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Code of Conduct

For working with children, young people and vulnerable people

Policy number:	20260003	**Version:**	1.2
Approved by:	St Martins Board of Directors	**Scheduled review date:**	20 October 2028

St Martins Youth Arts Centre takes a zero-tolerance approach to all forms of physical and sexual abuse, and it is a strict requirement that all staff, volunteers, contractors and visitors do not engage in any behaviours that are deemed unaccepted in this Code of Conduct and accompanying policies.

As an employee/volunteer/contractor at St Martins Youth Arts Centre, I undertake to:

- Conduct myself in a manner consistent with my position as a positive role model for children and young people, and as a representative of St Martins.
- Follow organisational policy and guidelines relating to the safety of children and vulnerable people as outlined in the Safeguarding Policy.
- Recognise that children and young people are vulnerable and use my influence and power in their best interests.
- Engage only in practices that are respectful of children and vulnerable people and in no way degrade, endanger, exploit, intimidate or harm them physically or psychologically.
- Ensure that my practices reflect consideration of the child's or young person's perspective and be sensitive to their reactions to my tone of voice and manner.
- Respect the cultural identity of all young people by making space for cultural and/or religious activities and beliefs. Address any racism should it occur. Inform participants of the general nature of project/workshop content. If content is potentially controversial, I will inform management staff and arrange a parental consent form (for those under 18 years) to be signed before the commencement of the project or workshop.
- Recognise that regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, all children and vulnerable people have equal rights to protection from abuse, harm, and discrimination.

- Recognise the increased vulnerabilities of children and vulnerable people who are First Nations, from culturally and linguistically diverse backgrounds, living with a disability, LGBTIQ+, and/or who are living in care or homeless. St Martins acknowledges the extra barriers that are faced by children and vulnerable people who may be from these backgrounds. St Martins is a culturally safe place for all children and vulnerable people where cultural identities are acknowledged and respected.
- Recognises the unique identities and experiences of First Nations people and actively create opportunities for expression of culture, understanding that this supports the wellbeing of First Nations children and young people. St Martins acknowledges the strength and history of First Nations culture verbally within our programs and commits to learning about the First Nations history of our site.
- Raise all concerns, issues and problems with Executive or Management staff as soon as possible (current staff members listed at stmartinsyouth.com.au/our-team). If a concern includes Executive or Management staff, I will contact a St Martins' Board member (current board members listed at stmartinsyouth.com.au/board) or use St Martins' anonymous online reporting form at https://forms.cloud.microsoft/r/eDcNy4z6FZ
- Arrive punctually at the time my supervision is to commence.
- Take prompt action to put an end to any dangerous or potentially dangerous behaviour.
- Consider the maturity and propensities of the young people involved and the nature of the environment, in assessing whether it is reasonable to leave a group (or small groups) unsupervised, and for how long.
- Ensure that I am acquainted with Emergency Evacuation Procedures.
- When working with participants, carry their Emergency Contact details, and details of other St Martins staff and Board members with me at all times.
- Avoid placing myself in situations where I am alone with a child or vulnerable person, unless the child or vulnerable person is otherwise endangered.
- In the case of non-collection of a child or young person after the conclusion of a scheduled activity, make all reasonable attempts to contact people on a member's Emergency Contact list. If attempts are unsuccessful, contact a supervising staff member from St Martins to determine whether to take the child or young person home or to the nearest police station.
- Ensure that any allegation or suspicion of abuse is taken seriously, recorded, reported and acted upon as per the Safeguarding Policy, which must be read in conjunction with this code of conduct.

CONTENT

Workshop leaders and project directors will inform participants of the general nature of project content. When possible, scripts will be available for perusal by participants (and parents/ guardians) prior to commencement of rehearsals. If content is potentially controversial, a parental consent form (for those under 18 years) will need to be signed at the commencement of the project/workshop.

Any performance or outing where St Martins will be hosting young people under the age of 18 to attend will follow these five steps:

1. A core staff member sights the work or reads the complete script
2. A core staff member liaises with the venue/producer to gain age-appropriate recommendations
3. A permission form outlines any sensitive material and warnings to parents at least one week before the outing
4. Where possible, artists talks or other scaffolding events will be arranged to debrief material 'in the moment'
5. A debrief of all sensitive performance/outcomes will take place in the next scheduled workshop immediately following.

I undertake **NOT** to engage in any of the following **UNACCEPTABLE BEHAVIOURS**:

- Rough physical games or 'horseplay'.
- Holding, kissing, cuddling or touching children or vulnerable people in an inappropriate and/or culturally insensitive way.
- Making sexually suggestive comments to a child, even as a joke.
- Make culturally insensitive comments to a child, even as a joke.
- Expose children to pornographic material.
- Doing things of a personal nature that a child can do for him/herself, such as changing clothes.
- Taking a child to my home or meeting them outside St Martins programmed activities.
- Engaging in grooming behaviours where actions are deliberately undertaken with the aim of lowering the inhibitions of a child or vulnerable person in preparation for sexual activity with the child or vulnerable person.
- Any other form of abusive and/or inappropriate behaviour

I **WILL** adhere to the behaviour and policies detailed in this Code of Conduct.

Signature:

Name:

Date: