

Code of Conduct for Adelaide Eisteddfod Competitions including Protective Practices for Volunteers in their Interactions with Children.

Duty of Care

The Adelaide Eisteddfod is committed to child protection and child safe environments.

Staff, Site leaders have the responsibility to:

- Create respectful and trusting relationships with competitors;
- Protect and advocate for the moral, physical, social and emotional well-being of competitors; and
- Respect our positions of influence and trust and understand the significant contribution our ethical behaviour has on young people.

Joint Responsibility

The Adelaide Eisteddfod recognises that interaction between individuals is a joint responsibility.

It is expected that:

- every adult involved in or attending any Adelaide Eisteddfod event demonstrates a positive role model for children and young people and treats them with respect and honesty.
- every child or young person shows respect and honesty towards every adult present.

Role boundaries for Staff and Volunteers

All activities that take place during an Adelaide Eisteddfod Event must be in with line its child protection policies and practices and with the objects for which it was established as stated in the constitution. All activities should be undertaken transparently and with the knowledge and consent of the site leader with the following considerations:

- Make it public
- Make it authorised
- Make it timely
- Make it purposeful.

Being Alone with Children

When working alone with a child or young person you **must** be within sight of a member of ADELAIDE EISTEDDFOD. Do not shut or lock a door so that you are in a room or area alone with them. This does not apply if the child is your own.

Toilets

Children must be accompanied by their parent to access and use the public toilets at the facility.

Communication

All contact and communication with children and young people is to be appropriate and respectful.

Please refer to the Adelaide Eisteddfod Social Media Policy when using online forums

Examples of inappropriate communication are listed below:

- Inappropriate comments about a child or young person's appearance, including excessive flattering comments
- Inappropriate conversation or enquiries of a sexual nature (eg questions about a child or young person's sexuality or their sexual relationship with others)
- Disrespectful or discriminatory treatment of, or manner towards, young people based on their perceived or actual sexual orientation
- Use of inappropriate nicknames
- Vilification or humiliation
- Jokes or innuendo of a sexual nature
- Obscene gestures and/or language
- Facilitating/permitting access to pornographic material
- Facilitating/permitting access to sexually explicit material that is not part of an endorsed curriculum
- Failing to intervene in sexual harassment of children and young people
- Correspondence of a personal nature via any medium (eg phone, text message, letters, email, social media, internet postings) that is unrelated to the staff member's role. This does not include class cards or bereavement cards
- Introducing 'secrets'

Physical contact

With the exception of the list of appropriate physical contact and the guidelines regarding physical restraint listed below, there is no reason that Adelaide Eisteddfod Staff should need to touch a child or young person.

Appropriate physical contact by a staff member to assist or encourage a child or young person

At times, staff may be required to give practical assistance to a child or young person who is hurt or needs particular assistance or encouragement. Examples of appropriate physical contact are:

- giving first aid
- supporting children and young people who have hurt themselves
- non-intrusive gestures to comfort a child or young person who is experiencing grief and loss or distress, such as a hand on the upper arm or upper back
- non-intrusive touch (eg congratulating a child or young person by shaking hands or a pat on the upper arm or back). Staff should remember the importance of accompanying such touch with positive and encouraging words.
- preventing a child or young person from physical harm or danger

Physical restraint where a child or young person's or adult's safety is threatened.

Staff may make legitimate use of physical restraint based on best practice (eg Non-Violent Crisis Intervention – NVCI) if all non-physical interventions have been exhausted or are impossible in the circumstances and someone's safety is clearly threatened. Staff must use physical restraint only as a last resort.

The use of appropriate physical force may be permitted to ensure that the staff's duty of care to protect children and young people and staff from foreseeable risks of injury is met. Common law and statutory defences such as self-defence and defence of others remain legitimate reasons for the use

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of physical restraint. All people have the right to defend themselves against an attack provided they do not use a disproportionate degree of force to do so.

It may be a valid decision for staff not to use physical restraint in a situation involving several children and young people, or a physically larger child or young person, where staff believe that doing so would increase the likelihood of injury to themselves. In such cases, the staff member should guide other children and young people away from danger and seek immediate help from other staff or police.

Staff are not expected to place their own safety at risk when responding to violence or aggression in others and are supported by workplace health and safety legislation in making this judgment.

Should physical restraint be required:

Do

- Seek a colleague's or leader's support.
- Have a differentiated risk management plan for students.
- Use conversation/negotiation to minimise or de-escalate aggression (eg take-up time, provision of a calm spot).
- Continue talking with the child or young person throughout the incident. Make clear that physical restraint will stop when it ceases to be necessary to protect the child or young person or others.
- Grip clothing rather than the body, whenever possible.
- Document incidents promptly and keep these records with the site leader. The record should include: – the name of involved children and young people – the location of incident – the name of witnesses (staff and/or children and young people) – an incident outline (including the child or young person's behaviour, what was said, steps taken, degree of force applied and how applied, reasoning for actions taken) – the child or young person's response and the outcome – details of any injury or damage to property.
- Inform parents promptly (within 24 hours) and fully of any incident involving the physical restraint of their child and provide them with the opportunity to discuss the matter at the time they are informed.
- Ensure sector specific guidelines regarding other forms of documentation are followed, for example critical incident forms.
- Provide/offer confidential debriefing, counselling support and Workplace Health and Safety documentation to all staff involved in incidents of restraint/restrictive practices. – CESA/AISSA: ACCESS—Confidential counselling 1300 667 700 – Department for Education: Employee Assistance Program—Confidential counselling 1300 360 364

Don't

Don't use restraint/restrictive practices that involve:

- force applied to the head, neck, chest or genital area
- restrictions to breathing
- punching or kicking
- holding by the hair or ear

Managing inappropriate behaviour from a child or young person

Any child or young person who wilfully engages in unacceptable verbal or physical behaviour will be asked by the Convenor to leave the site with their parent. Should this occur, the child or young person will be disqualified from that section and will not be allowed to attend any further sections on that day and may be excluded from entry to any further sections on other days.

Managing inappropriate behaviour from an adult

Any staff member or adult who wilfully engages in unacceptable verbal or physical behaviour or is in breach of any of the Adelaide Eisteddfod Policies will be asked by the Convenor to leave the site. Should this occur, this person may be refused entry to all further events and or their role with the Adelaide Eisteddfod may be terminated. Where it is deemed appropriate, the matter may be referred to SAPOL or other government agencies.

Where there is reasonable belief that a child or young person allegedly has been, or may have been at risk of harm, by a member of the Adelaide Eisteddfod Society, that member will be immediately suspended from the role and the matter will be referred to CARL and SAPOL.

Legislation

Staff conduct that is a breach of legislation includes:

- failure to report suspicion on reasonable grounds that a child or young person is, or may be, at risk defined in the Children and Young People (Safety) Act 2017 (SA)
- alleged breaches of the Criminal Law Consolidation Act 1935 (SA)*
- sexual harassment defined in the Equal Opportunity Act 1984 (SA) and Sex Discrimination Act 1984 and Amendment Act 2013
- harassment or victimisation of a student with a disability, defined in the Disability Standards in Education 2005