



CHILD SAFETY CODE OF CONDUCT

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CHILD SAFE CODE OF CONDUCT

All employees, workshop facilitators, volunteers, contractors, managers, and members of the Board of Management must observe the child safe principles and expectations encompassed in the Code of Conduct (Child Safe Environment) (the “Code”) and the “Child Safe Environment Policy” for appropriate behaviour towards and in the company of children (herein referred to as ‘individuals’).

This Code outlines appropriate standards of behaviour towards children for all individuals acting for or on behalf of The Mercury. A child is any person under 18 years of age. The Code serves to protect children, reduce any opportunities for abuse or harm to occur, and promote child safety both at The Mercury and in the community, we participate in. It provides guidance on how to best support children and how to avoid or better manage difficult situations. Where an individual breaches the Code, The Mercury may take disciplinary action, including in the case of serious breaches, summary dismissal or exclusion from The Mercury, or termination of contract.

The Mercury requires all individuals to comply with the behaviour expectations and boundaries detailed below and with the Child Safe Environment Policy.

Behaviour expectations

DO:

- Behave as a positive role model to children.
- Promote the safety, welfare and wellbeing of children.
- Be vigilant and proactive and take all reasonable steps to protect children from abuse and exploitation.
- Treat children with respect regardless of race, colour, gender, language, religion or other opinion, national, ethnic or social origin, property, disability, birth or other status.



- Provide supervision for children where appropriate based on their age and level of maturity.
- Comply with the Child Safe Environment Policy implemented by The Mercury with respect to child safety and protection.
- Promote the safety, participation and empowerment of all children with appropriate consideration of children of a cultural or linguistically diverse background, Aboriginal or Torres Strait Islander children and children with a disability or medical condition.
- Use positive and affirming language toward children.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all children to interact, learn, socialise and “have a say”.
- Intervene when children are engaging in inappropriate behaviour towards others, including bullying or acting in a humiliating or vilifying way.
- Report any breaches of this Code of Conduct to management of The Mercury.
- Use computers, mobile phones, video cameras, cameras and social media appropriately, and never exploit or harass children or access child exploitation material through any medium.
- Report concerns about child safety to management of The Mercury and ensure that legal obligations to report allegations externally are met (where relevant).
- Where any allegation of child abuse/exploitation is made, ensure as quickly as possible that the child involved is safe.
- Call the Police on 000 if there are immediate concerns for a child’s safety. Further, contact management of The Mercury and inform them of the allegations, incident or concern.
- Respect the privacy of children and their families and only disclose information to people who have a need to know.
- Immediately advise management of The Mercury if you are investigated for, charged with or convicted of a child sex offence in Australia or any other

jurisdiction and/or if you become (or may become) ineligible to work with children because of a criminal conviction or other relevant finding (e.g. an intervention order in relation to children or young people).

- Ensure that when photographing or filming a child or when using children's images, you:
 - Assess and endeavour to comply with local traditions or restrictions on reproducing personal images before photographing or filming a child;
 - Before photographing or filming a child, obtain informed consent from the child, (via the school) and where appropriate their parent or guardian (based on the child's age and level of maturity and for all children under 16 years). You must also explain how the photograph or film will be used;
 - Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
 - Ensure images are honest representations of the context and facts; and
 - Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form, except where you have the informed consent of the child and, where appropriate, the parent or guardian of the child (based on the child's age and level of maturity and for all children under 16 years). Refer to the *Create SA Working with Children in Art Protocols* for further information.

DO NOT

- Do not engage in or use language or behaviour, or expose children to behaviour that is inappropriate, discriminatory, prejudicial or oppressive, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.



- Do not have one on one discussions with a child in a locked/closed space.
- Do not engage in discussions that are not age appropriate in the presence of children.
- Do not engage children under the age of 18 in any form sexual activity, including facilitating or paying for sexual services or acts. This includes making sexually suggestive comments and sharing sexually suggestive material.
- Do not engage in inappropriate or unnecessary physical contact or behaviours including actions of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Do not engage in any form of physical violence or corporal punishment, towards a child including inappropriately rough physical play.
- Do not engage in any form of behaviour that has the potential to cause a child serious emotional or psychological harm.
- Do not develop relationships with a child that could be seen as favouritism or grooming.
- Do not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
- Do not take or publish (including online) photos, movies or recording of a child without the child's informed consent, and where appropriate based on the age and maturity of the child (and in all cases where the child is under 16 years) that of the parent or guardian of the child.
- Do not post online any information about a child that may reveal their identity such as their full name, age, email address, telephone number, residence, or details of a club or group they may attend without the child's informed consent, and where appropriate based on the age and maturity of the child (and in all cases where the child is under 16 years) that of the parent or guardian of the child.
- Do not ignore or disregard any suspected or disclosed child abuse/exploitation.



Reporting concerns

- By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to
 - management of The Mercury
 - Child Abuse Report Line 131478