

PUNCH BUGGY PICTURES

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CHILD SAFE CODE OF CONDUCT

All cast and crew, including volunteers, interns or trainees of Punch Buggy Pictures are responsible for the safety and wellbeing of children and young people who engage with Punch Buggy Pictures Productions. All cast and crew (paid or unpaid) are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I will:

- Act in accordance with Punch Buggy Pictures child safety and wellbeing policy and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other cast, crew and volunteers.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children working with Punch Buggy Pictures.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Punch Buggy Pictures policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Punch Buggy Pictures risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Punch Buggy Pictures policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by *Child Wellbeing and Safety Act 2005 (Vic)* and by Punch Buggy Pictures policy and procedure on internal and external reporting.
- Comply with Punch Buggy Pictures protocols on communicating with children.
- Comply with *Child Wellbeing and Safety Act 2005 (Vic)* (including Child Safe Standards); and the *Child Employment Act 2003 (Vic)* (amended July 2023 - Part 2, div 5: Employment in Entertainment); and Punch Buggy Pictures policies and procedures on record keeping and information sharing.

I will NOT:	• Engage in any unlawful activity with or in relation to a child. • Engage in any activity that is likely to physically, sexually or emotionally harm a child. • Unlawfully discriminate against any child or their family members. • Be alone with a child unnecessarily. • Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Punch Buggy Pictures activities. • Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Punch Buggy Pictures policy and procedure on reporting. • Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material. • Work with children while under the influence of alcohol or prohibited drugs. • Ignore or disregard any suspected or disclosed child harm or abuse.
If I think this Code of Conduct has been breached by another person in Punch Buggy Pictures I will:	• Act to prioritise the best interests of children. • Take actions promptly to ensure that children are safe. • Promptly report any concerns to the project producers, the On-set Child Safety Person, or the Punch Buggy Pictures Management Group. • Follow Punch Buggy Pictures policies and procedures for receiving and responding to complaints and concerns. • Comply with <i>Child Wellbeing and Safety Act 2005 (Vic)</i> (including Child Safe Standards) requirements on reporting, if relevant, and with Punch Buggy Pictures policy and procedure on internal and external reporting.
I agree to abide by this Code of Conduct and understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my involvement with Punch Buggy Pictures.	Signature..... Full Name..... Date.....
If under 18 year old, a parent/guardian must sign.	Signature..... Full Name..... Date.....