

DANCE NETWORK

Code of Conduct

Staff & Volunteers

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Purpose

This Code of Conduct applies to all staff and volunteers engaged by Dance Network. All are required to observe child safe principles, expectations, and behaviours towards and in the company of children as noted below including:

- Staff, contractors & sub-contractors including:
 - leadership and management roles
 - administration
 - instructors and workshop facilitators
 - production and venue personnel (stage management, chaperones, technical crew, ushers, etc.)
- volunteers
- any other individual engaged by the organisation that may deal with children approved by Dance Network

(Note: In this Policy, the term “**Staff & Volunteers**” is used to cover all persons occupying any position listed above.)

Commitment to Child Safety

Dance Network is strongly committed to the safety and well-being of all children that interact with our organisation by creating and maintaining a child safe environment. The organisation aims to create a child safe and child-friendly environment where children feel safe, respected, valued and protected from harm. We strive to maintain up to date with the best practice and will review and implement changes with the organisation where required.

We condemn all forms of child abuse, exploitation of children and discrimination against children. Dance Network is committed to creating and maintaining an environment that promotes safety for people involved in our programs, including all children. Dance Network strives to adhere to all child safety standards set by the Victorian government. All Dance Network Staff & Volunteers are responsible for promoting the safety, wellbeing and empowerment of children and young people.

Code of Conduct Agreement

All Dance Network Staff & Volunteers are to conduct themselves in a professional manner at all time when dealing with others. They are also responsible for promoting the safety and wellbeing of children and young people. Staff & Volunteers must agree to adhering to the below standards of behaviour:

I WILL

- Adhere to all relevant Australian and Victorian legislation
- Adhere to all of Dance Network's organisational policies and procedures
- Take all reasonable steps to ensure Child Safety including, but not limited to:
 - o Adhering to Dance Networks' Child Safety Policy
 - o Raising concerns with the Child Safety Officer if risks to child safety are identified in any of the activities, facilities, structures, procedures or staffing practices at Dance Network
 - o Report any concern, allegation, disclosure or observation of child abuse to the relevant person or authority as outlined in Dance Networks' Reporting Procedure and in line with mandatory reporting requirements, including the Reportable Conduct Scheme
 - o Respect the privacy of children and their families by keeping all information regarding Child Protection concerns confidential, only discussing information with the relevant people to follow reporting procedure
 - o Work with children in an open and transparent way – other adults should always know about the work being done with children
 - o Observe professional boundaries with children at all times, including when seeing a child from Dance Network outside of the workplace
- When dealing with others – including other Staff & Volunteers, families (including legal guardians and carers), children and young people:
 - o Treat all with fairness and respect - regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status.
 - o Listen to and value all ideas and opinions
 - o Welcome all others by being inclusive
 - o Actively promote cultural safety and inclusion
 - o Listen to others and respond to them appropriately, in a respectful manner
- As a representative of Dance Network, conduct myself in a manner consistent with the organisation's values
- Deal honestly and in good faith with those internal and external to our organisation
- Raise any concerns around policies and procedures with the Owner & Principle
- Advise the Owner & Principle of any Conflicts of Interest
- Report and act on any behavioural complaints, concerns or observed breaches regarding this Code of Conduct

I WILL NOT

- Compromise Child Safety by:
 - o Seeking to use children in any way to meet the needs of adults
 - o Ignoring or disregarding any concerns, suspicions or disclosures of child abuse
 - o Exaggerating or trivialising child abuse issues
 - o Engaging in rough physical games with children
 - o Initiating unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
 - o Developing 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
 - o Exchanging personal contact details such as phone numbers, social networking details or email addresses with children, unless approved by parent/guardian and Dance Network Owner & Principle. Any approved contact of this nature is to be transparent and to be for work purposes only (eg. scheduling, sharing of learning materials).
 - o Have unauthorised contact with children and young people online, on social media or by phone

- When dealing with others – including other Staff & Volunteers, families (including legal guardians and carers), children and young people:
 - o Condone or participate in behaviour with others that is illegal, unsafe or abusive
 - o Use hurtful, discriminatory or offensive behaviour or language
 - o Discriminate on the basis of age, sex, gender identity, race, culture or sexual orientation
- Ignore any potential safety risks at the Studio
- Undertake duties after having used illegal drugs or alcohol, or where previous use may impact on the ability to undertake duties, or may affect the safety of others

Communication and reviewing the Code of Conduct

This Code of Conduct will be made known, and ways to obtain copies advised, on the Dance Networks' website and hardcopies available upon request.

The Code of Conduct will be reviewed annually with staff, volunteers and feedback from Dance Network families and aligned with the government child safety policy or updated with changes set by legislation.

Non-compliance with the Code of Conduct

Dance Network will enforce this Code of Conduct. Following any non-compliance we will instigate a review that may result in restriction of duties, suspension or termination of employment or other corrective action.

If you believe a child is at immediate risk of abuse, for example is being threatened or assaulted at or near Dance Network studio, phone 000.

I have read this Code of Conduct and agree to abide by it at all times.

Name _____

Signature _____ Date / /

Name of Owner/Principle _____

Signature _____ Date / /