



# STORY STUDIOS AUSTRALIA

## CODE OF CONDUCT

Story Studios Young Writers are expected to behave and act in accordance with this code of conduct for the safety and quality of all Story Studios Programs.

### YOUNG WRITER BEHAVIOUR

- Be polite to mentors and peers. Story Studios has zero tolerance towards bullying or harassment of any kind and may result in their enrolment being cancelled without warning or refund.
- Be cooperative. Disruptive, distracting or inappropriate behaviour will result in a warning.
- Respect all individuals and ideas. Story Studios is a safe, inclusive and supportive space that aims to build confidence and create community. Any behaviour that undermines this will result in a warning.
- Use devices only as permitted. Young writers may use laptops and ipads to write their stories, and from time to time, research ideas and generate other story related content. Young writers are NOT permitted to play games, use social media, watch videos or engage in any other online content during a Story Studios program unless given explicit permission by their mentor.
- Respect the space. Young writers will respect the facilities and property of both the studio and property of others. Young writers will pick up after themselves and help to create a safe space for all.
- Refrain from bringing dangerous or distracting items to sessions.

### YOUNG WRITER COMMITMENT

- Bring writing materials i.e. laptop, charger, pencil case, notebook, water bottle, to every session.
- Attendance: arrive on time. Be collected on time. Put in an apology beforehand if you are unwell or going to miss a session for any reason.

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- Follow dismissal process. Your parent/guardian will have nominated you as “to be collected” or “may leave alone”. If you are “to be collected” you must remain inside the venue with a staff member until you are collected. If you are “may leave alone” you will be dismissed on your own at the end of the session.
- Term 3 attendance. During Term 3 young writers have the opportunity to write a story for publication in our annual anthology (print anthology publication only available to those enrolled for the full Semester Two. A digital publication will be open to those who join later). Young writers are expected to attend all sessions in Term 3 if they wish to have their story published. It will be up to young writers and their families to submit their best work via the submissions portal before the deadline and Story Studios reserves the right not to include stories that do not meet the guidelines/are not of a high enough standard (standards are judged based on the individual).

### YOUNG WRITERS ONLINE

Young writers enrolled in our online programs are additionally expected to:

- Keep cameras on at all times (for safety and quality purposes)
- Ensure the name on your zoom call is that of the attending young writer (e.g. not parent’s name)
- Use the mute function while you are not speaking.
- Ensure that your background setting or image is appropriate.
- Parents/guardians may not sit in on online sessions for the safety and privacy of all young writers.
- Be respectful towards mentor and peers when using chat functionality and any other online specific platforms utilised during a session.
- Follow the mentors’ instructions at all times.

We have zero tolerance towards bullying and harassment and are dedicated to providing a safe, supportive and inclusive environment for all. Any young writers behaving in an unacceptable manner online will immediately be removed from the session and the primary parent/guardian contacted.



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### WARNINGS

- Young writers who break the Code of Conduct rules may be issued with a warning.
- Young writers will be informed of the warning and that their parent/guardian will be contacted.
- Parents/guardians should speak with their young writer about the behaviour to help us work towards ensuring it isn't repeated and the young writer understands why the warning was issued.
- Upon receiving a third warning, young writers enrolment will be cancelled and no refund provided.
- For matters of a serious nature such as (but not limited to) violence, bullying, harassment, destruction of property etc, a young writer's place may be cancelled and no refund provided without any warnings given.

### YOUNG WRITER CONCERNS

If a young writer has any concerns, they are encouraged to speak with their Story and Writing Mentor or the Studio Host.

Story Studios Australia is dedicated to providing a safe and inclusive environment where young writers feel comfortable and confident in expressing themselves and their ideas and fostering a community where creativity, skills and growth can expand and flourish. By behaving in line with the Code of Conduct, young writers are helping to make this possible.

### CONTACT US

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