct their business of casting.

3) COMMITMENT TO CHILD SAFETY

The CGA has zero tolerance for:

- child abuse;
- grooming;
- exploitation;
- harassment;
- bullying;
- discriminatory conduct;
- inappropriate behaviour involving minors

The CGA commits to:

- listening to children and respecting their views;
- promoting culturally safe and inclusive environments;
- supporting participation of Aboriginal and Torres Strait Islander children;
- supporting children with disability;
- respecting diversity in gender, sexuality, race, religion, and identity;
- acting immediately on concerns or disclosures.

4) WORKING WITH CHILDREN CHECKS

4.1 All Members of the CGA are required to hold a valid Working With Children Check (WWCC). This requirement applies to everyone as per Clause 2 (Scope) of this Policy. Agents and performers may request WWCC details from Casting Directors and their employees who are members of the CGA.

4.2 All CGA members must:

a) hold a current and valid Working with Children Check (WWCC);
b) provide verified evidence of their WWCC prior to the granting of CGA Membership; and

c) immediately notify the CGA Executive Committee of any change, suspension, or cancellation of their clearance status.

4.3 Membership to the CGA is on an annual basis. From the membership year 2027 and onwards, membership will only be granted to applicants who can provide a valid WWCC.

5) CHILD SAFE STANDARDS

CGA commits to implementing Child Safe Standards through:

a) strong child safety leadership and governance;
b) child participation and empowerment;
c) family and community involvement;
d) equity and inclusion;
e) safe recruitment and screening practices;
f) child-safe physical and online environments;
g) effective complaint and reporting processes;
h) regular review and continuous improvement.

6) PROFESSIONAL CONDUCT

All CGA members must:

a) maintain professional boundaries;
b) communicate respectfully and age-appropriately;
c) ensure transparency with agents/managers & parents/guardians;
d) prioritise child wellbeing at all times.

7) AUDITIONS, SELF-TAPES & SCREEN TESTS

All CGA members must:

a) Maintain a child-safe, respectful, and supportive audition environment, and taking all reasonable steps to ensure that no child or young person is exposed to intimidation, coercion, fear, humiliation, or undue emotional distress at any stage of the casting process;

b) Ensure agents, managers, and parents/guardians receive clear and comprehensive audition information in advance, including disclosure of any adult themes or sensitive content within the production. This includes material that may impact a child or young person's mental health, wellbeing, values, or beliefs. Where such content is required for the role, CGA Members must clearly identify and outline all relevant material in the initial audition notice;
c) Provide sufficient production and role information at the initial audition stage, including estimated time commitments such as the number of scenes and/or filming days, to enable agents, parents, and guardians to make an informed assessment of a child's availability and capacity to participate;
d) Provide access to scripts at callback stage wherever possible. Where a script cannot be provided, a detailed character arc must be supplied, including all known sensitive material, adult themes, and potential emotional triggers relevant to the role;
e) Conduct auditions in a professional, child-safe and appropriately supervised environment that is observable and designed to safeguard the wellbeing of child participants;
f) Ensure all auditions are overseen by experienced casting professionals (18 years and over) who hold all required clearances, including a valid Working with Children Check or equivalent;
g) Ensure that auditions involving children are supervised by at least two adults, or alternatively conducted in the presence of a parent, guardian, or approved support person. Children must also be given the option to have a parent, guardian, or support person present at all times during their audition if requested;
h) Provide timely communication to agents regarding audition outcomes, including clear and constructive feedback if possible and where appropriate.
i) The CGA upholds the principle that two adults must be present in the room whenever children are auditioning or working. This requirement applies to both in-studio auditions and virtual auditions.

8) ONLINE SAFETY & DIGITAL COMMUNICATION

8.1 For online casting:

a) All communication with child performers must occur through official casting platforms or organisational email accounts; and
b) Direct personal messaging (e.g. social media DMs, private chat apps) with a child is strictly prohibited; and
c) All communications must include or be copied to an agent/manager or parent/guardian; and
d) Written communication must remain factual, professional, and relevant to the casting process; and
e) Waiting rooms, passwords, or equivalent safeguards must be enabled for all sessions; and
f) A parent, guardian or approved support person must be present with the child during online auditions; and
g) Auditions must be conducted in a professional manner and recorded only where consent has been obtained in advance; and
h) Casting professionals must ensure appropriate framing, language, and conduct at all times; and

8.2 For self-tape submissions:

a) Clear instructions must be provided to agents, parents, or guardians regarding self-tape requirements; and
b) Self-tape instructions must avoid unnecessary exposure to sensitive or distressing material unless relevant and clearly justified by the role; and
c) Children must not be required to film alone without the knowledge and supervision of a parent or guardian; and
d) Submission platforms must be secure and compliant with data protection standards; and
e) All self-tape files must be stored securely, with access limited to authorised personnel only; and
f) Files must not be downloaded, shared, or circulated outside authorised casting purposes; and

9) RECORDING, STORAGE & DATA PROTECTION

9.1 Appropriate Consent must be decided on a case-by-case basis. Appropriate Consent means:

a) the consent of the child, where the child has sufficient maturity to understand what is being proposed; or
b) the consent of the child's parent or guardian, where the child does not have sufficient maturity or where the child's capacity to consent is uncertain.

9.2 All images, recordings, and personal information relating to children must be handled in accordance with child safety and privacy requirements, including:

a) being stored on secure, approved, access-controlled systems;
b) being accessible only to authorised casting and production personnel with a legitimate casting purpose;
c) being retained on internal servers only for as long as reasonably necessary and being securely destroyed or permanently deleted from internal servers once no longer required;
d) not being shared, distributed, or externally reproduced unless:
    i) the use or disclosure is for the purpose for which the information was collected;
    ii) the use or disclosure is authorised or required by law; or
    iii) Appropriate Consent has been obtained; and
e) where personal information is disclosed to a recipient outside Australia, taking reasonable steps to ensure that the recipient provides substantially similar privacy protections or obtaining informed Appropriate Consent after informing them that Australian privacy protections may not apply.

9.3 For the avoidance of doubt, these requirements apply to information held on the CGA member's own systems, and do not extend to the retention, archiving, or deletion practices of third-party casting platforms.

10) REPORTING MISCONDUCT AND CONCERNS

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IMPORTANT NOTE: If a child or young person experiences misconduct, or if you become aware of misconduct towards a minor, contacting the police is the first and primary course of action.

Any person who witnesses, suspects or receives a disclosure relating to child safety concerns must report it immediately.

Misconduct or concerns may include:

a) grooming;
b) inappropriate communication;
c) harassment;
d) unsafe environments;
e) exploitation;
f) abuse or neglect;
g) breaches of this policy.

After reporting misconduct or concerns to the Police, reports should be made to either; the Secretary, President or Vice-President of the CGA. At the time of this policy renewal, these positions are held by:

Secretary	**Kelsey Martin**	Email: admin@castingguild.com.au
President	**Thea McLeod**	Email: thea@mcleodcasting.com
Vice President	**Lisa Campbell**	Email: lisa@lisacampbellcasting.com

Where required by law, concerns will be reported to relevant authorities including Police or Child Protection services. Retaliation against any person making a genuine report is prohibited.

11) INCIDENT RESPONSE

Upon receiving a concern, the organisation will:

f) prioritise the child's immediate safety;
g) document the concern confidentially;
h) assess legal reporting obligations;
i) notify appropriate authorities where required;
j) maintain procedural fairness and confidentiality.

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12) BREACHES OF POLICY

Breaches of this policy may result in:

k) termination of membership;
l) suspension pending investigation;
m) reporting to authorities;
n) legal action where appropriate.

Serious child safety breaches constitute gross misconduct.

13) POLICY REVIEW

This policy will be reviewed:

o) annually;
p) following legislative updates;
q) following incidents or complaints;
r) where operational improvements are identified.

14) CGA RECOMMENDED TRAINING & AWARENESS

Each state and territory in Australia has laws that apply to children and young people. These laws are in addition to employment laws that apply to all employers and employees. CGA recommends the following working with children and compliance information.

Australian State and Territory Regulatory Links

- Australian Human Rights Commission – National Principles for Child Safe Organisations
- Fair Work Ombudsman

New South Wales

- Working with Children / Screening: Working with Children Check
- Child Employment: Office of the Children's Guardian

- NSW Child Safe Scheme / Child Safe Standards

Victoria

- Working with Children / Screening: Working with Children Check
- Child Employment: Workforce Inspectorate Victoria
- Child Safe Standards

Queensland

- Working with Children / Screening: Blue Card Services
- Child Employment: Business Queensland – Employing Children in the Entertainment Industry
- Child Safe Organisations: Queensland Family & Child Commission

Western Australia

- Working with Children / Screening: WA Working with Children Check
- Child Employment: WA Government – When Children Can Work in Western Australia
- Child Protection Frameworks, Policies and Standards

South Australia

- Working with Children / Screening: SA Working with Children Check Information
- Child Employment: SafeWork SA

Tasmania

- Working with Children / Screening: Department of Justice
- Child Employment: Arts Tasmania
- Keeping Children Safe

Australian Capital Territory

- Working with Children / Screening: Access Canberra
- Child Employment: Children and Young People Act 2008 – Employment of Children and Young People
- ACT Human Rights Commission – Child Safe Standards
- ACT Child Safe Practical Guide

Northern Territory

- Working with Children / Screening: NT Working with Children Clearance / Ochre Card
- Child Employment: NT.gov.au

General screen industry-specific training and safety resources:

- Creative Workplaces Australia
- Screen Safe Australia