

3d ARTS COMPANY STAFF & VOLUNTEER CODE OF CONDUCT 2022

This Code of Conduct outlines appropriate standards of behaviour by staff, volunteers and parents towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers are required to comply.

The Board of Directors of 3d Arts Company will;

- Be responsible for the overall welfare and wellbeing of staff and volunteers;
- Be accountable for managing and maintaining a duty of care towards staff and volunteers;
- Nominate a Child Safety Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

At 3d Arts Company ALL staff and volunteers are responsible for promoting the safety and wellbeing of children by;

- Adhering to our Child Safe Policy and Risk Management procedures;
- Taking all reasonable steps to protect children from physical, sexual, psychological or emotional harm and abuse;
- Treating everyone with respect, including listening to and valuing others' ideas and opinions;
- Welcoming all children and their families and carers and being inclusive;
- Respecting cultural, religious and political differences and acting in a culturally sensitive way;
- Modelling appropriate adult behaviour at all times;
- Listening to children and responding to them appropriately;
- Teaching children what they can do if they feel unsafe by implementing our Child Safety Reporting Procedure;
- Working towards the achievement of the aims, values and charitable purposes of the organisation;
- Being responsible for relevant administration of programs and activities in their own area of teaching or leading (if applicable);
- Maintaining a duty of care towards others involved in the programs and activities of the organisation, ensuring "in-sight" supervision of all children;
- Establishing and maintaining a child safe environment in the course of their work;
- Complying 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;
- Choreographing, directing, performing, assisting and/or teaching in such a way as to avoid unnecessary or unreasonable physical contact with children. If required, physical contact should only be for the purpose of improving technique or for practical demonstration;
- Working with children in an open, visible and transparent way – other adults should always know about the work that is taking place with children;
- Identifying and reporting predatory or grooming behaviours, in person or online, towards a child or a parent/carer;
- Respecting the privacy of children and their families and only disclosing information to people who have a need to know;

- Showing fairness, consideration and honesty towards others;
- Maintaining a professional and personal standard of conduct as a role model for children;
- Seeking a high level of personal, moral and spiritual integrity and personal character;
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns;
- Contacting the police if a child is at immediate risk of abuse (telephone 000).

3d Arts Company staff, volunteers, parents and teaching assistants will not:

- Seek to use children in any way to meet the needs of adults;
- Ignore or disregard any concerns, suspicions or disclosures of child abuse, neglect or harm;
- Use prejudiced, oppressive or offensive behaviour or language with children;
- Engage in rough physical games or engage in any activity with a child that is likely to physically or emotionally harm them;
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality;
- Ever be alone with a child unnecessarily, making every effort to interact with children in public, visible spaces;
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes;
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention;
- Engage in inappropriate personal contact, including online contact, with children or young people;
- Photograph or video a child without the consent of the child and his/her parents or guardians;
- Work with children or young people while under the influence of alcohol or illegal drugs;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Travel in a private vehicle alone with a young person or child, without express parental consent.

In the case of a breach of this Code of Conduct, the 3d Arts staff member or volunteer will face disciplinary action. This may include termination of employment or cessation of engagement with the organisation.

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):

Office Use Only

Received by:

Date: