



Code of Conduct

Employees of Jump StART have an on-going responsibility to modify our behaviour to conform to social and situational expectations.

As Artists who work with young people, we have obligations imposed by legislation and by the unique relationship that we have with our participants in a creative environment.

The nature of creative work requires the application of certain principles to ensure that experiences are positive, affirming, and where appropriate, educational. To create such an environment we need to acknowledge the diversity of our backgrounds and be sensitive to the needs and expectations of participants and co-workers.

As people who work in the creative and performing arts we are perceived as role models by the communities in which we work and by the participants with whom we interact. As such we hold a trust and responsibility to provide positive examples in our professional and personal behaviour to all with whom we come in contact in the course of our work.

We must ensure that our behaviour both verbal and non-verbal, does not (in fact or perception) offend, humiliate, intimidate, discriminate or vilify. Due care and courtesy should always be extended to those we work with regardless of age.

It is the reaction of the other party and how our behaviour is perceived that determines whether an action is unsuitable. In most cases co-workers will inform you through language, verbal and non-verbal, if they feel a particular behaviour is unacceptable. What is important to consider is that when dealing with participants and colleagues who are in a less senior role, they may not feel that they have the authority to ask you modify your behaviour.

All employees of Jump StART must comply with the following values and conduct standards which require employees to:

- behave honestly and with integrity;
- act with care and diligence, particularly when interacting with young people involved in Jump StART programs;
- treat everyone with respect and courtesy;
- comply with all applicable Australian laws, including *Occupational, Health & Safety* legislation and *Commission for Children and Young People Act, 1998*;
- not consume alcohol or illicit drugs, while on the premises or prior to arrival at work or work related functions;
- not smoke in the venues or within 7 metres of entrance to the venues;
- not provide false or misleading information in response to a request for information;
- comply with any lawful and reasonable direction given by a supervisor who has authority to give the direction;
- maintain appropriate confidentiality of company and participant information;
- disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in the course of their employment;
- use Jump StART resources in a proper manner;

- not make improper use of inside information, or their positions, status, power or authority in order to gain, or seek to gain, a benefit or advantage for themselves or any other person;
- at all times behave in a way that upholds the integrity and good reputation of Jump StART.

Further details on specific behaviour which involves higher standards of conduct due to Jump StART's work with young people are outlined below:

LANGUAGE

Language use should be appropriate to the age group you are working with. While many young people and professional artists swear, remember not all do. We expect all professional artists to monitor their language and ensure that they never use bad language in an attempt to ingratiate themselves with young people.

There must be an awareness of the sensitivity of appropriate language including but not limited to blasphemy and swearing around young people and at work generally.

Anti-discrimination legislation uses the following criteria: [words] should not be used where a reasonable person, having regard of all circumstances, would anticipate that the listener(s) might be offended, humiliated or intimidated.

DISCRIMINATION & VILIFICATION

No employee, participants or other person should be discriminated against or vilified due to their race, colour, gender, sexual orientation, language, religion, social origin, political or other opinion or disability.

Nor should any employee, participant or other person cause, instruct, induce, incite, aid or permit any hatred toward, serious contempt for, severe ridicule, of either by means of physical or verbal harm their fellow employee, participant or other person.

BEHAVIOR

Working with young people requires establishing trust, clear communication and a safe space to share ideas and take creative risks. In meeting these objectives the actions of tutors must at all times be accountable and professional. Employees must not:

- ignore or disregard any concerns, suspicions, or disclosures of child abuse – report any suspicions to Jump StART management who will assist with the mandatory reporting requirements
- show overly familiar physical affection towards children or any unnecessary physical contact with children
- marginalise or exclude specific children
- show favouritism towards specific children such as the offering of gifts, special thanks, special treatment or inappropriate attention
- enter children's dressing rooms (unless they are a designated supervisor, or approved to do so by the relevant management)
- close doors in rooms where children are present, unless children need privacy to dress

- do things of a personal nature for children that they are able to do for themselves, such as assisting with going to the toilet or dressing
- develop any 'special' relationships with children outside of the professional relationship or arrange contact with children outside of work obligations
- have unauthorised contact with children online or by phone

CONFIDENTIALITY

In the course of interaction with participants and co-workers you will come into contact with personal information that is required to be collected. Some examples of this information are, but are not limited to:

- phone numbers, email and physical addresses;
- any other information of a personal nature – for example in relation to family background, race, creed or financial status;
- medical history or medical conditions;
- any information about the working practices or company policies.

This information is not to be disclosed to any third party without prior consent.

Employees should note particularly that in certain circumstances, the disclosure of personal information regarding a young participant in ATYP’s programs to third parties without a parent or guardian’s consent may lead to harm to the young person concerned. The utmost caution should be used in handling, storing and dissemination of all information.

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(print name)

.....
(signature)