

MUSIC THEATRE MELBOURNE PTY LTD CODE OF CONDUCT

All paid and unpaid staff, including volunteers, interns or trainees of MUSIC THEATRE MELBOURNE PTY LTD (hereinafter referred to as MTM) are responsible for the safety and wellbeing of children and young people who engage with the MTM. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I will:

- Act in accordance with the MTM's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in the MTM.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to MTM's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by the MTM's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with the MTM's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by relevant legislation and by the MTM's policy and procedure on internal and external reporting.
- Comply with the MTM's protocols on communicating with children.
 - Comply with relevant legislation and the MTM's policies and procedures on record keeping and information sharing.

<p>I will NOT:</p>	<ul style="list-style-type: none"> • Engage in any unlawful activity with or in relation to a child. • Engage in any activity that is likely to physically, sexually or emotionally harm a child. • Unlawfully discriminate against any child or their family members. • <p>Be alone with a child unnecessarily.</p> <ul style="list-style-type: none"> • Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the MTM's activities. • Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by the MTM's policy and procedure on reporting. • Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material. • Work with children while under the influence of alcohol or prohibited drugs. • Ignore or disregard any suspected or disclosed child harm or abuse.
<p>If I think this Code of Conduct has been breached by another person in the MTM I will:</p>	<ul style="list-style-type: none"> • Act to prioritise the best interests of children. • Take actions promptly to ensure that children are safe. • Promptly report any concerns to my manager, the MTM's Child Safety Officer, the Chief Executive Officer or another manager or leader in the MTM. • Follow the MTM's policies and procedures for receiving and responding to complaints and concerns. • Comply with legislative requirements on reporting if relevant, and with the MTM's policy and procedure on internal and external reporting.
<p>I agree to abide by this Code of Conduct during my employment with the MTM.</p> <p>I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with the MTM.</p>	<p>..... Signature</p> <p>..... Full Name</p> <p>..... Date</p>