

Photoplay Studios Conduct for a Child Safe Organisation

This code of conduct provides the minimum expected behaviour of all personnel within our organisation. Strategies to support our code of conduct include:

- *requiring all personnel to acknowledge and sign this code of conduct*
- *this code of conduct is published on our website, made widely available and communicated to all relevant personnel*

Caring for children and young people brings additional responsibilities for employees and volunteers of our organisation. All employees and volunteers of our organisation are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- sticking to Photoplay Studios Child Safe Environment policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone (this includes staff, volunteers, students, children, young people and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all your conduct with them
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activity
- being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them.

Employees and volunteers must not:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Breach of the Code of Conduct

If anyone acting on behalf of Photoplay Studios is found to be in breach of this Code of Conduct, they have their shifts suspended or cancelled.

I agree to abide by this code of conduct

Name:.....

Signature:..... **Date:**.....