



## 3d Arts Company CODE OF CONDUCT 2024-2025

3d Arts is committed to creating an environment that is safe for all children where child abuse and harm are not tolerated. This Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur.

This Code of Conduct identifies positive child safe behaviours that we ask staff, volunteers and contractors to demonstrate towards children. It also identifies behaviours that we consider unacceptable.

Child safety is a priority for 3d Arts Company and the prevention and reporting of abuse is supported and encouraged. All staff, volunteers and contractors are responsible for promoting the safety, wellbeing and empowerment of children. 3d Arts Company recognises that discrimination can harm children and we treat all children with dignity and respect.

Not following standards of acceptable and unacceptable behaviour is a breach of this Code of Conduct and may result in disciplinary action. Some behaviours on their own may not be a serious breach of the Code of Conduct but together may indicate a concerning pattern of behaviour that poses a risk to the safety of children. Our disciplinary policy provides further information on processes that will be followed if breaches are identified.

All 3d Arts Company, staff, volunteers and contractors are required to comply with this Code of Conduct at all times including at classes (both online and in-person), in rehearsals or at performances, and whenever engaging with students and their families.

### I WILL:

- take all reasonable steps to protect children from abuse
- take disclosures of harm or abuse made by a child seriously
- raise concerns with 3d Arts Company Directors if risks to child safety are identified
- report and act on any concerns or observed breaches of this Code of Conduct immediately
- work with children in an open, visible and transparent way – other adults and parents should always know about the work that is taking place with children;
- establish and maintain a child safe environment that ensures physical and emotional safety of all children under my duty of care at all times in the course of my work;
- maintain “in-sight” supervision of all children at all times;
- comply with guidelines on physical contact with children. **No staff member, volunteer, parent or classroom assistant may make any physical contact with a child of an intimate, personal or sexual nature, or make contact with any part of the body in an inappropriate way;**
- choreograph, direct, rehearse, perform, assist and/or teach in such a way as to avoid unnecessary or unreasonable physical contact with children. If required, and only upon obtaining consent, physical contact should only be for the purpose of improving technique or for practical demonstration;



- participate in all compulsory training and professional development including training on child safety and wellbeing
- treat all children and members of the community with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristics
- consider the different needs of all children at 3d Arts Company, supporting them to participate fully in programs and help them and their families feel included
- make Aboriginal children and families feel included and welcome at 3d Arts Company and support Aboriginal children to express their culture and enjoy their cultural rights
- help 3d Arts Company be a place where people of all cultures feel safe and included
- not tolerate or show racism towards any member of the 3d Arts community
- listen to children and respond to them if they feel unsafe
- value children and young people's ideas and opinions
- promote friendships and encourage children and young people to support their peers
- involve children and young people in decisions about the activities they participate in at 3d Arts Company and welcome the participation of parents and carers in these decisions
- disclose any conflicts of interest I have (such as an outside relationship with a child or family) that may affect my ability to perform my role
- teach children what they can do if they feel unsafe by implementing our Child Safety Reporting Procedure;
- respect the privacy of children and their families, including keeping all personal information confidential unless required by law to share it;
- Identify and report predatory or grooming behaviours, in person or online, towards a child or a parent/carer;
- model appropriate adult behaviour at all times by maintaining a professional and personal standard of conduct as a role model for children;
- seek a high level of personal, moral and spiritual integrity and personal character;
- comply with all relevant Australian and Victorian legislation and 3d Arts Company child safe policies and procedures;
- uphold the rights of the child and always prioritise their needs.

#### **I WILL NOT:**

- condone or participate in illegal, unsafe, abusive or harmful behaviour towards children – this includes physical violence (including rough or physical games likely to harm) sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct;
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm;
- exaggerate or trivialise child abuse issues;
- use hurtful or offensive behaviour or language with children or persistently criticise, denigrate or verbally assault a child;
- fail to report information to police if I know a child has been abused;
- touch children in a way that is unnecessary or unsuitable and falls outside what is reasonable to in the process of my work;



- deliberately prevent a child from forming friendships;
- offer children and young people alcohol, cigarettes or other drugs;
- show children pornographic images, share details of sexual experiences or use sexual language or gestures in the presence of children;
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as changing clothes or toileting;
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or unnecessary or unsuitable attention;
- have unauthorised contact with children and young people online, on social media or by phone;
- take photographs, screenshots or share images of children involved in activities that are not authorised by 3d Arts Company and the child's parents;
- never be alone with a child when there is no professional reason for doing so, and will make every effort to interact with children in public, visible spaces;
- engage in babysitting, mentoring and/or tutoring a child out of work hours (without managerial approval for this kind of secondary employment);
- engage in open discussions of a mature or adult nature in the presence of children;
- travel in a private vehicle alone with a child without parental consent;
- enter changing facilities without first knocking.

If I suspect that this Code of Conduct has been breached by another person in the organisation:

**I WILL:**

- act to prioritise the best interests of the child or children;
- promptly take actions to ensure the child or children are safe;
- as soon as possible report the incident or concerns using the 3d Arts Company Child Safety Concerns and Reporting process;
- maintain the privacy of those involved, following the 3d Arts Company record keeping, privacy and information sharing guidelines.

Complaints about a breach of this Code of Conduct must be reported to our Child Safety Officers, Cale MacLaren and Colette MacLaren.

Cale can be contacted by calling 0414643077 or via email: [cale@3darts.com.au](mailto:cale@3darts.com.au)

Colette can be contacted by calling 0404844179 or via email: [colette@3darts.com.au](mailto:colette@3darts.com.au)

Some breaches of this Code of Conduct may need to be reported to the Victorian Police, or to the Commission for Children and Young People. Our Child Safety Concerns and Reporting process provides more information about our reporting obligations to external authorities and is available [online on our website](#).

Staff and volunteers who breach our Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternative role,



suspension or termination from the organisation. Detailed descriptions of breaches are found in our [Child Safety and Wellbeing Policy](#).

**PLEASE NOTE:**

If any person in a position of authority within our organisation becomes aware of a substantial risk that a child may become the victim of a sexual offence committed by an adult associated with the organisation (for example, an employee, contractor or volunteer), and they have the power or responsibility to reduce or remove the risk, then they must take all reasonable steps to do so. A person in authority who negligently fails to take appropriate action to address the risk may be charged with the criminal offence of 'failing to protect' and may face a term of imprisonment.

If an adult reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report it to Victoria Police by calling 000 or going to their local police station. Failure to disclose the information may be a criminal offence.

**Statement of Agreement**

I have read this Code of Conduct and agree to abide by it at all times.

NAME:

SIGNATURE:

DATE:

Working With Children Check Card Number:

Expiry Date:

Signature of Parent/Carer (Under 18 Only):

Date Last reviewed: October 2024

Next review date: December 2025

Responsible officer: Child Safety Officer Cale MacLaren [cale@3darts.com.au](mailto:cale@3darts.com.au) 0414643077 /  
Colette MacLaren [colette@3darts.com.au](mailto:colette@3darts.com.au) 0404 844 179 & Site Hosts

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*Received by:*

*Date*