



# Southern Edge Arts

## MEMBERS CODE OF CONDUCT

*We welcome all our Southern Edge Arts Members and their families. We want everyone to have the best experience possible at SEA! To help things run smoothly and protect our members and families, we have a Code of Conduct for Members.*

*Enrolled participants are members of SEA. For participants under 15 years of age, membership extends to their family or approved guardian. Membership to SEA provides rights and responsibilities of our constitution to all enrolled participants, families for participants under 15 years of age and all other members.*

### OUR CORE VALUES

We CHAMPION the creativity and expression of imagination in young people and communities through stimulating performing arts experiences and opportunities.

### We VALUE:

**Creativity:** *Imagination, self-expression, exploration, innovation*

**Excellence:** *Quality, professionalism, leadership, best practice*

**Participation:** *Fun, joy, laughter, vitality, celebration, transformational experiences*

**Respect:** *Diversity, inclusiveness, individuality, safety and honesty*

### Code of Conduct:

- Members should arrive 5 minutes prior to workshops, ready to start on time. Workshop participants are under the Duty of Care of SEA staff 10 min prior to class commencing and 10 minutes following class conclusion.
- Food and drinks other than water are not to be taken into the training areas unless a teaching artist has granted permission. Water must be in a sealed container. Healthy foods and drinks may be eaten in the seating area before and after workshops.
- Mobile phones use is discouraged during workshops and activities unless in emergency or as a valid resource, with permission from the teaching artists or SEA staff.
- Photography and filming are not permitted at SEA activities without consent or permission from SEA personnel and individuals being photographed. Sharing of images is regulated under the Privacy Act 1988.
- No verbal abuse or bullying allowed. Treat others as you would like to be treated.
- Treat all other members with consideration. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Cooperation is important for your safety, enjoyment and benefit. It is important to cooperate with the teaching artists, other members and SEA staff. If a member is uncomfortable with any elements they are asked to cooperate with, they are encouraged to make that known to a SEA staff member.
- Participation is for your own enjoyment and benefit. Choosing not to participate should not impact the other members or teaching artists.
- SEA is a Smoke Free organisation. No one (including staff, contractors, parents, caregivers, members or visitors) is permitted to smoke or vape at or near any of our activities.

- Circus and physical theatre are physical artforms, members understand that there will be physical contact with teaching artists and other members. For specific information about the types of contact used, please refer to our Student Information Sheet on Contact Training, available on our website. All SEA personnel are required to follow SEA's Code of Conduct – Personnel policy which governs behaviour and duty of care. The policy specifically states that teaching artists may only touch participants when it is appropriate to the training activities and safety of participants. If a member is uncomfortable with any elements of physical contact, they are encouraged to make that known to a SEA staff member.
- If participants need to leave the premises during workshops /activities, they are required to inform their teaching artist or SEA staff member.
- It is everyone's responsibility to ensure the safety of themselves and others. If anyone sees something that could be potentially harmful or dangerous to members, staff or visitors to our organisation, it should be reported to a SEA staff member.
- Parents/caregivers agree that members 16 years and under will be picked up on time from inside the venue, unless otherwise arranged. To ensure their safety participants 16 years and under must wait inside the venue until the parent/caregiver collects them.
- Parents/caregivers are required to notify the teaching artists before the scheduled finish time if they are unable to arrive for pick up on time. One staff member will stay with the child in the SEA Studio or PCYC Reception until collection. If the child has not been collected within 10 minutes after the workshop has finished, staff will contact the parent(s)/caregivers. If unsuccessful, the authorised emergency contact will be notified. If a child remains uncollected after 15 minutes, a late fee may be charged. Repeated violation of the late pick-up policy may result in the suspension of membership.

### **Breaches of the Code**

- Behaviour contrary to this Code of Conduct is considered a breach and may incur consequence action. Breaches of this code will be managed according to the severity of the behaviour.
- In the initial occurrence of a minor breach, the member will be given a verbal reminder requesting they rectify their behaviour.
- If the member commits a further breach they may be asked to sit out for part of the class/session.
- Persistent or serious breaches will be reported to the Artistic Director or General Manager to investigate and address the matter which may include removing the member from the activity space. For members under 16 years of age, parents/caregivers will be contacted. For members under 18 years of age, parent(s) or guardian(s) must be present during discussion with the participant to address the breach.
- Severe breaches where the member's behaviour is offensive, threatens private or public safety, or impacts other members may incur suspension or other exclusion from SEA activities. In the case of unlawful behaviour, it is the responsibility of the Artistic Director (as CEO) to determine if the case is required to be referred to the police.

*By signing the Southern Edge Arts Membership form you are agreeing to adhere to the code of conduct.*