



Children's



Rehearsal Room provides an open, safe and friendly environment for all children. This Code of Conduct outlines appropriate standards of behaviour by adults toward children. The Code of Conduct aims to protect children and reduce any possibility that abuse or harm could occur. It provides guidance to employees on how best to support children and prevent or better manage difficult situations. This Code of Conduct will be reviewed annually and updated as necessary to comply with changes in laws and regulations.

Scope

All Rehearsal Room personnel are required to comply with the Code of Conduct. This includes any adult person (over the age of 18) engaged by an organisation that may work directly with or around children at any time including:

- Employees (permanent and casual): leadership and management roles, administration, education instructors and youth workshop facilitators, production and venue personnel (actors, stage management, chaperones, technical crew, ushers, etc.)
- Volunteers
- Contractors and subcontractors
- Work experience students/interns/secondments
- Any other individual in the organisation that may deal with children

(Note: In this Code, the term "employee" is used to cover all persons occupying any position listed above.)

A child includes children and young people up to the age of 18 (unless otherwise specified).

General Conduct

- Help children and adults to develop positive attitudes to the arts
- Respect all Rehearsal Room employees
- Avoid harm to property.
- Respect the rights, dignity and views of our all Rehearsal Room employees
- Committing to a community free from unlawful discrimination victimisation and harassment.
- Communicate via all modes in a positive, timely, honest and courteous manner.
- Follow and support the implementation of the organisations vision and mission
- Rehearsal Room will ensure a representative will have mandatory training on child safety and well-being, including first aid and recognising signs of abuse.

Rehearsal Room's employees are responsible for promoting the safety and wellbeing of children by complying with the following:

- ✓ adhere to our child safe policies and procedures
 - ✓ take all reasonable steps to protect children from the risk of abuse and neglect including:
 - Physical abuse: purposefully injuring or threatening to injure a child
 - Emotional abuse: an attack on a child's self-esteem e.g. through bullying, threatening, ridiculing, intimidating or isolating the child
 - Sexual abuse: any sexual act or sexual threat imposed upon a child
 - Neglect: harming a child by failing to provide basic physical or emotional necessities.
 - ✓ treat all children with dignity, equality and respect
 - ✓ listen to and value the ideas and opinions of children
 - ✓ act as a positive role model in your conduct with children
 - ✓ develop positive relationships with children and parents (including carers and legal guardians) based on mutual trust and open communication
 - ✓ be professional in your actions through your use of language, presentation and manner
 - ✓ respect the privacy of children and parents (including carers and legal guardians), and only disclose information to people who have a need to know
 - ✓ be aware of risks with communication and behaviour between employees and children (including online and mobile)
 - ✓ be aware of risks with communication and behaviour between children (including online and mobile)
 - ✓ aim to ensure children understand they are valued members of the production, program, audience or other experience
 - ✓ acknowledge the uniqueness and potential of all children, in recognition that enjoying their childhood without undue pressure is important
 - ✓ if by chance any children are found unsupervised, direct and accompany children to their supervisor or relevant management immediately
 - ✓ report any breaches of these standards of behaviour to the Child Safety Officer or relevant management promptly
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Rehearsal Room employees MUST NOT:

- Discriminate against any child because of age, gender (including transgender status), cultural background, religion, vulnerability, disability or sexuality
 - Engage in behaviour that is intended to shame, humiliate, oppress, belittle or degrade children
 - Engage in any activity with a child that is likely to physically or emotionally harm them
 - Take photos or video of children without the explicit permission of the child (if 15 years of age or older) and their parent, carer or legal guardian, and relevant management
 - Share personal information or photos of children on social media without the informed consent of the child (if 15 years of age or older) and parent, carer or legal guardian, and relevant management
 - Work with children while under the influence of alcohol or illicit drugs
 - Ignore or disregard any concerns, suspicions, or disclosures of child abuse
 - Show overly familiar physical affection towards children or any unnecessary physical contact with children marginalise or exclude specific children
 - Show favouritism towards specific children such as the offering of gifts, special thanks, special treatment or inappropriate attention
 - Subject children to any form of physical punishment, social isolation, immobilisation or any other conduct likely to humiliate or frighten children
 - Enter children's dressing rooms (unless they are a designated supervisor, or approved to do so by a supervisor or relevant management)
 - Allow children to enter an adult's dressing room or crew areas, unless accompanied by their supervisor and approval has been granted by those in the dressing room
 - Close doors in rooms where children are present, unless children need privacy to dress allow children to (un)dress with others around (dressing should take place in private)
 - Do things of a personal nature for children that they are able to do for themselves, such as assisting with going to the toilet or dressing gossip in the presence of children distress a child for the purpose of eliciting a dramatic reaction
 - Develop any 'special' relationships with children outside of the professional relationship or arrange contact with children outside of work obligations have unauthorised contact with children online or by phone
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Complaints Procedure

All complaints or reports of conduct not keeping with this Code will be pursued in accordance with the Rehearsal Room's Complaints and Reporting Procedure as follows:

Make a Complaint

Complaints or concerns should be lodged with the relevant production supervisor/manager using any method (verbally, email, call, etc.) that the employee, parent (including carers or legal guardians) or child feels comfortable with.

If an act of criminal activity has been alleged, such as physical or sexual abuse, the police will be informed urgently and the child will be kept safe from any immediate risks.

Rehearsal Room employees that receive a complaint from a child will:

- Let the child talk about their concerns in their own time and words, as well as give the child the necessary attention, time and space to raise their issues
- Be a supportive and reassuring listener

- Tell the child that raising their concerns was the right thing to do and let them know in plain language the process by which their concerns will be addressed and acted upon
- Record the nature of the complaint in the child's own words
- Contact the child's parents (including carers or legal guardians) if appropriate.

The appointed Rehearsal Room relevant personnel will investigate the nature of the complaint raised in a timely fashion, allowing the person against whom the complaint has been made the opportunity to respond. If a complaint has been made in regards to the actions of another child, their parents (including carers or legal guardians) will be informed. If appropriate and in the best interests of the child, the relevant personnel will seek to resolve the complaint and rectify any issues raised to the satisfaction of all parties in the first instance.

.If Rehearsal Room becomes aware of, or has been alerted to, a risk of child abuse by someone involved with the organisation, we will act to reduce or remove the risk and protect the child as our first priority. We will promptly contact police when a child or adult alleges any criminal activity has occurred, such as physical or sexual abuse of a child.

Resolution

- Depending on the severity of the matter, the person/s involved will be addressed and resolved at this level. A written record will be kept of the discussion and resolution
- If the matter is serious it will be referred to an appropriate authority for further investigation and action pursuant to the law.
- All complaints about unacceptable conduct shall be documented, including:
 - record of action taken
 - any investigation conducted
 - any reports made to statutory or external bodies.

In accordance with security and privacy requirements, these records will remain confidential unless otherwise requested to be released by law. With due consideration of confidentiality and fairness in regards to any person whom a complaint is made against, the risk of harm to children is our primary concern.

At any time please refer to the NSW Children's Guardian for any questions or concerns



Office of the
Children's Guardian

NSW Office of the Children's Guardian

<http://www.kidsguardian.nsw.gov.au/working-with-children>

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

Name:	Signature:	Date:
Rehearsal Room Staff Signature	<i>A. Cascaiuo.</i>	Date: