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Child Safe Code of Conduct

1. Introduction

Our organisation has an important responsibility for keeping children safe.

This document is our Code of Conduct that outlines our values and clear expectations for our staff and contractors.

This Code of Conduct:

1. has the objective of promoting child safety in the work environment.
2. sets standards about the ways in which staff are expected to behave with children
3. takes into account the interests of the staff, and the needs of all children, and
4. is consistent with our child safety strategies, policies and procedures as revised from time to time.

2. Commitment

Our organisation provides an open, welcoming and safe environment for everyone participating in our programs.

We provide high quality program(s) for both adults and children that are safe and welcoming, and will allow them to develop technical skills in a practical working environment.

We seek advice and guidance from children, parents and colleagues so that these standards are maintained.

3. Code of Conduct

1. The adult/child relationship should be professional at all times
2. an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child
3. an adult should not be alone with a child unless there is line of sight to other adults
4. an adult should not initiate or seek physical contact or contact with children outside the scope of the programs being provided.

4. Acceptable Behaviours

All staff, contractors and volunteers are responsible for supporting the safety of children by:

1. adhering to our child safe policy and upholding the statement of commitment to child safety at all times
2. taking all reasonable steps to protect children from abuse
3. treating everyone with respect
4. listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety or the safety of another child
5. promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
6. promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
7. promoting the safety, participation and empowerment of children with a disability
8. ensuring, as far as practicable, that an adult is not alone with a child
9. reporting any allegations of child abuse to the proprietor and the leadership (or child safety officer if one has been appointed) of any other organisation involved in the delivery of the program. (Eg school, other program provider)
10. understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
11. reporting any child safety concerns to the proprietor and the leadership (or child safety officer if one has been appointed) of any other organisation involved in the delivery of the program. (Eg school, other program provider)
12. if an allegation of child abuse is made, ensuring as quickly as possible that the child or children involved are safe

5. Unacceptable Behaviours

Staff, Contractors and Volunteers must **not**:

1. ignore or disregard any suspected or disclosed child abuse
2. develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
3. exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
4. put children at risk of abuse
5. initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as changing clothes
6. engage in open discussions of a mature or adult nature in the presence of children
7. use inappropriate language in the presence of children
8. express personal views on cultures, race or sexuality in the presence of children
9. discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
10. have any online contact with a child (including by social media, email, instant messaging etc) or their family, unless it is necessary for the delivery of the program
11. collect or obtain details of any personal communication channels, such as a personal email account, social networking profiles or personal mobile phone numbers directly from the child
12. photograph or video a child without the consent of the school, parent or guardians
13. work with children whilst under the influence of alcohol or illegal drugs
14. consume alcohol or drugs in the presence of children.

6. Specific Notes

Staff, Contractors and Volunteers must **note the following practices that are specific to the type of work that we are often carrying out:**

1. Working in production environments with low lighting.
Dark rooms are often unavoidable during theatre productions. Therefore, the following precautions are to be taken:
 - a. It is not permissible to work in a darkened room or area with less than four children if there is only one adult.
 - b. It is preferable to ensure that there are two or more adults present within the area, or hearing distance, at all times regardless of the number of children.

2. Head or Body worn microphones
Plays, musicals and productions often require adult assistance with donning and removing radio microphones, including head-worn or lapel style microphones. Therefore, the following precautions are to be taken:
 - a. Microphones shall be donned or removed in a public area.
 - b. Adults shall not place hands inside clothing in order to route cables or place microphone belt-packs.
 - c. The child should be instructed to adjust their hair to avoid the need for the adult to touch the child around the face or neck.
 - d. Belt-packs should be placed in pockets or on belts by the child and not the adult.
 - e. Where practical, difficult donning or removal procedures should be completed by females for young girls.
 - f. Ideally the adult should only need to touch and or adjust the microphone and not the child or the child's clothing
 - g. Children should be instructed to wear suitable clothing under their costumes wherever possible. (t-shirts, bike shorts etc)

3. Climbing or working at heights
In production areas, it is common for both adults or children to carry out physical lifting, carrying or to work at heights such as on lighting gangways or in lighting towers. Therefore, the following precautions are to be taken:
 - a. Appropriate instruction on how to navigate the structures safely must be carried out prior to allowing children to work in these areas. It is expected that special, specific permission would be sought from the parents or guardians.
 - b. Children and adults should be instructed to wear appropriate clothing such as sports uniform or an alternative that will not be revealing or dangerous.
 - c. Children must be able to navigate the structures without assistance and should not be lifted on or off any structures.

- d. Consideration should be given to the manner in which a child would be rescued or recovered from a structure or place at height should they become ill or injured.
4. Working in confined areas.
- In production areas, it is common for there to be a lot of people, including adults and children, crammed into small areas. Therefore the following precautions are to be taken.
- a. Adults should avoid remaining in these areas unless it is necessary for them to carry out their role.
 - b. The movement of children in and out of these areas should be considered so as to avoid too many children congregating unnecessarily.

7. Document Control

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