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| Office of the Children’s Guardian | |  |
| Child Safe Code of Conduct | |  |
| Children’s employment in the entertainment, modelling and photographic industries | | |
| December 2023 | www.ocg.nsw.gov.au | |

# Why employers need a Child Safe Code of Conduct

Children and young people make an important contribution to the entertainment, modelling and photographic industries. Employers in these industries have a responsibility to protect the safety and wellbeing of the children they work with.

Under the [Children’s Guardian Regulation 2022](https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2022-0122) authorised employers must develop a Child Safe Code of Conduct.

The Child Safe Code of Conduct outlines the minimum expected behaviours between workers and children in that organisation as part of its commitment to creating safe environments.

The employer must provide a copy of their Child Safe Code of Conduct to each employee, including self-employed persons, contractors, sub-contractors and volunteers. The parent of the child must also be given a copy of the Child Safe Code of Conduct so they can explain it to their child.

The employer must do this before the child or their parent is employed or has any contact with other child employees.

# What is in a Child Safe Code of Conduct

Every organisation and employment situation is different, so employers will need to adapt their Child Safe Code of Conduct to reflect their current operations and to ensure it is clear and easily understood.

The Child Safe Code of Conduct should include appropriate behaviours for employees and those which are not appropriate or need to be reported. Strategies to support your Child Safe Code of Conduct could include:

* publishing, displaying, and communicating about the Child Safe Code of Conduct
* requiring employees to read, date and sign the document (to be stored in personnel files)
* how you will respond and report any breaches of the Code of Conduct.

Employers should review their Child Safe Code of Conduct regularly to ensure it remains current and relevant.

**Here is an example of a draft template for a Child Safe Code of Conduct. Add any further requirements that may be specific to your shoot or production.**

## Example template for employer guidance

### <<Organisation Name>>

### Child Safe Code of Conduct

As an employee, contractor, volunteer or parent, I am responsible for promoting the safety and wellbeing of children and young people in this workplace.

### I will not:

* Subject a child to any form of corporal punishment, social isolation, immobilisation, sexual suggestion, offence or misconduct.
* Direct a child to perform in a sexually provocative or unsafe manner.
* Communicate with a child in ways that are likely to humiliate, frighten or distress the child.
* Use tobacco products or possess or be under the influence of alcohol or illegal drugs at any time while working with children.
* Develop any ‘special’ relationships with children that could be seen as grooming or favouritism such as the offering of gifts or special treatment.
* Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.

### I will:

* Treat children with respect and be a positive role model in my conduct with them.
* Communicate with the children in an age appropriate and realistic manner.
* Set clear boundaries about appropriate behaviour between myself and a child.
* Only have physical contact with a child in ways which are appropriate to my professional or agreed role and responsibilities.
* Be willing to listen and respond appropriately to a child’s views and concerns.
* Respond quickly, fairly and transparently to any serious complaints made by a child or related to a child.
* Abide by my reporting obligations in relation to the employer’s Incident Register.
* Abide by the mandatory Code of Practice as part of the Children’s Guardian Regulation 2022.

### I agree to abide by this Child Safe Code of Conduct.

Name: …………………………………………………………………………………

Signature: …………………………………………………………………………..

Date: ………………………………………………………………………………….