



## Code of Conduct for School Groups Guiding Principles

- ◆ To ensure that the rights of all individuals are protected whilst at the ABC Collinswood Centre.
- ◆ To ensure that breaches of the code of conduct are treated in a fair and consistent manner and within the expectations of all concerned.

### The ABC's Expectations

- ◆ The ABC Centre expects support from all students, parents, and tour organisers in implementing this Code of Conduct.
- ◆ The ABC is a working environment, and your tour will include a visit to a variety of production areas. Your guides, and ABC staff, are trained in the safety requirements of these areas. It is important that you follow their instructions and do not touch any switches, objects or equipment, as it could result in serious injury to yourself and others or loss/error in production.
- ◆ Consumption of food or drink are not allowed during the tour.
- ◆ Mobile phones can affect our studio equipment and must be switched off (NOT silent mode) during the tour.
- ◆ Taking photos are allowed only in the reception area.
- ◆ ABC Collinswood Centre is a large building, and the tour will involve walking in a studio environment, so we advise students wear soft soled, comfortable footwear. Elevators are used to access different levels.

| The Rights of All Individuals  | Students Responsibilities   |
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| All individuals and their property are to be valued and treated with respect.                    | All students should treat one another, teachers, parent-helpers, the tour guides and property with respect. Courteous and responsible behaviours are expected at all times.   |
| All individuals have the right to a safe, secure and cooperative working environment.            | All students should act and behave in a way which does not endanger, intimidate or interfere with the participation of others.<br>Walk quietly behind their tour guide – no running or diverting from the tour route.                   |
| All individuals have the right to privacy.   | All students should respect others rights to privacy.   |
| All employees should be able to perform their duties in an atmosphere of order and co-operation. | Students should comply with instructions given by the tour guides and teachers, at all times.<br>Students must direct all questions to their tour guide, and must not disturb the work of ABC staff they may meet along the tour route. |

### **Teacher's Responsibilities**

- ◆ Teachers must make us aware in advance of any issues that could impact on student welfare while at the ABC.
- ◆ Teachers are responsible for the supervision of their students at all times during their visit to the ABC.
- ◆ We require the following student-to-teacher/supervisor ratios: • 1:1 for special needs; • 1:10 for all other age groups; • 1:10 for students requiring mobility assistance.
- ◆ Each adult accompanying the students is required to be in a supervisory role and must have adequate authority and experience to handle groups alone for risk assessment purposes. At all times, teachers are to remain in direct supervision of their students while on ABC Collinswood Centre tour.
- ◆ By requesting a tour, the school warrants to the ABC that it has obtained the appropriate consents from the parent or guardian of the participating students.
- ◆ There are ABC staff members trained as senior first aiders throughout the building, however in the case of school groups it is preferred that one teacher per tour group be trained in first aid and be the first point of contact for first aid.
- ◆ Teachers must inform the ABC of any pre-existing medical or health conditions (ie asthma, mumps, measles).
- ◆ If a student becomes ill or has to leave the tour for any other reason, a teacher will be required to wait with them in the foyer until the rest of their group finishes their tour.
- ◆ If a student is removed from the tour due to his/her deliberate and consistent disruptive behaviour, a teacher is required to supervise the student/s outside the ABC until the tour is finished (see Implementation Process).

To respect the rights and expectations of all individuals at the Centre the following forms of behaviour are considered a breach of the code and are therefore unacceptable:

- ◆ Cigarettes, alcohol, non-prescribed drugs, and offensive weapons/material must not be brought to the ABC Collinswood Centre;
- ◆ Using language which is offensive, sexist or racist;
- ◆ Fighting, bullying or any other forms of aggressive behaviour.

### **Implementation Process**

The ABC has developed levels of appropriate responses and sanctions. Any breach of the Code of Conduct will initiate a disciplinary action.

The ABC reserves the right to remove any student/s from a tour if their behaviour is deliberately and consistently disruptive. A teacher will be required to supervise the student/s outside the ABC until the tour is finished.