

# CODE OF CONDUCT

The Academy: Policy



## Code of Conduct

The Australian Academy of Dance (The Academy) provides an open, safe and friendly environment for all children. This Code of Conduct outlines appropriate standards of behavior 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 staff on how best to support children and prevent or better manage difficult situations.

### Who does this policy apply to?

All staff members are required to comply with this policy and our Child Safety Policy. This includes:

Employees (casual or contractor) which include teachers, administration staff and Directors

Volunteers

Work experience students/interns

Any other individual in the organisation that may deal with children

#### Notes:

In this policy, the term 'staff member' relates to any person occupying the above role, regardless of their employment status with The Academy (whether they are independent contractors, volunteers, etc).

The term 'parents' applies to parents, carers and legal guardians of children at The Academy

Where children are in the care of The Academy, but in another venue (such as a theatre for a performance), they will also be protected by that venue's Child Safety Policy.

### Staff must:

- ✓ adhere to our Child Safety Policy and other related procedures
- ✓ take all reasonable steps to protect children from the risk of abuse 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 their conduct with children
- ✓ develop positive relationships with children and parents based on mutual trust and open communication
- ✓ be professional in their actions through use of language, presentation and manner
- ✓ respect the privacy of children and parents

- ✓ be aware of risks with communication and behaviour between staff and children
- ✓ be aware of risks with communication and behaviour between children
- ✓ aim to ensure children understand they are valued members of the class, concert, 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

### Staff 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 the Directors, as well as the child (if 15 years of age or older) and their parent, carer or legal guardian
- ✗ share personal information or photos of children on social media without the informed consent of the Directors, as well as the child (if 15 years of age or older) and parent, carer or legal guardian
- ✗ 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 when at performances or competitions (unless they are a designated supervisor, or approved to do so by a supervisor or relevant management)
- ✗ 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. All communication must be through the parent and in the first instance, via the Directors of The Academy

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