

Code of Conduct

Rationale

Mackay Musical Comedy Players Inc (MMCP) is committed to providing a safe and healthy environment for all members, volunteers, employees and contractors. As such, MMCP members are required to abide by the following rules when on MMCP premises and / or whilst representing MMCP.

Operating Principles

Adult members, volunteers, employees and contractors will:

- foster mutual respect between themselves and children and young people regardless of cultural identity and cultural practices/behaviour
- be aware that the needs of children and young people will vary according to their ages, stages of development, special circumstances and special needs
- use language which is age/stage appropriate, clear, non-threatening and non-sexual
- use physical contact only where it is completely necessary during the course of business-related duties and where permission from the child and the child's parent/carer has been gained in that instance
- willingly listen to a child or young person's concerns/issues
- willingly use a variety of methods to motivate a child or young person
- openly listen to parent/child suggestions, feedback and complaints, and
- employ corrective practices which are not punitive, humiliating or aggressive.
- Follow MMCP's Guidelines for Transporting Young People (See attached guidelines)

Children and young people also have responsibilities. They will demonstrate:

- willingness to learn, listen and receive instructions
- respect for other children, young people and adults who may be participating
- respect the property of the organisation and other members, volunteers, employees or contractors
- safe and appropriate behaviour while waiting for and/or during rehearsals and performances, and
- responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm.

Parents and caregivers should:

- raise any issues or concerns with MMCP's Management Committee
- drop off and pick up child in a timely fashion and in compliance with MMCP's *Procedures – Drop off and pick up of participants by parents / guardians* (See guidelines) ,
- provide the necessary resources/materials relevant to the activity as requested
- advise MMCP of any medical allergies / conditions that may affect the child's participation in any MMCP activities
- alert MMCP's Management Committee to any concerns as soon as they arise when possible
- give constructive feedback on MMCP's policies and procedures
- be aware that personal information will be treated confidentially and privacy will be respected.

MMCP requires all members, volunteers, employees, contractors and visitors to:

- Abide by MMCP Policies at all times. Adult members must pay particular attention to the *Child Protection Policy* and *Child Protection Risk Management Strategy*.
- Not harass any other person in relation to an individual's race, colour, sex, religion, national origin, citizenship status, age or disability.
- Not possess pornographic material at any MMCP venue.
- Not engage in inappropriate physical contact.
- Not be effected by or have in their possession any illicit substance at any time whilst attending an MMCP event.
- Not consume alcohol before or during any MMCP performance or rehearsal involving children.
- Not be adversely affected by alcohol at any MMCP event.
- Only smoke tobacco in accordance with relevant legislation, i.e. No smoking inside the Lamb Street Workshop or within four (4) metres of entryways.
- Wear enclosed footwear at the Lamb Street Workshop, and as otherwise instructed.
- NOT chew gum in or around rehearsal and performance venues.
- Respect other people's property at all times. Any person caught stealing shall be referred to the Police.
- Treat all rehearsal and performance venues with respect.
- Place all rubbish in the bins provided.
- NOT enter areas that are marked as 'NO ENTRY' or "AUTHORIZED ENTRY ONLY".
- Report all hazards and incidents to MMCP Management Committee Member e.g. injuries, breakages and unsafe conditions.

In addition, MMCP has deemed the following behaviour UNACCEPTABLE by adult members in the presence of children and young persons under the age of 18 years:

- Offensive language, including offensive jokes and offensive prints on clothing.
- Adults must not place themselves in a situation where they are ALONE with a member who is under the age of 18 years old, unless permission has been granted by the child's parent / guardian (e.g. an adult member has arranged to give a child a lift home).
- ***Breaches to this Code of Conduct shall be dealt with by the MMCP Management Committee and may result in suspension or cancellation of membership. Illegal activities shall be dealt with by the relevant authorities.***
- This *Code of Conduct* will be reviewed annually to ensure its continuing relevance. The MMCP Management Committee is responsible for monitoring this *Code of Conduct* and ensuring compliance.
- This policy will be communicated to all MMCP members upon joining our club and upon review. The policy will be displayed in a prominent location at the Lamb Street Workshop; on the organisation's website www.mackaymusicalcomedyplayers.com.au and is available to members, volunteers, employees or contractors on request.