

CODE OF CONDUCT:

VOLUNTEERS, SUPERVISION OF CHILDREN

CODE OF CONDUCT - VOLUNTEERS

CLOC Musical Theatre Inc ('CLOC') 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 CLOC Volunteers on how best to support children and prevent or better manage difficult situations.

We expect every CLOC volunteers to take responsibility for the protection of children within CLOC.

Scope

All CLOC volunteers over the age of 18 are required to comply with this Code of Conduct. It applies to CLOC volunteers whenever their activities in CLOC occur with a child present including:

- CLOC volunteers in leadership and management roles, administration, instructors, workshop facilitators, production and venue personnel (production team members, actors, stage management, chaperones, technical crew, ushers, etc.)
- contractors and sub-contractors engaged by CLOC
- any other individual in the organisation that may deal with children

A 'child includes' children and young people up to the age of 18.

Requirements

CLOC Musical Theatre's volunteers are responsible for promoting the safety and wellbeing of children by complying with the following:

- ✓ adhere to 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/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/legal guardians and only disclose information to people who have a need to know
- ✓ be aware of risks with communication and behaviour between volunteers 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
- ✓ 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 Head Chaperone promptly
- ✓ avoid interacting with any child unless another adult is present
- ✓ if you witness or become aware of any instance of sexual abuse of any child, immediately report that abuse directly to the police

CLOC Musical Theatre's Volunteers MUST NOT:

- X discriminate against any child because of age, gender (including transgender status), cultural background, religion, vulnerability, disability or sexuality
- X engage in behaviour that is intended to shame, humiliate, oppress, belittle or degrade children
- X engage in any activity with a child that is likely to physically or emotionally harm them
- X take photos or video of children (save for persons specifically authorised by CLOC to do so)
- X share personal information or photos of children on social media (save for persons specifically authorised by CLOC to do so)
- X work with children while under the influence of alcohol or illicit drugs
- X enable or permit a child to have access to alcohol or illicit drugs
- X be alone with children (17 years and under) at any time (save for persons specifically authorised or appointed by CLOC to do so), and if any children are found unsupervised, volunteers should direct and accompany children to their chaperone immediately
- X ignore or disregard any concerns, suspicions, or disclosures of child abuse

X show overly familiar physical affection towards children or any unnecessary physical contact with children

X marginalise or exclude specific children

X show favouritism towards specific children such as the offering of gifts, special thanks, special treatment or inappropriate attention

X subject children to any form of physical punishment, social isolation, immobilisation or any other conduct likely to humiliate or frighten children

X enter children's dressing rooms (unless they are a designated supervisor, or approved to do so by a supervisor or relevant management)

X 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

X close doors in rooms where children are present, unless children need privacy to dress

X allow children to (un)dress with others around (dressing should take place in private)

X 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

X gossip in the presence of children

X distress a child for the purpose of eliciting a dramatic reaction

X develop any 'special' relationships with children outside of the professional relationship or arrange contact with children outside of CLOC activities

X have unauthorised contact with children online or by phone

All complaints or reports of conduct not keeping with this Code will be pursued in accordance with CLOC's Complaints and Reporting Procedure, including means to take disciplinary action if necessary.

- 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 relevant management if the child does not respond to appropriate requests to improve behaviour.

SUPERVISION OF CHILDREN

The following parts of this policy apply to persons appointed as chaperones or supervisors of children in the course of CLOC's activities ('chaperones').

Chaperones are required to comply with this Code of Conduct in addition to the Code of Conduct applicable to all volunteers.

- Chaperones should be with children (17 years and under) at all times whilst they are in the care of CLOC. Children should not be left without direct supervision by a designated chaperone at any time.

- No volunteers, other than designated chaperones, should be alone with children (17 years and under) at any time, and at no time should non-designated volunteers be placed in a circumstance where they are required to chaperone or supervise children.
- A chaperone's primary responsibility is the safety and well-being of the children they have been assigned to supervise (e.g. a member of stage management that is appropriately credited and temporarily supervising children should not be undertaking any other duties while supervising).
- Chaperones are expected to build a mutually respectful, professional relationship with all children in their care.
- The emotions and well-being of children should be checked periodically by supervisors 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 watch proceedings or compose themselves in private. Any concerns regarding the welfare of children are to be conveyed to the Head Chaperone without delay and elevated to the President and Administrator if necessary.
- Chaperones 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 chaperones should monitor adherence and appropriately reinforce limit setting.
- Chaperones should report inappropriate behaviour by any child to the Head Chaperone and if the child does not respond to appropriate requests to improve behaviour, then the matter should be elevated to the President and Administrator.