

SOUNDWAVES PROJECT STAFF CODE OF CONDUCT

The Soundwaves Project is an Arts and Disability Project and Tony Doyle Visions (TDV) that has created and runs this Project wants to make it both a Safe and Enjoyable experience for everyone involved.

THE 5 points that make up this Staff Code of Conduct will help TDV Staff, participants and those who support them make sure that this occurs:

- 1. Read, support and abide by the Participant Code of Conduct which is on the back of this sheet**
- 2. You are not to be alone with an individual Participant.** If there is the need to work individually with a Participant then this must be done with another TDV Staff member or Participant Support Person present.
- 3. You are not to transport Participants to/from sessions - unless this is due to an emergency situation.** Your role and responsibility is only at the session and in the session venue.
- 4. You are not to take a Participant into a toilet area or be involved with their personal care - unless this is due to an emergency situation.** It is fine to assist someone with a disability - for example a vision impairment - to the entrance to a toilet. Any further assistance needs to be given by the participants support worker.
- 5. Please report any concerns or issues that you may have as they will be taken seriously, they will be listened to and followed with the relevant action if needed.**

If you are not the Key Artist or Event Manager, please report to this person for them to take the next steps of action.

If a serious incident occurs involving a Participant then the Key Artist or Event Manager will need to complete the TDV Critical Client Incident report form, notify Tony Doyle asap and get the form to him for any further action that needs to be taken.

Always feel you can raise your concerns with Tony Doyle directly on:

phone: 8232 4554,
mobile: 0417 798 857
email: tdoyle.visions@bigpond.com



PARTICIPANT CODE OF CONDUCT AT SOUNDWAVES PROJECT WORKSHOPS AND EVENTS SESSIONS

The Soundwaves Project is an Arts and Disability Project and Tony Doyle Visions that has created and runs this Project wants to make it both a Safe and enjoyable experience for everyone involved.

The 5 points that make up this Participant Code of Conduct will help both participants and those who support them make sure that this occurs:

- 1. Our workshop and event venues are Smoke Free** so please only smoke outside in the allocated areas for this and use the provided butt bins.
- 2. Alcohol is not to be brought to or consumed** at the sessions and please don't come along under the influence of alcohol.
- 3. Illegal drugs are not to be brought to or consumed** at the sessions and please don't come along under their influence. **Selling or exchange of illegal drugs is very much banned** and any evidence of this will leave us with no choice but to call in the Police.
- 4. Uninvited or not mutually agreed physical contact is not allowed** - whether this be light or brief touching to full hugging. Don't assume that it is fine to do this, as it may be misunderstood and cause significant distress. This is a matter that Tony Doyle Visions takes very seriously so please respect everyone's physical privacy and personal space.
- 5. Please report any concerns or issues that you may have as they will be taken seriously, they will be listened to and followed with the relevant action if needed.**

Who to talk to if you have concerns:

The Artist running your workshop or the Event Manager at an event.

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mobile: 0417 798 857
email: tdoyle.visions@bigpond.com