Approved by Board: 17 October 2016

To be reviewed on or before: October 2018

**FFFC Code of Conduct for Employees, Volunteers, and Contractors**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management, staff, volunteers and contractors at the Flying Fruit Fly Circus (FFFC) are required to abide by this code.

The Board of the FFFC will:-

1. Ensure that appropriate policies and procedures regarding safety and child protection are in place.
2. Nominate a child protection officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

The Executive and Artistic Directors of the FFFC will:

1. Be responsible for the overall welfare and wellbeing of staff, volunteers and students.
2. Be accountable for managing and maintaining a duty of care towards staff, volunteers and students.
3. Be responsible for ensuring all staff, volunteers and contractors are inducted into the FFFC and relevant policies including this code of conduct.

Employees, volunteers and contractors of the FFFC engaging with students, student’s parents (guardians and caregivers) and their families and the community and their colleagues need to do so responsibly, respectfully and with integrity and should follow the principles set out below.

1. **Professional conduct**
	1. Relationships with students.

Those involved in training or otherwise dealing with students

* + 1. Need to know their students and respect their individual differences and cater for their individual abilities.
		2. Need to maintain a safe and challenging learning environment.
		3. Need to accept professional responsibility for the provision of quality training.
		4. Need to have high expectations of every student, recognise and develop each student and abilities, skills and talents.
		5. Need to consider all viewpoints fairly.
		6. Need to communicate well and appropriately with their students using respectful and impartial language.
		7. Need to treat students with courtesy and dignity.
		8. Need to model and promote mutual respect.
		9. Need to protect students from intimidation, embarrassment, humiliation and harm.
		10. Need to enhance student autonomy and sense of self-worth and encourage students to develop and reflect on their own values.
		11. Need to respect a student’s privacy in sensitive matters such as health or family problems and only reveal confidential matters when appropriate. That is:-

- if the student has consented to the information being used in a certain way;

- to prevent or lessen a serious threat to life, health, safety or welfare of a person (including the student);

- as part of an investigation into an unlawful activity;

- as required or mandated by law;

- to prevent a crime or enforce a law.

* + 1. Need to refrain from discussing a student’s personal problems in situations where the information will not be treated confidentially.
		2. Need to use consequences commensurate with the offence when disciplining students.
		3. Need to interact with students without displaying bias or prejudice.
		4. Need to make decisions in students’ best interests.
		5. Should not behave as a friend or parent or draw students into their personal agendas.
		6. Must not have a sexual relationship with a student.
		7. Must not use sexual innuendo or inappropriate language or share inappropriate materials or images with students.
		8. Must not touch a student without a valid reason.
		9. Must not hold a conversation of a personal nature with or contact a student via written or electronic means including email, letters, telephone, text messages, or chat lines without a valid context.
		10. Should not spend time away from training alone with a student or invite them into their home, particularly if no one else is present unless absolutely necessary or occurring by reason of a formal mentorship approved by the Executive Director or Artistic Director.
		11. Must not drive a student in their car without the authority of the student’s parent/s (guardian/s or caregiver/s).
		12. Should direct parental concerns to the Executor and/or Artistic Director.

All trainers should note that their professional relationship with students may be compromised by them attending parties with or socialising with students outside of the circus environs.

* 1. Expertise

Those involved in training students need to:

* + 1. Work within the limits of their professional expertise.
		2. Ensure they have the physical, mental and emotional capacity to carry out their professional responsibilities.
		3. Be aware of the role of professionals (eg counsellors and doctors etc.) and/or agencies and when students should be referred to them for assistance.
		4. Be truthful when making statements about their qualifications, experience and capabilities.
	1. Relationships with other employees, volunteers and/or contractors

Employees, volunteers and/or contractors of the FFFC:

* + 1. Should treat each other with courtesy and respect.
		2. Should value the input of their colleagues.
		3. Should use appropriate forums for constructive debate about any issues affecting them.
		4. Should share expertise and knowledge.
		5. Should respect different approaches to training.
		6. Should support each other and mentor those new to the FFFC or their position.
		7. Should share information relating to the wellbeing of students when appropriate to do so.
1. **Personal Conduct**

Employees, volunteers and contractors to the FFFC engaging with students, student’s parents (guardians or caregivers) and their families and the community and their colleagues need to:-

* 1. Be positive role models.
	2. Respect the law and provide positive examples in the performance of civil obligations.
	3. Not exploit their position for personal or financial gain.
	4. Ensure that their personal or financial interests do not interfere with the performance of their duties.
	5. Act with discretion and maintain confidentiality when discussing workplace issues.

All employees, volunteers and contractors of the FFFC must comply with the FFFC Child Protection Policy.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Insert Name) have read and agree to comply with the FFFC Child Protection Policy and Code of Conduct

SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated this day of 2017