

Child Safety and Wellbeing Code of Conduct

This Code of Conduct applies to all staff, contractors, musicians, performers, volunteers, Board members, children and other individuals involved in Melbourne Chamber Orchestra's (MCO) child-facing activities.

All staff, contractors, musicians, performers, volunteers and Board members of MCO are responsible for the safety and wellbeing of children and young people who engage with MCO. All of these individuals 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.

MCO staff, contractors, musicians, performers, volunteers, Board members, interns or trainees will:

- Act in accordance with MCO 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 their dealings with children.
- 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 MCO's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by MCO's risk assessment, policies and procedures.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with MCO's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by the *Child Wellbeing and Safety Act 2005* and by MCO's policy and procedure on internal and external reporting.
- Comply with MCO's protocols on communicating with children.
- Comply with *Child Wellbeing and Safety Act 2005* and MCO's policies and procedures on record keeping and information sharing.

MCO staff, contractors, musicians, performers, volunteers, Board members, interns or trainees will not:

- 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.
- Be alone with a child unnecessarily.

- Arrange personal contact, including online contact, with children they are working with for a purpose unrelated to MCO'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 required to do so by MCO'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.

In the event that a staff member, contractors, musician, performer, volunteer or Board member, thinks this Code of Conduct has been breached by another person in MCO, they will immediately:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to MCO's Chief Executive Officer or another manager or leader in MCO.
- Follow MCO's policies and procedures for receiving and responding to complaints and concerns.
- Comply with *Child Wellbeing and Safety Act 2005* requirements in reporting if relevant, and with MCO's policy and procedure on internal and external reporting.