



Australian Institute of Magic (including *Melbourne Magic Festival*) Child Safe: Code of Conduct - Employees

The Australian Institute of Magic (including Melbourne Magic Festival) provides an open, safe and friendly environment for all children. This Code of Conduct outlines appropriate standards of behaviour by adults toward children.

The Code of Conduct aims to protect children and reduce any possibility that abuse or harm could occur. It provides guidance to employees on how best to support children and prevent or better manage difficult situations.

Scope

All employees are required to comply with the Code of Conduct. This policy applies to any adult person (over the age of 18) when engaged directly by the Australian Institute of Magic (including Melbourne Magic Festival and other events or initiatives) that may work or interact with children at any time including:

- employees (permanent and casual): leadership and management roles, administration, education instructors and workshop facilitators, production and venue personnel (producers, magicians and performers, stage management, supervisors, technical crew, ushers, etc.)
- volunteers
- contractors and sub-contractors
- work experience students/interns
- any other individual in the organisation that may deal with children

Note:

In this policy, the term “employee” is used to cover all persons occupying any position listed above.

In this policy, AIM (including MMF) refers to the Australian Institute of Magic and includes the Melbourne Magic Festival and other events or initiatives of AIM.

“A child” includes children and young people up to the age of 18 (unless otherwise specified).

Please Note:

Independent Producers who participate in events such as Melbourne Magic Festival are responsible for their own, and for their employees’ or persons’ involved in their show/workshop/event, adherence to the requirements concerning Child Safety and other legislative requirements.

All producers are required to have read this Code of Conduct and the Child Safe Policy and are strongly encouraged to use and follow its guidelines.

The leadership of AIM and MMF take seriously any Breach of this Code of Conduct and any lack of care, abuse or suspected abuse of children and/or young people, and this will result in review and investigation if it occurs at any AIM (including MMF) led event or initiative.

This investigation may result in possible termination of the producers/performers/technical crew/employee/ participants continued participation in the current Melbourne Magic Festival or event/initiative or future Melbourne Magic Festivals or events/initiatives, alongside notification and reporting to relevant authorities if required.

AIM (including MMF)'s employees are responsible for promoting the safety and well-being of children by complying with the following:

- adhere to our child safe policies and procedures
- take all reasonable steps to protect children from the risk of abuse and neglect including:
 - Physical abuse: purposefully injuring or threatening to injure a child
 - Emotional abuse: an attack on a child's self-esteem e.g. through bullying, threatening, ridiculing, intimidating or isolating the child
 - Sexual abuse: any sexual act or sexual threat imposed upon a child
 - Neglect: harming a child by failing to provide basic physical or emotional necessities.
- treat all children with dignity, equality and respect
- listen to and value the ideas and opinions of children
- act as a positive role model in your conduct with children
- develop positive relationships with children and parents (including carers and legal guardians) based on mutual trust and open communication
- be professional in your actions through your use of language, presentation and manner
- respect the privacy of children and parents (including carers and legal guardians), and only disclose information to people who have a need to know
- be aware of risks with communication and behaviour between employees and children (including online and mobile)
- be aware of risks with communication and behaviour between children (including online and mobile)
- aim to ensure children understand they are valued members of the production, program, audience or other experience
- acknowledge the uniqueness and potential of all children, in recognition that enjoying their childhood without undue pressure is important
- if by chance any children are found unsupervised, direct and accompany children to their supervisor or relevant management immediately
- report any breaches of these standards of behaviour to the Child Safety Officer or relevant management promptly

AIM (including MMF) employees MUST NOT:

- discriminate against any child because of age, gender (including transgender status), cultural background, religion, vulnerability, disability or sexuality
- engage in behaviour that is intended to shame, humiliate, oppress, belittle or degrade children
- engage in any activity with a child that is likely to physically or emotionally harm them
- take photos or video of children without permission of the child (if 15 years of age or older) and their parent, carer or legal guardian, and relevant management
- share personal information or photos of children on social media without the informed consent of the child (if 15 years of age or older) and parent, carer or legal guardian, and relevant management
- work with children while under the influence of alcohol or illicit drugs
- ignore or disregard any concerns, suspicions, or disclosures of child abuse
- 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



- subject children to any form of physical punishment, social isolation, immobilisation or any other conduct likely to humiliate or frighten children
- enter children’s dressing rooms (unless they are a designated supervisor, or approved to do so by a supervisor or relevant management)
- allow children to enter an adult’s dressing room or crew areas, unless accompanied by their supervisor and approval has been granted by those in the dressing room
- close doors in rooms where children are present, unless children need privacy to dress
- allow children to (un)dress with others around (dressing should take place in private)
- 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
- gossip in the presence of children
- distress a child for the purpose of eliciting a dramatic reaction
- 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

AIM (including MMF)’s designated Supervisors are required to comply with the following in addition to the above Code of Conduct:

- Supervisors should be with children (under 15 years) at all times whilst they are in the care of our organisation. Children should not be left without direct supervision by a designated supervisor at any time.
- No employees, other than designated supervisors, should be alone with children (under 15 years) at any time, and at no time should non-designated employees be placed in a circumstance where they are required to supervise children. If by chance any children are found unsupervised, employees should direct and accompany children to their supervisor or relevant management immediately.
- Supervisors are expected to build a mutually respectful, professional relationship with all children in their care.
- The emotions and well-being of children should be checked periodically by supervisors to ensure their comfort and competence for the tasks assigned. If any of the children become distressed, withdrawn or overwhelmed for whatever reason the child should be given the opportunity to watch proceedings or compose themselves in private. Any concerns regarding the welfare of children are to be conveyed to management without delay.
- Supervisors should appropriately guide children towards positive and responsible behaviour. Children should be made clearly aware of the guidelines and rules established on appropriate behaviour in order for them to act accordingly, and supervisors should monitor adherence and appropriately reinforce limit setting.
- Supervisors should report inappropriate behaviour by any child to relevant management if the child does not respond to appropriate requests to improve behaviour.

Please note that for MMF Gala’s the Gala Producer will assume the Supervisors Role, or arrange a suitable delegate (informing the Child Safe Officer if this is to occur).

All complaints or reports of conduct not keeping with this Code will be pursued in accordance with the organisation’s Complaints and Reporting Procedure, including means to take disciplinary action if necessary.

Please sign the Final Page, or the Record Sheet to acknowledge that you have read this Code of Conduct and agree to abide by it at all times.

Prepared September 2018 based on at template prepared by *Live Performances Australia*



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www.AustralianInstituteofMagic.org



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

Name: _____

Signature: _____

Date: _____

Name of Manager/Witness: _____

Signature: _____

Date: _____

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