



# CHILD SAFE CODE OF CONDUCT

*At the Australian School of Performing Arts (ASPA) we value integrity, respect, inclusivity and safety. Our high standards of behaviour are critical to the success of our performing arts education programs and we place great importance on them.*

This Code of Conduct has the full support of the ASPA Board of Directors and Senior Management Team. It is about common sense and honest and ethical behaviour. The Code establishes the standard of behaviour that should be met by all Directors, staff members, contractors and visitors.

## Our Commitment

ASPA recognises the importance of a safe environment that encourages open and forward thinking so that our students' physical, emotional and intellectual needs can be nurtured and developed. ASPA adheres to the National Principles for child-safe organisations and ensures all ASPA families, children and young people are welcomed and treated fairly and equally.

All ASPA Directors, staff members and contractors are responsible for the safety and wellbeing of children and young people who engage with our performing arts education programs and for adhering to this Code in their physical and online interactions with children and young people.

Everyone must:

- act in accordance with ASPA's child safety and wellbeing policies and procedures at all times, including ASPA's Child Protection Policy, Duty of Care Policy, Equal Opportunity Policy, Health Care Policy, Social Media Policy and Student Participation Policy
- act with integrity – being ethical, accountable and genuine in all business dealings and relationships
- act as positive role models in their conduct with children and young people
- be responsible for the safety and wellbeing of children and young people who take part in ASPA activities
- behave respectfully, courteously and ethically towards ASPA students, their families, clients and other staff members
- listen and respond to the views and concerns of children, particularly if they communicate that they do not feel safe or well
- invite children and young people to contribute their ideas in the classroom
- demonstrate appropriate personal and professional boundaries
- be respectful of the diverse backgrounds and needs of children and young people who attend ASPA classes or programs
- ensure as far as practicable that adults are not alone with a child or young person
- contribute, where appropriate, to ASPA policies, discussions, learning and reviews about child safety and wellbeing
- respond to any concerns or complaints of child harm or abuse promptly and in line with ASPA's Child Protection Policy and procedures.
- liaise with ASPA's General Manager–Business Services about any case of suspected or disclosed child harm and report in accordance with the relevant jurisdiction laws and with ASPA's Child Protection Policy and Mandatory Reporting procedures.
- address conflict through restorative procedures
- promote the cultural safety, participation and empowerment of all young people
- comply with ASPA protocols on communicating with children; do not arrange personal contact, including online contact, with current choristers or participants.

Everyone must not:

- engage in any unlawful activity with or in relation to a child
- engage in any activity that is likely to physically, sexually or emotionally harm a child
- unlawfully discriminate against any child or their family members
- initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves
- be alone with a child or young person unnecessarily and for more than a very short time
- develop any 'special' relationships with children that could be seen as favouritism
- give advice to children on matters that they are not professionally competent to give (negligent advice). Advice is to be limited to areas within the bounds of a staff members' own role and professional competence.

- disclose personal or sensitive information about a child, including images, without consent. Please refer to ASPA's Privacy Policy for more information.
- use inappropriate language in the presence of children, young people or their families
- engage in open discussions of a mature or adult nature in the presence of children
- work with children under the influence of alcohol or prohibited drugs
- smoke on any ASPA premises or hired venues or in the presence of children or their families
- ignore or disregard any suspected or disclosed child harm or abuse
- participate on social networking sites with children
- exchange personal contact details such as personal phone number or email address with students. Always copy the student's parent on an email about an ASPA-related activity
- do anything in contravention of ASPA's policies, procedures or this Code of Conduct

## Non-Compliance with this Code

Any staff member who becomes aware of possible non-compliance with this Code should immediately report this to their manager. Such reports will be treated confidentially to the extent possible, consistent with ASPA's obligation to deal with the matter openly and according to applicable laws.

Adherence to this Code and ASPA policies is a condition of employment at ASPA. Breaches of this Code will be subject to disciplinary action including termination of employment, if appropriate.

## Evaluation and Review

The Child Safe Code of Conduct will be reviewed by ASPA Directors and Senior Management Team every two years or if advised of legislative change.

Updated: November 2021

In all that we do we will live by our values

