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# Real World Technology Solutions

## Code of Conduct – Employees

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*Real World Technology Solutions 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.*

### 1. Scope

*All employees are required to comply with this Code of Conduct. This includes any adult (18 years or older) engaged by Real World Technology Solutions that may work directly with or around children including:*

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

*(Note: In this Code, the term “employee” is used to cover all persons occupying any position listed above.)*

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

### 2. Your responsibilities

*Real World Technology Solutions’s employees are responsible for promoting the safety and wellbeing of children by:*

- adhering to our child safe policies and procedures
- taking 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

- exposure to family violence: behaviour by a person towards a family member that may include physical violence or threats, verbal abuse, emotional or psychological abuse, sexual abuse, financial and social abuse
- grooming: preparing a child for the act of a sexual activity
- treating all children with dignity, equality and respect
- listening to and valuing the ideas and opinions of children
- acting as a positive role model in your conduct with children
- developing positive relationships with children and parents/carers based on mutual trust and open communication
- being professional in your actions through your use of language, presentation and manner
- respecting the privacy of children and parents/carers, and only disclosing information to people who have a need to know
- being aware of risks with communication and behaviour between employees and children (including online and mobile)
- being aware of risks with communication and behaviour between children (including online and mobile)
- aiming to ensure children understand they are valued members of the production, program, audience or other experience
- acknowledging 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, directing and accompanying them to their supervisor or relevant management immediately
- reporting any breaches of these standards of behaviour to the Child Safety Officer or relevant management promptly.

*Real World Technology Solutions 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 videos of children without the explicit permission from the client and/or child as is relevant
- share personal information or images of children on social media without informed consent from the child (if 15 years of age or older), parent/carer 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 crew areas unless accompanied by their supervisor
- allow children to enter an adult’s dressing room, unless accompanied by their supervisor and approval has been granted by those in the dressing room and management
- 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
- discuss topics with adult/mature themes in front of children.

*All complaints or reports of conduct not keeping with this Code will be pursued in accordance with Real World Technology Solutions’s Child Safe Reporting Procedure, including means to take disciplinary action if necessary.*

### **3. Additional guidance on professional conduct**

*This Code of Conduct applies to physical, virtual and online environments. In circumstances where the risk of unsafe conduct is increased or children may be particularly vulnerable, employees are required to act with an increased sense of professionalism and model the Code of Conduct’s professional boundaries and expectations.*

#### **Bathrooms/dressing room procedures**

*Real World Technology Solutions’ procedures for supervising and monitoring children and young people’s use of a bathroom whilst in Real World Technology Solutions’ care or activity include:*

- Employees and stakeholders should not use the bathroom at the same time as children and young people.
- Children and young people not using the bathroom should wait outside of the bathroom with staff members/stakeholders.
- If children and young people are getting changed outside of the bathroom/dressing room in a communal space, ensure adequate privacy (keeping genders separate, ensuring adults of the same gender supervise etc).
- Minimise children and young people of different ages using the bathroom at the same time, where appropriate (i.e. a four-year-old and 16-year-old).
- If assisting children and young people in a toilet stall, the staff member/stakeholder should seek assistance from the child’s parent/carer first. If unavailable, the door to the stall must be kept open.
- Require children and young people to ask permission to use the bathroom.
- If using a public bathroom, require all staff/stakeholders to check the facility prior to allowing the child to enter, and require the Supervisor to remain within the general bathroom area while the child is in the cubicle.

- Ensure staff and stakeholders know and understand the risks that bathroom times may create for sexual or physical abuse, or the recruitment of one another (peer to peer or by an adult) into situation of exploitation.

### **Engaging with children in a one-on-one setting**

*There are various circumstances in which an employee may work with a child or young person in a one-on-one setting. These include but are not limited to:*

- conducting a solo performance or assessment
- engaging with a child or young person online for purposes of a makeup lesson or performance
- one-on-one coaching
- putting on a child's makeup
- attaching microphones or audio equipment to a child
- assisting a child to get dressed in costume.

*Working with children and young people in a one-on-one setting should only occur where there is a wellbeing or health reason to do so. For example, a child/young person who suffers from anxiety when performing in front of others may conduct their performance with a single teacher. Where such circumstances occur, employees should:*

- operate where there is a line of sight to other adults and young people (e.g. keeping the door open, operating in a room that has clear windows, etc); and
- seek guidance from their line manager regarding the appropriateness and necessity to operate one-on-one with a child/young person.

*Employees should also seek guidance from a Child Safety Officer when considering removing a child or young person from their ordinary course of work/activities.*

### **Contact outside of the organisation**

*Employees including third-party contractors, such as performers, must not arrange social activities or engage with children and young people outside of the organisation (including via online means such as social media).*

*Employees must also not engage in relationships with former children and young people (who are now adults) who are affiliated with Real World Technology Solutions until at least 12 months after either party leaves the organisation.*

*In instances where children and young people contact employees (including third-party contractors, such as performers, via social media or other means), employees should not respond to the child/young person and report the information to Real World Technology Solutions' Child Safety Officer.*

## **4. Breaches of the Code**

*All employees are required to report any breaches of this Code to Real World Technology Solutions' Child Safety Officer. In instances where an allegation of child abuse has been made, the matter will be managed in accordance with Real World Technology Solutions's Child Safe Policy and Child Safe Reporting Procedure.*

*Employees who breach this Code may be subject to disciplinary action up to and including termination of employment. Real World Technology Solutions may also conduct an investigation and will report serious instances of child abuse to child protection authorities and/or the police.*

## 5. Review

*This Code of Conduct was approved on 4<sup>th</sup> December 2023 and last reviewed 4<sup>th</sup> December 2024.*

## 6. Acknowledgement

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

*Signature* \_\_\_\_\_

*Name* \_\_\_\_\_

*Date* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Name of Manager/Witness* \_\_\_\_\_

*Date* \_\_\_\_\_