# YOUNG PEOPLE'S CODE OF CONDUCT

*Our Mission: Recreating Lives through the Arts*

Policy Status: APPROVED | Review Frequency: Annually or as required

## 1. Purpose

The Sedgewick Ave Project (TSAP) provides a safe, inclusive, respectful and inspiring environment where young people aged 12–25 can explore creativity, develop skills, build relationships and pursue opportunities in the creative industries. This Code applies to all participants in TSAP programs, workshops, events and facilities. Everyone deserves dignity and respect and is expected to extend the same to others.

## 2. Respect for Others

Treat participants, staff, volunteers, mentors and visitors with courtesy and respect. Respect differences in culture, race, religion, gender, disability, identity and beliefs. Bullying, harassment, intimidation, discrimination, threats, violence and aggressive behavior are prohibited. Respect personal boundaries, privacy and belongings. Seek staff assistance to resolve disagreements. Incidents will be addressed appropriately and proportionately.

## 3. Appropriate Language and Communication

TSAP recognizes language as part of Hip Hop culture and creative identity. Communicate respectfully. Do not direct abusive, threatening, discriminatory or sexually harassing language toward others. Avoid deliberate disruption and follow reasonable staff guidance on language in shared spaces, workshops and public activities. Creative expression may explore difficult subjects, but it does not excuse threats, harassment or harm.

## 4. Respect for the Facility and Equipment

Use studios, computers, cameras, instruments and production technology responsibly and for their intended purposes. Obtain permission before operating specialized equipment. Follow handling and storage instructions, report damage or hazards immediately, and never remove TSAP property without authorization. Do not damage, deface or misuse facilities. Intentional damage or theft may lead to appropriate action, including a request for restitution.

## 5. Cleanliness and Shared Responsibility

A clean and welcoming environment is everyone's responsibility. Clean up after activities, dispose of rubbish properly, return furniture and equipment to their places, and keep studios, bathrooms, hallways and shared areas orderly. Leave spaces in the same condition, or better, than you found them.

## 6. Attendance and Participation

Arrive on time for booked activities; notify staff where possible if you cannot attend. Participate constructively, respect others' learning, follow reasonable facilitator instructions

and avoid unnecessary disruption. Attendance concerns will be approached with understanding and flexibility where possible.

## 7. Personal Safety and Wellbeing

Follow reasonable health and safety instructions. Fighting, physical violence, threats and dangerous activities are prohibited. Do not bring weapons or dangerous prohibited items. Do not possess, use or distribute alcohol or illicit drugs, or attend activities under their influence. Do not smoke or vape where prohibited by law or TSAP policy. Report hazards, injuries, emergencies and serious safety concerns promptly. Do not enter restricted areas or operate equipment without permission.

## 8. Personal Boundaries, Consent and Privacy

Respect physical and personal boundaries. Obtain consent before photographing, filming or recording others. Unwanted physical contact, sexual harassment and inappropriate behavior are prohibited. Protect confidential information and do not publish images, recordings or personal details without appropriate permission. Additional consent requirements apply to participants under 18.

## 9. Digital Conduct and Social Media

Use TSAP devices, internet and platforms responsibly. Cyberbullying, online harassment, illegal or inappropriate content, and misuse of others' information are prohibited. Respect copyright, intellectual property and others' creative work. Obtain authorization before publishing content representing TSAP or featuring participants. Participants retain ownership of their original creative work unless a separate written agreement states otherwise.

## 10. Inclusion and Equal Opportunity

TSAP welcomes diverse backgrounds, experiences and abilities. Everyone must uphold inclusion, fairness and mutual respect. No one should be excluded, ridiculed or treated unfairly because of their identity, disability, background, personal circumstances or creative ability.

## 11. Conflict Resolution and Accountability

Address disagreements through respectful communication and seek staff support when needed. Staff may facilitate constructive or restorative discussions where safe and appropriate. Take responsibility for actions, acknowledge mistakes and work toward improvement. No participant will be required to mediate with someone who has threatened, harassed or harmed them.

## 12. Breaches of the Code of Conduct

Depending on the seriousness and frequency of behavior, TSAP may use: (1) a verbal reminder; (2) a documented formal warning; (3) parent or guardian notification where appropriate for under-18s; (4) temporary suspension from activities or facilities; or (5) termination of participation. Serious incidents may require immediate protective action and contact with

emergency services or relevant authorities. Decisions will consider age, circumstances, disability-related support needs and incident severity, and will be fair and documented.

## 13. Reporting Concerns

Tell a staff member, volunteer coordinator or designated safeguarding contact if you feel unsafe, experience or witness bullying or discrimination, have wellbeing concerns, observe unsafe behavior or wish to make a complaint. Concerns will be taken seriously and handled respectfully and as confidentially as reasonably possible, subject to safeguarding and legal reporting duties. No one will be penalized for raising a genuine concern in good faith.

## 14. Our Shared Commitment

TSAP is a community built on respect, opportunity, responsibility and the belief that creativity can change lives. Every participant helps shape its culture. Express yourself authentically, challenge yourself creatively, support others and take pride in your achievements.

Young People • Creative Futures • Stronger Communities.

## Participant Acknowledgment

I acknowledge that I have read, or had explained to me, this Code of Conduct. I understand the expectations and agree to make a genuine effort to follow them while participating in TSAP activities. I understand that breaches may result in appropriate action.

Participant Name: _____

Participant Signature: _____

Date: _____

Parent/Guardian Name (if required): _____

Parent/Guardian Signature: _____

TSAP Representative: _____

Date: _____

Document Owner: The Sedgewick Ave Project | Status: Approved