



Document Control

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Child Safety Code of Conduct

This Code of Conduct outlines the behaviour expected of all performers, production staff, volunteers, parents and Numurkah Singers Theatre Incorporated (NSTI) committee. It aims to ensure the safety and well-being of children and young people under 18 who engage with NSTI in physical and online environments.

Statement of Commitment

Numurkah Singers Theatre Inc. is committed to all children's safety, participation and empowerment and has a zero-tolerance approach toward child abuse. We respect and support all children, and we are committed to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with disabilities.

Scope

This Code applies to all members and anyone who represents NSTI, including any adult engaged directly or indirectly by NSTI who may work directly with or around children at any time, including:

- members
- volunteers.
- contractors and sub-contractors.
- any other individual in the organisation who may deal with children,

(collectively referred to as “members”).

All members are required to comply with this Code.

For the purpose of this Code, a child includes children and young people up to the age of 18.

Members must always respect the rights of children. Every member is responsible for contributing to a safe environment where all children are always treated equally and respectfully. This applies to all NSTI venues, events, and any situation outside the theatre where the members can be perceived as representing NSTI.

The lists below set out NSTI's expectations to which all members are required to adhere, but the matters identified should not take away from the broader obligation of members to ensure the safety of children at NSTI.

General Conduct

The Child Safety Officer:

- Will complete mandatory training on child safety and well-being, including first aid and recognising signs of abuse.

All members will:

- Respectful Behaviour: Behave respectfully, courteously, and ethically towards children, their families, and other staff.

- **Listening and Responding:** Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- **Human Rights and Safety:** Promote all children's human rights, safety, and well-being.
- **Boundaries:** Demonstrate appropriate personal and professional boundaries.
- **Diversity:** Consider and respect children's diverse backgrounds and needs and treat all children with dignity.
- **Inclusive Environment:** Create a welcoming, culturally safe, and inclusive environment for all children and their families.
- **Child Participation:** Involve children in making decisions about activities, policies, and processes that concern them wherever possible.
- **Policy Contribution:** Contribute to NSTI's policies, discussions, learning, and reviews about child safety and well-being.
- **Risk Management:** Identify and mitigate risks to children's safety and well-being as required by NSTI's risk assessment and management policy.
- **Prompt Response:** Respond to any concerns or complaints of child harm or abuse promptly and in line with NSTI's policy and procedure for receiving and responding to complaints.
- **Legal Reporting:** Report all suspected or disclosed infringements of this Code and any suspected or disclosed child harm or abuse as required by relevant legislation and NSTI's internal and external reporting policy.
- **Communication Protocols:** Comply with Monkey Baa Theatre Company's protocols for communicating with children, including digital and social media interactions.
- **Record-Keeping:** Comply with all relevant legislation and NSTI's record-keeping and information-sharing policies.
- **Privacy:** Respect the privacy of children and parents (including carers and legal guardians), and only disclose personal information to people who need to know it and by NSTI's policies.
- **Honesty:** Members must act with integrity and honesty in all internal and external dealings. Any member who deliberately chooses to ignore or cover up the improper conduct of any other person may be considered to have assisted in committing an offence.

Adult Members must not:

- Be alone with a child, including in changing areas and on transportation to and from venues, unless it is necessary for the child's well-being or the execution of educational or artistic activities, and even then, only under the conditions as outlined in the Child Safety & Wellbeing Policy. If a child is found unsupervised, the child should be directed and accompanied to relevant management immediately.
- Engage in any unlawful activity with or in relation to a child.
- Physically, sexually, or emotionally harm, or attempt to harm, a child.
- Unlawfully discriminate against any child or their family members.
- Arrange personal contact, including online contact, with children for a purpose unrelated to NSTI's activities.
- Disclose personal or sensitive information about a child unless authorised.
- Use inappropriate language or show inappropriate material to children.
- Work under the influence of alcohol or prohibited drugs.
- Sell or distribute alcohol, drugs, cigarettes, vapes or other illicit products to children.
- Engage in non-contact behaviours that could cause harm to a child, such as sexual innuendo or flirting.
- Physically touch a child without first asking for consent unless in an absolute emergency, with specific care taken when dealing with injuries and/or illness.
- Give gifts or favours to children without the knowledge of the child's parent or carer and the relevant manager. If any person receives a gift from a child, it should be disclosed to the Child Safety Officer.
- Have unauthorised contact with children online or by phone.
- Seek to foster more than a professional relationship with children.
- Share personal information or photos of children on social media without the informed consent of the

child and parent, carer or legal guardian, and relevant management.

- Engage in behaviour that is intended to shame, humiliate, oppress, belittle, or degrade children.

Reporting and Consequences

If a member thinks this Code of Conduct has been breached, they must:

- Immediate Action: Act to prioritise children's best interests and take actions promptly to ensure their safety.
- Internal Reporting: Report any concerns to a committee member, NSTI's Child Safety Officer, or Show Director.
- External Reporting: If necessary, escalate the issue to external authorities in accordance with legal requirements and in consultation with the Committee President or Child Safety Officer.
- Confidentiality: Maintain confidentiality while handling reports, as per NSTI's confidentiality policy.
- Compliance: Follow all legislative requirements and NSTI's policies for receiving and responding to complaints and concerns.

What happens if a member breaches this Code of Conduct:

Breaching this Code of Conduct will result in disciplinary action, up to and including termination of engagement. In the context of conduct expected by NSTI of its members, it is also wrong to request, compel, permit, or assist another member to breach this Code. Such conduct may also result in disciplinary action, including terminating engagement with NSTI.

Related Documents and Resources

Applying for a Working with Children Check - <https://www.service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check>.

Commission for Children and Young People (CCYP) guide for Creating a Child Safe Organisation - <https://ccyp.vic.gov.au/resources/child-safe-standards/>

Reporting concerns about children or young people – <https://services.dffh.vic.gov.au/reporting-child-abuse>

Review and Updates

This Code of Conduct will be reviewed annually and updated as necessary to comply with changes in laws and regulations.