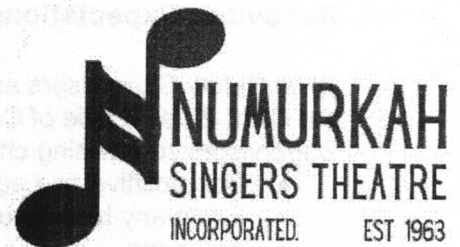


SUPERVISION OF CHILDREN CODE OF CONDUCT



Numurkah Singers Theatre Inc. (NSTI) provides an open, safe and friendly environment for all children. A child includes children and young people up to the age of 19 (unless otherwise specified). At NSTI it is a requirement that children 15 years of age and under are to always be under the supervision of a responsible adult (20 years and over) known as Child Safety Supervisors. For children aged 16 to 19 years old, parental discretion should be exercised and written consent given regarding whether they can attend NSTI, including performances, without supervision.

Aim

This Code of Conduct outlines expected standards of behaviour of the Child Safety Supervisors who will be responsible for directly caring for all children engaged by NSTI. At NSTI Child Safety Supervisors must have Working with Children (WWCC) Checks or equivalent (e.g. VIT) paperwork to be eligible to become a supervisor.

Supervision Standards

At least two adults (20+) must be present when supervising children at any NSTI activity, rehearsal, performance, or event.

Children are to be treated with respect, fairness, and inclusion at all times. The safety and wellbeing of children take priority over all other considerations in decision-making. Children must not be left unsupervised in any setting whilst at NSTI, this includes during rehearsals when children are required for a specific purpose (e.g. costume fittings, blocking of a scene on stage) the Child Safety Officers will maintain a constant line of sight to that specific child until they return to the group. Supervisors must always be visible and accessible to children.

Parent/guardians are responsible for their children before and after official rehearsal and/or performance times unless prior arrangements are made in writing. All children will be expected to be signed in on the sign in sheet upon arrival at NSTI premises by a parent/guardian (children over the age of 16 may sign themselves in). This is for safety reasons and allows the Child Safety Supervisors an accurate account of who is present in the event of an emergency. Children will also be required to be signed out at the end of a rehearsal or performance.

Children should not be present in side stage areas during performances unless they are under direct supervision of a Child Safety Supervisor and are waiting to walk onto stage. A safe space in the Green Room will be maintained with restricted access to authorised personnel only for the duration of the performance.

Behaviour Expectations for NSTI Child Safety Supervisors

Child Safety Supervisors are required to comply with this Code of Conduct in addition to the Child Safety Code of Conduct applicable to all NSTI members. All NSTI Child Safety Supervisors supervising children must:

- Use positive and age-appropriate communication.
- Avoid any behaviour that could be interpreted as harassment, abuse, or grooming.
- Refrain from physical contact unless necessary for safety or performance purposes and always in an appropriate manner.
- Avoid being alone with a child in a closed or isolated space.
- Supervision must comply with all relevant state regulations on the provision of adequate workplace conditions for children.
- Supervisors should always be with children whilst they are in the care of NSTI. Children should not be left without direct supervision by a Child Safety supervisor at any time.
- No NSTI member, other than Child Safety Supervisors, should be alone with children at any time, and at no time should non-designated members be placed in a circumstance where they are required to supervise children. If by chance any children are found unsupervised, NSTI members should direct and accompany children to their supervisor or Child Safety Officer immediately.
- A supervisor's only responsibility should be the safety and wellbeing of the children they have been assigned to supervise (e.g. a Child Safety Supervisor should not also be a member of backstage or undertaking any other duties for the duration of the production).
- Supervisors must ensure the children receive breaks appropriate for their age bracket.
- Supervisors are expected to build a mutually respectful, professional relationship with all children in their care.
- Supervisors should check periodically the emotions and wellbeing of children in their care to ensure their comfort and competence for the tasks assigned. If any of the children become distressed, withdrawn or overwhelmed for whatever reason, the child should be given the opportunity to have a break, watch proceedings or compose themselves in private. Any concerns regarding the welfare of children are to be conveyed to NSTI's Child Safety Officer without delay.
- Supervisors should appropriately guide children towards positive and responsible behaviour. Children should be made clearly aware of the guidelines and rules established on appropriate behaviour in order for them to act accordingly, and supervisors should monitor adherence and appropriately reinforce limit setting.
- Supervisors should report inappropriate behaviour by any child to the Child Safety Officer if the child does not respond to appropriate requests to improve behaviour. Parents/carers should be involved if behaviour continues.

Reporting Concerns

Any suspicion, disclosure, or allegation of harm or abuse involving a child must be taken seriously and reported immediately to:

- NSTI Child Safety Officer or President
- Police (000) or Child Protection Services where appropriate.

No person shall attempt to investigate allegations themselves.

Breaches of This Code

Breaches will be dealt with under the Numurkah Singers Theatre Inc. Disciplinary Procedures.

Serious breaches may result in suspension, termination of membership, or referral to authorities.

Acknowledgement

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

Signature _____

Name _____

Date ____/____/____

Signature _____

Name of Manager/Witness _____

Date ____/____/____

Document Control

Document Type	Procedure /Policy Guidelines	
Document Title	Supervision of Children Code of Conduct	
Version	1	
Creation Date	8/9/2025	
Review Date	8/9/2026	