

Child Safe Code of Conduct: One Day Studios

Child abuse and harm will not be tolerated at One Day Studios.

One Day Studios is committed to providing a creative space for children and young people where they can make, create, experiment and experience creative activities in an environment that is both safe and fun.

All staff, volunteers, peers and contractors are responsible for promoting the safety, wellbeing and empowerment of children and young people engaging in Studio activities. Child safety is a priority. The prevention and reporting of abuse is supported and encouraged.

This code describes the expectations of how staff, volunteers, contractors and participants at One Day Studio should behave.

The code identifies positive child safe behaviours that we expect, and identifies behaviours that we consider unacceptable, and are not permitted at One Day Studios.

Not following the standards is a breach of this Code of Conduct, and may result in disciplinary action.

All One Day Studios staff, volunteers, contractors and students must always follow these standards of behaviour. This Code also covers activities which may be conducted off-site or online.

I WILL:

- treat all children and young people with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristics
- take all reasonable steps to protect children from abuse
- take disclosures of harm or abuse made by a child seriously
- raise concerns with management if risks to child safety are identified.
- report and act on any concerns or observed breaches of this Code of Conduct
- participate in all compulsory training and professional development including training on child safety and wellbeing
- consider the different needs of all children at One Day Studios, support them to participate fully in programs and help them and their families feel included
- make Aboriginal children and families feel included and welcome at One Day Studios and support Aboriginal children to express their culture and enjoy their cultural rights
- help One Day Studios be a place where people of all cultures feel safe and included
- listen to children and respond to them if they feel unsafe, and value children and young people's ideas and opinions
- promote friendships and encourage children and young people to support their peers
- involve children and young people in decisions about the activities they participate in at One Day Studios and welcome the participation of parents and carers in these decisions
- report any conflicts of interest I have (such as an outside relationship with a child) that may affect my ability to perform my role
- respect the privacy of children and their families, including keeping all personal information confidential unless required by law to share it

- inform parents and carers if there are situations that need to be safely managed but are outside the boundaries of this Code of Conduct (such as driving a child to a performance or competition or undertaking one-on-one training sessions)
- ensure breaches of this Code are reported to our Child Safety Officer immediately
- comply with all relevant Australian and Victorian legislation and our child safe policies and procedures
- uphold the rights of the child and always prioritise their needs.

I WILL NOT:

- condone or participate in illegal, unsafe, abusive or harmful behaviour towards children – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- exaggerate or trivialise child abuse issues
- use hurtful or offensive behaviour or language with children
- fail to report information to police if I know a child has been abused
- touch children in a way that is unnecessary or unsuitable and falls outside what is reasonable to teach performing arts or otherwise engage in the activities of One Day Studios
- persistently criticise and/or denigrate a child
- deliberately prevent a child from forming friendships
- verbally assault a child or create a climate of fear
- offer children and young people alcohol, cigarettes or other drugs
- show children pornographic images
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as changing clothes
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or unnecessary or unsuitable attention
- have unauthorised contact with children and young people online, on social media or by phone
- take photographs, screenshots or share images of children involved in activities that are not authorised by One Day Studios or by the subject of the photograph.
- be alone with a child when there is no professional reason for doing so
- engage in babysitting, mentoring and/or tutoring a child out of work hours (without managerial approval for this kind of secondary employment)

If I suspect that this Code of Conduct has been breached by another person in the organisation, I WILL:

1. Act to prioritise the best interests of the child or children
2. Promptly take actions to ensure the child or children are safe
3. Report the incident or concerns using the One Day Studios complaints process
4. Maintain the privacy of those involved, following One Day Studios record keeping, privacy and information sharing guidelines.

Complaints about a breach of this Code of Conduct must be reported to the Studio Manager. Report in person, Email admin@onedaystudios.org.au or phone 0402 875 727.

Some breaches of this Code of Conduct may need to be reported to the Victorian Police, or to the Commission for Children and Young People. Our Complaint Handling Policy provides more information about our reporting obligations to external authorities as well as describing protections and confidentiality provisions for anyone making a report. The policy can be found by asking at the front desk.

Staff and volunteers who breach our Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternative role, suspension or termination from the organisation.

PLEASE NOTE:

If any person in a position of authority within our organisation becomes aware of a substantial risk that a child may become the victim of a sexual offence committed by an adult associated with the organisation (for example, an employee, contractor or volunteer), and they have the power or responsibility to reduce or remove the risk, then they must take all reasonable steps to do so. A person in authority who negligently fails to take appropriate action to address the risk may be charged with the criminal offence of 'failing to protect' and may face a term of imprisonment.

If an adult reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report it to Victoria Police by calling 000 or going to their local police station. Failure to disclose the information may be a criminal offence.



I have read this Code of Conduct and agree to abide by its terms.

Signature: _____

Name: _____

Position/Role: _____

Date: _____

DOCUMENT CONTROL
Date: Last reviewed: 19th September 2025
Next review date: 13/09/2026
Document Version: 1.1
Document Template/References: https://ccyp.vic.gov.au/resources/child-safe-standards/#TOC-6
Responsible officer: Studio Manager, Committee Secretary

References or Associated Documents:

Commission for Children and Young People **Steps to develop or update your Code of Conduct**
One Day Studios Child Safety and Wellbeing Policy
One Day Studio Complaints Handling Procedure