

Breakneck Records Songwriters Studio

Child Safe Code of Conduct

Purpose

This Code of Conduct outlines the expected standards of behaviour for all Breakneck Records personnel who interact with children and young people. It applies to directors, employees, facilitators, volunteers, guest artists, contractors and technical personnel.

The safety, wellbeing and dignity of every child is our highest priority.

Our Commitment

Everyone working with Songwriters Studio will:

- Treat every child with dignity, respect, fairness and kindness.
 - Promote children's participation and encourage their ideas and creativity.
 - Provide a safe, inclusive and welcoming learning environment.
 - Respect cultural diversity, disability, gender identity, sexual orientation and individual differences.
 - Act as positive role models.
 - Maintain appropriate professional boundaries at all times.
 - Comply with the Child Safety and Wellbeing Policy and all relevant legislation.
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Appropriate Behaviour

Personnel will:

- Use respectful and encouraging language.
 - Listen to children and take concerns seriously.
 - Work in open, observable environments wherever practicable.
 - Obtain consent before providing physical assistance.
 - Report any safety concerns immediately.
 - Follow all supervision requirements.
 - Encourage safe participation during workshops and performances.
 - Respect participant privacy and confidentiality.
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Inappropriate Behaviour

Personnel must never:

- Physically assault or verbally abuse a child.
 - Humiliate, ridicule, shame or intimidate a child.
 - Engage in grooming or inappropriate relationships.
 - Spend unnecessary time alone with a child.
 - Communicate privately through personal social media accounts.
 - Exchange personal gifts without approval.
 - Transport a child alone unless authorised and with parental consent.
 - Photograph or film participants without organisational approval.
 - Consume alcohol or illegal drugs while supervising children.
 - Share inappropriate jokes, images or content.
 - Discriminate against or exclude any participant.
 - Ignore or fail to report child safety concerns.
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Online Communication

Personnel must:

- Use approved communication channels.
 - Include parents or guardians where appropriate.
 - Keep communications professional and related to the program.
 - Never request or share personal photographs with participants.
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Reporting Obligations

All personnel have a responsibility to report:

- suspected abuse;
- grooming;
- neglect;
- bullying;
- inappropriate behaviour;
- breaches of this Code of Conduct.

Concerns must be reported immediately to the Event Coordinator or Director.

Breaches

Breaches of this Code may result in:

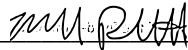
- removal from duties;
 - termination of volunteer or contractor arrangements;
 - notification to relevant authorities;
 - disciplinary action;
 - police referral where appropriate.
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Acknowledgement

I acknowledge that I have read, understood and agree to comply with the Breakneck Records Child Safe Code of Conduct.

Name: ____Michael Pollitt_____

Role: ____Director_____

Signature: _____

Date: ____1 July 2026_____