Child Safe Code of Conduct

For all staff, instructors, casuals and contractors across Hive Kids, Hive Youth Theatre and Hive Art Studio

Purpose

This Code of Conduct sets out the minimum standards of behaviour expected of everyone who works with children at Hive Studios — whether as an employee, casual instructor, contractor, or guest artist. It applies across all three sub-brands and to every setting we operate in, including group classes, private lessons, Bee School, rehearsals, excursions and productions.

Everyone covered by this Code must read it, sign the acknowledgement at the end, and raise any questions with our Child Safety Officer before working unsupervised with children.

Our commitment

Hive Studios is committed to the safety and wellbeing of every child in our care. This Code exists to protect children and to protect staff, by making expectations clear and leaving no ambiguity about what is and isn't acceptable.

Expected behaviour

General conduct

I will	I will not
✓ Treat every child with respect, patience and encouragement, regardless of their ability. ✓ Work in view of others wherever possible, and keep classroom/studio doors open or visible during lessons. ✓ Listen to children and take seriously anything they tell me about feeling unsafe or uncomfortable. ✓ Model appropriate, professional boundaries at all times.	✗ Use physical discipline, or any form of punishment that frightens, humiliates or hurts a child. ✗ Use inappropriate language, jokes or behaviour in front of children. ✗ Show favouritism toward, or single out, any particular child. ✗ Be alone with a single child in a closed or unsupervised space (see Private lessons, below).

Physical contact

Some Hive Kids classes — particularly Baby Room and Playroom — involve necessary physical contact such as guiding movement or comforting a distressed child. Hive Studios does not provide nappy-changing or toileting assistance; parents/carers remain responsible for this at all times.

- ✓ Only provide physical contact that is necessary, age-appropriate, and welcomed by the child.
- ✓ Explain to a child what I'm about to do before providing physical assistance (e.g. adjusting posture for singing technique, guiding a dance step).
- ✓ Direct a parent or carer to attend to their own child's nappy change or toileting needs.
- ✗ Have any physical contact with a child that could be seen as inappropriate by a reasonable observer.
- ✗ Take a child to the bathroom alone, or assist with toileting or nappy changes under any circumstance.

Private lessons (singing, piano) and small-group settings

One-on-one settings carry higher risk and need extra care.

- ✓ Keep the private lesson room door unlocked at all times, with a clear, unobstructed view through the door window into the room from the corridor.
- ✓ Keep the door window free of frosting, blinds, posters or anything else that blocks the sightline.
- ✓ Encourage a parent or carer to remain on-site (not necessarily in the room) during private lessons for younger students.
- ✓ Keep lessons within scheduled hours and on Hive Studios premises.
- ✗ Conduct a private lesson with the door locked, or with the window obscured so the room can't be seen into.
- ✗ Meet a student for a lesson outside Hive Studios premises or scheduled hours.

Bee School and full-day care

- ✓ Follow sign-in/sign-out procedures for every child, every session, without exception.
- ✓ Maintain required staff-to-child ratios at all times, including during transitions between activities.
- ✓ Only release a child to a parent, carer or other person named on their authorised pick-up list.

Photography, video and social media

Hive Studios uses class and production photography for marketing across Hive Kids, Hive Youth Theatre and Hive Art Studio.

- ✓ Only photograph or film children who have current photo/video consent on file, and only for approved Hive Studios purposes.
- ✓ Use only Hive Studios-issued devices or accounts for taking or sharing photos/video of students.
- ✓ Keep any communication with students (e.g. rehearsal reminders) on official Hive Studios channels, cc'ing a parent or the office where practical.
- ✗ Photograph or film a child on a personal device, or post/share images of students on a personal social media account.
- ✗ Contact a student directly via personal social media, personal phone number, or any private messaging app.

Off-site activities, productions and travel

- ✓ Follow the excursion/production supervision plan, including headcounts at every transition.
- ✓ Ensure at least two adults are present whenever students are off Hive Studios premises.
- ✗ Transport a student in a personal vehicle alone, without another adult present and without prior written parental consent.

Gifts, favours and boundaries

- ✓ Decline personal gifts from students or families beyond token, low-value items given to the whole class.
- ✗ Offer or accept money, gifts or favours in exchange for special treatment of a child.
- ✗ Give a child alcohol, or any drug or medication not authorised by their parent/carer and Hive Studios.

Concerning behaviours — what to report

If I see another staff member, instructor, contractor, volunteer or visitor do any of the following, I will report it to the Child Safety Officer:

- Spending time alone with a specific child outside of scheduled classes or lessons.
- Favouritism, excessive gift-giving, or singling out one child for special attention.
- Physical contact that seems unnecessary, prolonged, or not welcomed by the child.
- Contacting a student through personal social media, phone, or messaging apps.
- Photographing or filming children outside approved Hive Studios purposes.
- Any comment or behaviour that makes a child, parent or colleague uncomfortable.
- Ignoring or dismissing a child who is trying to raise a concern.

Reporting a concern about a colleague's behaviour is not disloyal — it is part of this role. Concerns are treated seriously, confidentially, and are not held against the person raising them in good faith.

How to raise a concern or report a breach

Any concern about a child's safety, or about a breach of this Code, should be raised with:

- Paul Adams, Child Safety Officer (primary contact), or
- Vanessa Lynch, Director (backup Child Safety Officer), if Paul is unavailable or if the concern involves Paul.

If a child is in immediate danger, call 000. If you believe on reasonable grounds that a child is at risk of harm, you can also contact the Child Protection Helpline on 132 111.

Acknowledgement

I have read and understood this Child Safe Code of Conduct. I agree to abide by it, and understand that a breach may result in disciplinary action, up to and including termination of my role at Hive Studios, and may be reported externally where required by law.

Name: _____

Signature: _____

Date: _____

Responsible officer: Paul Adams, Child Safety Officer
Last reviewed: 24 July, 2026 · Next review due: July 2027