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Child Safety Code of Conduct

1. Introduction

- 1.1 The purpose of this Code of Conduct is to:
- (a) promote child safety in all Shepparton Festival environments (including online environments);
 - (b) provide committee members, staff, contractors and volunteers (together, **Representatives**) with clear guidance on acceptable and unacceptable behaviours with children.

2. Scope

- 2.1 This Code of Conduct applies to all Representatives in connection with Shepparton Arts Festival Inc and/or its events.


3. Use, Possession and Supply of Alcohol or Drugs

- 3.1 Shepparton Arts Festival Inc has a zero-tolerance policy in relation to the consumption of drugs and/or alcohol when Representatives have responsibility for children.
- 3.2 Any illegal acts will be referred to the police.
- 3.3 Representatives must not:
- (a) use, possess, or be under the influence of alcohol while in the presence of or while supervising a child;
 - (b) use, possess, or be under the influence of illegal drugs while in the presence of or while supervising a child;
 - (c) provide or allow a child to consume alcohol or illegal drugs.

4. Communication with or about Children and Students

- 4.1 Representatives must refrain from contacting children by phone, email or electronic communications or social media unless strictly required for their role. This includes but is not limited to on social media platforms such as Facebook, Twitter, Snapchat and Instagram.
- 4.2 Where a child makes contact with a Representative other than in a professional capacity, the Representative should politely end the communication and refer it to Shepparton Arts Festival Inc management.
- 4.3 Representatives must:

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- (a) contact the police if a child is at immediate risk of abuse (telephone '000');
- (b) comply with the Child Safety Policy and Child Safety Disclosure Policy and Procedure, and report child safety concerns as soon as possible;
- (c) take all reasonable steps to protect children from abuse;
- (d) maintain a duty of care towards others involved in the Festival's programs and activities; and
- (e) establish and maintain a child-safe environment in the course of their duties and activities within the Shepparton Festival.

4.4 When communicating with or about children, Representatives must:


- (a) listen and respond to the views and concerns of children;
- (b) communicate with children in a professional, respectful, impartial and age appropriate manner, consistent with their role;
- (c) respect privacy and confidentiality when sharing information about children.

4.5 Representatives must not:

- (a) use their role to 'befriend' (or accept a friendship request from) any child via any social media platform (including Facebook, Twitter, Instagram and Snapchat);
- (b) engage in one-to-one communication (via any form of media) with a child;
- (c) exchange personal contact details such as phone number, social networking sites or email addresses with a child.
- (d) photograph or video any child without the express consent of the child, their parents, and Shepparton Arts Festival Inc management;
- (e) share images or videos of children on any social media platform whatsoever;
- (f) share images of any environment connected to their role and/or duties without the express consent of Shepparton Arts Festival Inc; and

using sexually suggestive language or discuss sexual activities with, or in the presence of, a child;

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- (g) speak to a child in a way that is or could be construed by any observer as harsh, threatening, intimidating, derogatory, demeaning, or humiliating.

4.6 Shepparton Arts Festival Inc reserves the right to request and gain access to any communications, be it via email, social media or any other form, as between a Representative and a child or student.

5. Sexual abuse

5.1 Any sexual act with or in the presence of a child, regardless of their age, by an adult, is a criminal offence, and will be reported in line with the Child Safety Disclosure Policy and Procedure.

5.2 It is unlawful for a Representative to engage in any sexual act with student or child, even if they agree. Sexual conduct, involving a person placed in a position of authority, whether consensual or not, may be exploitative.

5.3 If a student attempts to initiate an intimate relationship with a Representative, the Representative must actively discourage the approach, and inform Shepparton Arts Festival Inc management immediately.

6. Physical Contact with Children and Students


6.1 Shepparton Arts Festival Inc acknowledges that some physical contact may be appropriate in some aspects of its events based on the relationship that has been established with the child (such as high-fiving or calming a distressed child) provided that it does not create discomfort. However, Representatives must maintain professional physical boundaries in light of the child's age at all times. All physical contact must take place in a public space.

6.2 Representatives must maintain respectful, professional and age appropriate boundaries with children at all times.

6.3 Representatives must not:

- (a) initiate physical contact with a child that is unnecessary or against their wishes (unless necessary to prevent injury to the child or others)
- (b) engage in rough physical games with a child (e.g. roughhousing, tickling or wrestling);
- (c) engage in any sexual contact with or in the presence of a child (e.g. holding, massage, kissing, cuddling, or touching a child in an inappropriate and or/culturally insensitive way) including touching genitals, groin, breasts, or buttocks;
- (d) possess sexually explicit materials (magazines, cards, videos, films, clothing, etc.) in the presence of children;

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- (e) discriminate against any child, including because of age, gender identity, sex, race, religion, culture, sexuality, or disability;
- (f) engage in any activity with a child that is likely to physically or emotionally harm them;
- (g) show favouritism through the provision of gifts or inappropriate attention;
- (a) seek to meet with or contact children or students outside of Shepparton Festival events.

7. Use of Language

- 7.1 Language and tone of voice should be respectful and must not be harmful to children or students.
- 7.2 Representatives must not use language that is:
- (a) Discriminatory, sexist, racist or homophobic;
 - (b) Derogatory, belittling or negative;
 - (c) Intended to threaten, frighten or intimidate; and/or
 - (d) Profane (e.g. swearing).

8. Breach

- 8.1 A breach of this Code of Conduct may need to be reported to relevant authorities under the Child Safety Disclosure Policy and Procedure
- 8.2 A breach of this Code may also lead to disciplinary action, including and up to termination of employment and cessation of engagement with Shepparton Arts Festival Inc.


9. Review

- 9.1 This Code of Conduct applies to all Representatives throughout the duration of their involvement with Shepparton Festival.
- 9.2 The Committee of the Shepparton Arts Festival Inc will review this Code every two years. Representatives are essential stakeholders in the policy review process and will be encouraged to be actively involved.

Policy created date 4 May 2021

Next policy review date 4 May 2024

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10. Acknowledgements and Agreement

By signing this document, you confirm that you have read, understood and agreed to adhere to the guidelines, practices and policies stated in it.

I, _____ have read, understood and agree to this Policy. I further acknowledge the terms and conditions outlined in this document and agree to operate within the guidelines set out.

Representative Name: _____

Commencement date: ___ / ___ / ___

Signed: _____

Date: ___ / ___ / ___

11. Related policies, procedures and legislation

11.1 Child Safety Procedure

11.2 Child Safety Policy

11.3 Protection of Vulnerable Individuals Policy

12. Related legislation

12.1 *Crimes Act 1958* (Vic)

12.2 *Child Wellbeing and Safety Act 2005* (Vic)

12.3 *Children, Youth and Families Act 2005* (Vic)

12.4 Child Safe Standards Victoria

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