

Child Safe Code of Conduct

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This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps members and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations.

Scope

This Code of Conduct applies to all people involved in Lightbox Productions Inc's activities, including producers/directors, officials, volunteers and parents.

Policy Elements

All Lightbox Productions Inc staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other association policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way
- Treating those with disabilities equally and with respect.
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

Lightbox Productions Inc members and volunteers **MUST NOT:**

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary or inappropriate physical contact with children
- Do things of a personal nature that children can do for themselves, such as toileting or changing clothes

*This document was developed utilising and adapting content from:
Commission for Children and Young People (2015), A guide for creating a child safe organisation 2.0
State Government of Victoria, Department of Health & Human Services (2015) An overview of the Victorian child safe standards*

- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children without the express consent of their parents
- Have unauthorised contact with children and young people online or by phone.

Disciplinary actions

Any breach of this policy may result in immediate dismissal.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the Vice President, at vicepresident@lightboxau.com