



## Child Safe Policy

As a condition of enrolment at Take 2 Dance Studio, students, their parents or guardians agree to abide by all the policies set forth by Take 2 Dance Studio, its Principal, staff and teachers.

In certain circumstances, when it is in the best interest of Take 2 Dance Studio or one or more students, it may be necessary for the School Principal to terminate a student's enrolment. Termination of an enrolment is at the sole discretion of the School Principal without notice and effective immediate.

Where appropriate every effort will be made to correct a problematic situation before terminating enrolment providing reason(s) for termination of enrolment are at the sole discretion of the School Principal.

These may include however are not limited to:

- Disruptive or dangerous behaviour by students or their parents/guardians
- Abuse of other children, staff, or property
- Inability of Take 2 Dance Studio to meet the child's needs
- Failure to continually pay tuition fees

Any termination of enrolment is not subject to appeal by Law. Any property belonging to Take 2 Dance Studio must be returned immediately. Upon termination of enrolment refunds will not be provided for any fees paid. Any fees owed to Take 2 Dance Studio at the time of termination will be payable in full effective immediate.

Take 2 Dance Studio believes that we are part of community of care. While working with children to develop their skills and appreciation of dance in a positive supportive environment, we are committed to their safety and wellbeing. Take 2 Dance Studio representatives will treat children and young people with respect and understanding at all times.

**\*\*Policies and Procedures of Take 2 Dance Studio may be updated or amended from time to time without notice\*\***

## Contents

1. Purpose.....	3
2. Context .....	3
3. Scope .....	3
4. Definitions .....	3
5. Commitment to Child Safety.....	4
6. Children’s Participation .....	4
7. Recruitment Practices.....	4
8. Code of Conduct .....	5
9. Support for Employees and Volunteers .....	5
10. Reporting and Responding to Suspected Child Abuse and Neglect .....	5
9.1 Supporting children, young people and their families .....	6
9.2 Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation .....	6
11. Strategies to Minimise Risk.....	6
12. Harassment/bullying.....	8
13. Communication .....	8
14. Related Policies and Procedures .....	8
Appendix 1: Code of Conduct .....	9
Appendix 2: Conducting Working With Children Assessments .....	11
Appendix 3: Child Protection Guidelines for Employees and Volunteers.....	13
Appendix 4: Risk Register.....	14
Appendix 5: COVID 19 Important Information and Procedures .....	16
Appendix : ACKNOWLEDGEMENT FORM .....	18

## 1. Purpose

This Policy was written to demonstrate the strong commitment of Take 2 Dance Studio to child safety and establishing and maintaining child safe and child friendly environments.

## 2. Context

This Policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the *Children's and Young People (Safety) Act 2017*, *Child Safety (Prohibited Persons) Act 2016*, child safe environments and Working With Children Check (WWCC) for people working with children.

It also complies with the Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the WWCC of employees and volunteers who work with children issued by the Chief Executive.

## 3. Scope

This Policy, from the date of endorsement, applies to all people involved in the organisation, including:

- employees (permanent and casual)
- volunteers
- contractors
- sub-contractors
- work experience students
- indirect service providers
- any other individual involved in this organisation

## 4. Definitions

In this Policy, unless stipulated to the contrary:

**at risk<sup>1</sup>** is taken to mean:

- (a) the child or young person has suffered from harm;
- (b) there is a likelihood that the child or young person will suffer harm;
- (c) there is a likelihood that the child or young person will be removed from the State for an unlawful act or procedure to be undertaken;
- (d) the parents or guardian of the child or young person are unable or unwilling to care for them;
- (e) the child or young person is of no fixed address.

**Chief Executive** means the Chief Executive of the administrative unit of the Public Services specified by the Minister by notice in the Gazette.

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<sup>1</sup> Section 18, *Children and Young People (Safety) Act 2017*

**child or young person** means a person who is under 18 years of age (for the purpose of this Policy, a child or young person can be referenced as either child, children and/or young person);

**employee** means any/all persons occupying any position as listed in section 3 of this Policy

**guardian** means the guardian or guardians of the child or young person as defined above;

**harm<sup>2</sup>** means:

- (a) Physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.
- (b) Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life.

**parent**, of a child or young person includes:

- (a) a step-parent of the child or young person; and
- (b) a person who stands *in loco parentis* to the child or young person

**principal** means Take 2 Dance Studio's school principal;

**teacher** means any individual employed as a studio dance teacher at Take 2 Dance Studio;

**working with children check** means a working with child check under the *Child Safety (Prohibited Persons) Act 2016*.

## 5. Commitment to Child Safety

All children who come to Take 2 Dance Studio have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

This Policy was developed in collaboration with all our employees, volunteers, the children who use our services and their parents/guardians.

## 6. Children's Participation

Take 2 Dance Studio encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.

## 7. Recruitment Practices

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<sup>2</sup> Section 17, *Children and Young People (Safety) Act 2017*

Take 2 Dance Studio takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all employees.

We conduct WWCC assessments for people working with children as required for anyone within our organisation that:

- has regular contact with children and is not directly supervised at all times
- works in close proximity to children on a regular basis and is not directly supervised at all times; or
- supervises or manages persons who:
  - have regular contact with children or
  - work in close proximity to children on a regular basis; or
- has access to sensitive records relating to children or young people.

Exemptions from this requirement may apply in some circumstances.

We ensure that WWCC information is dealt with in accordance with the Child Safe Environments: Standards for dealing with information obtained about the WWCC of employees and volunteers who work with children, issued pursuant to *Children and Young People (Safety) Act 2017*.

## **8. Code of Conduct**

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents/guardians (see page 9 below).

## **9. Support for Employees and Volunteers**

Take 2 Dance Studio seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that employees/volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented include:

- All new employees undergo induction and receive a copy of our Child Safe Policy and Code of Conduct.
- All employees receive regular supervision sessions that include a focus on ongoing learning about child protection and other matters that affect children and young people.
- Continual guidance and updated information in regards to dance training.

## **10. Reporting and Responding to Suspected Child Abuse and Neglect**

Take 2 Dance Studio will not tolerate incidents of child abuse.

All employees and volunteers understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child is at risk of harm.

- Child Safe Environment: Guidelines for mandated notifiers and information for organisations (available to view or download from <https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>)
- Department for Child Protection reporting child abuse: <https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>
- Trauma Responsive Practice in Education course provided by the Australian Childhood Foundation: [www.childhood.org.au](http://www.childhood.org.au)

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

### **10.1 Supporting children, young people and their families**

Child protection is everyone's responsibility. Take 2 Dance Studio recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information about services that can assist children and their families (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.

### **10.2 Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation**

In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to the principal, Emmalee Jones if reasonable suspicion is formed that a child is at risk of harm by another member, employee, or volunteer.

In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

## **11. Strategies to Minimise Risk**

In order to ensure children and young people are kept safe from harm studio teachers will:

- Ensure that no visitors or outsiders have contact with the children.
- Notify you if they are unable to teach your child/children.
- **Transportation**  
It is the parent's/guardian's responsibility to ensure that children are signed into the studio and picked up on time.  
Children are only allowed to go home with a nominated person for whom permission has been given to collect the child/children.
- **Taking images of children**  
Due to child protection laws and privacy issues, we are unable to allow parents,

guardians, friends or families to take photos or videos of students during any open days or concerts.

Take 2 Dance Studio may take photos of the students in dance costume or during class time – with the permission signed for by the parents/guardians – these photos may be used for advertising and or social media – if parents/guardians have consented to such.

Parents/guardians must indicate on their child's enrolment form if they do or do not give permission for their child to be photographed and for their image to be used on the Take 2 Dance Studio website or Facebook page or in school publications.

- **Supervision of children**

Children are under full supervision while in the classroom by the studio teacher.

It is the parent's/guardian's responsibility to ensure the students care and safety outside of the classroom.

- **Complaints procedures**

See Code of Conduct below.

- **Physical contact**

See Code of Conduct below.

- **Responsibilities**

See Code of Conduct below.

- **Procedure for breaches of policy**

See Code of Conduct below.

- **Protecting privacy and confidentiality**

Information pertaining to students and/or their families, whether financial, personal, or confidential, is never to be discussed with anyone other than the Principal, teachers and staff. As a condition of employment, staff must and hereby do agree that all such information is the exclusive property of Take 2 Dance Studio and that they will not at any time disclose to anyone any such information, whether or not it has been specifically designated as "confidential." If they are ever unsure of their obligations regarding this Policy, it is their responsibility to consult with the Principal for clarification.

- **Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence**

See Code of Conduct below.

- **Tights Policy**

It is a policy of Take 2 Dance Studio that tights be worn by students for all classes, concerts, displays and competitions. The exception to this is for Acro and Hip Hop where shorts should be worn.

- **Toilet Policy**

Take 2 Dance does not take children who are not toilet trained. For those students that can toilet themselves and a parent/guardian cannot be located in the waiting room, class helpers will escort the child to the toilet and ensure their safe return to class, but due to child protection issues they will be unable to assist children inside the toilet cubicle. Parents/guardians are encouraged to discuss this policy with their children.

## **12. Harassment/bullying**

Take 2 Dance Studio opposes all forms of harassment, discrimination, exclusion and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against, excluded intentionally or bullied to raise this issue with the principal, Emmalee Jones or class teacher.

## **13. Communication**

Take 2 Dance Studio will ensure that everyone to whom this Policy applies is aware of and has had an opportunity to read the policy.

We also ask employees, volunteers, parents and guardians (where appropriate) to sign a written statement indicating that they have read and will abide by our Child Safe Policy. We retain a copy of all signed statements.

## **14. Related Policies and Procedures**

- Take 2 Dance Studio Code of Conduct as below (Appendix 1)
- Take 2 Dance Studio Staff and volunteer recruitment procedures, including those relating to conducting Working With Children Checks (Appendix 2)
- Take 2 Dance Studio Child Protection guidelines for employees and volunteers (Appendix 3)
- Take 2 Dance Studio Risk Register (Appendix 4)
- Take 2 Dance Studio COVID 19 Safety Plans, Procedures & Policies Handbook (Appendix 5)
- Take 2 Dance Studio Acknowledgement Statement to be signed by employees & volunteers indicating they have read and will abide by this Policy- see end of document (Appendix 6)



## **Appendix 1: Code of Conduct**

### **Principles and teachers will demonstrate:**

- Fostering of mutual respect between myself and children and young people.
- Understanding of children and young people, their ages, stages of development, special circumstances, special needs.
- Use of language which is age/stage appropriate, clear, non-bullying, nonsexual.
- Use of physical contact only in the circumstance where it is necessary for studio teachers to place a child's or young person's feet or arms in the correct position and permission of the child has been gained after the reason for touching has been explained.
- Willingness to listen to child's or young person's concerns/issues.
- Willingness to use a variety of methods to motivate child/young person.
- Openness to parent/guardian/child suggestions, feedback and complaints.

### **Students will demonstrate:**

- Willingness to learn.
- Willingness to listen and receive instructions.
- Respect for other children, young people, teachers, staff and adults who may be waiting.
- Keeping themselves safe while waiting for lesson.
- Responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm.

### **In order to make the dancing lesson a positive experience for your child/children, parents/guardians should:**

- Raise any issues or concerns with the school Principal, Emmalee Jones either via email or phone.
- Be inclusive of all children and young people in the class in break time and activities
- Drop off and pick up their child/children in a timely fashion, leaving the child/children in Take 2's care only during class time – we are not responsible for students in any break times.
- Receive feedback about your child/children's progress.
- Provide resources as requested;
- Alert teachers to any concerns as soon as they arise when possible.
- Give positive and negative feedback on Take 2's policies and procedures.
- Work with Take 2 Dance Studio representatives to ensure the time and money spent on dancing lessons is well spent.
- Have any personal information treated confidentially and privacy respected.

### **In order to make the most of the time that child/children are in a dance lesson, we have the right to:**

- End the lesson if a child or young person is non-compliant or obstructive in lesson.
- Raise concerns with the child or young person and/or parent or guardian if there are concerns.
- Expect the child or young person and/or the parent/guardian to make concerns known as soon as they arise so that resolution occurs as quickly as possible.

### **Children and young people who attend dancing lessons have the right to:**

- Feel safe.
- Be listened to.

- Be involved in decisions that affect them.
- Have their cultural values respected.
- Have their best interests considered.
- Ask if they don't understand.
- Be respected.
- Be understood.
- Be safe and free from harassment, bullying or abuse of any kind.

**Parents and guardians have the right to:**

- Receive regular feedback on their children's progress upon request.
- Ask questions or raise concerns about instructions or their children's progress.
- Make complaints as per procedures.

**Procedures for handling suspicions or disclosures of harm:**

A copy of this document is held at the Studio. If you wish to sight this please ask.

**Procedure for making complaints:**

- Contact the school Principal, Emmalee Jones as soon as possible if you have a concern so that she is able to respond as quickly as possible.
- Either at beginning or end of lesson or a time convenient to both parties when there is sufficient time to discuss issues.
- Not in the hearing of other parents, guardians, children or young persons.

## **Appendix 2: Conducting Working With Children Assessments**

### **Conducting Working with Children Checks**

#### **Assessments required for prescribed positions**

All employees and volunteers of Take 2 Dance Studio who occupy a prescribed position (as set out under *Children and Young People (Safety) Act 2017*) are required to undergo an assessment known as a Working With Children Check (WWCC) once every five years<sup>3</sup>.

WWCC are also required prior to the appointment of new employees or members to prescribed positions.

Exemptions from this requirement may apply in some circumstances (see below). However, Take 2 Dance Studio retains the discretion to decide on a case-by-case basis whether any relevant exemptions will be exercised.

This requirement applies to all employees who regularly work with or around children or young persons in an unsupervised capacity or have access to prescribed records relating to children.

#### **Procedure for conducting a WWCC**

A current Letter of Clearance (WWCC) from the Department for Human Services (DHS) Screening Unit is a precondition of engagement of employees and volunteers who work in a prescribed position at Take 2 Dance Studio. The cost of obtaining a Letter of Clearance will be negotiated between Take 2 Dance Studio and the employee or volunteer.

You can use your current, valid DHS/DCSI child-related employment screening until it expires (three year validity). When it is time to renew, (within up to six months before your current screening expiry) you must apply for a Working with Children Check with a five year validity.

Prior to the appointment of a new employee/volunteer and then at five yearly intervals, Take 2 Dance Studio will direct the employee/volunteer to obtain a Letter of Clearance from the Screening Unit as evidence that the applicant does not pose an increased risk of harm to children. Letters of Clearance are obtained for all current employees/volunteers who are working with children once every five years.

Information relating to a person's WWCC process is managed securely and confidentially and in accordance with the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued pursuant to *Children and Young People (Safety) Act 2017*.

#### **Other evidence**

Where appropriate, Take 2 Dance Studio may utilise a number of forms of evidence (obtained within the last three years) to assess a person's suitability to work with children.

This includes (but is not limited to):

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<sup>3</sup> *Child Safety (Prohibited Persons) Act 2016*

- A Letter of Clearance to work with children from the DHS Screening Unit formerly known as a DCSI Clearance until it expires
- A Letter of Clearance to work with children from the DCSI Screening Unit now known as a Working with Children Check
- A valid and current interstate Working with Children Check.

Acceptance of other forms of evidence is at the discretion of Take 2 Dance Studio and is subject to the person completing a 100-point check to confirm the true identity of the applicant.

Take 2 Dance Studio may also at its discretion seek a statutory declaration for any employee(s) or volunteer(s) who have been citizens or permanent residents of a country other than Australia since turning 18 years of age.

### **Exemptions**

The following organisations, persons and positions are exempt.

- a) an organisation that provides equipment, food or venues for children's parties or events and does not provide any other services;
- b) a person who undertakes work on a voluntary basis to provide a service in his or her capacity as a parent or guardian of a child who is ordinarily provided with the service;
- c) a person who undertakes work on a voluntary basis to provide a service and who is under 18 years of age;
- d) a person who undertakes work in the course of, or for the purposes of, an event or activity that takes place over a period of not more than 10 consecutive days or not more than 1 day in any month;
- e) a person appointed as a police officer;
- f) a person who is a registered teacher (within the meaning of the Teachers Registration and Standards Act 2004);
- g) a person who undertakes, or a position that only involves, work that is not for the exclusive benefit of children and is not provided to any child on an individual basis;
- h) a position that only involves prescribed functions because children are employed or engaged to work as volunteers by the person occupying the position or by that person's employer;
- i) a position in which all work involving children is undertaken in the presence of the children's parents or guardians and in which there is ordinarily no physical contact with the children.

**Appendix 3:**  
**Child Protection Guidelines for Employees and Volunteers**

**Child Protection guidelines for employees and volunteers of Take 2 Dance Studio**

Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation.

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people with dignity, equality and respect.
- Adhering to this organisation's Child Safe Policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people within the organisation.
- Taking all reasonable steps to ensure the safety and protection of children and young people within the organisation.
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the organisation.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child or young person is at risk of harm.

Employees/volunteers will not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with children or young people outside of the professional relationship.

## Appendix 4: Risk Register

Child abuse affects the whole community, not just the child and family involved.

Child abuse is anything which individuals, institutions or processes do (or fail to do) which directly or indirectly harms children in the 'here and now' and /or damages their prospects of safe and healthy development into adulthood.

Stopping child abuse starts with us. Everyone including parents and guardians, professionals, neighbours, workmates, families and friends, are needed to protect children and young people in our communities.

If you have any concerns about the Child Protection Policy and Risk Management Strategy please contact school Principal, Emmalee Jones on 0424 828 622

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

Any reference to the term 'parent' in this risk register is to be taken as meaning a parent, guardian or individual *in loco parentis* to the child(ren) or young person(s).

Risks	Likelihood	Consequences	Level of Risk	Treatment to Prevent or Reduce Harm
Parent does not arrive to pick child up	Possible	Moderate	High	<ul style="list-style-type: none"> <li>• Procedure for drop off and pick up provided to parent and discussed</li> <li>• Parent provides two other contacts if unable to pick child up</li> <li>• Child to be in sight at all times until parent arrives</li> </ul>
Child says that he/she does not want to go home with parent	Unlikely	Major	High	<ul style="list-style-type: none"> <li>• Ask child for reason</li> <li>• If answer suggests harm to child from someone at home, report to relevant authorities</li> <li>• If not, discuss issue with parent</li> </ul>
Child discloses that he/she is being physically harmed by parent/sibling	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Depending on information given either report or discuss with parent</li> <li>• Ring Department for Child Protection to clarify if unsure and to report disclosure</li> </ul>
Child discloses that he/she is being sexually abused by someone outside the family	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report to police</li> <li>• Provide support to child and notify parents</li> </ul>
Child discloses that he/she is being sexually abused by parent or family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report to Department for Child Protection</li> <li>• Provide support to child through Crisis Care if necessary</li> </ul>

Child complains to parent that during dancing lesson he/she was verbally abused	Unlikely	Major	High	<ul style="list-style-type: none"> <li>• Provide copy of teacher code of conduct and commitment to protecting children from harm</li> <li>• Provide procedures for making complaint</li> <li>• Request that parent attend lessons to observe</li> </ul>
Child presents with depression, sadness and some talk of self-harm	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report behaviour to Department for Child Protection immediately</li> </ul>
Child's behaviour makes lesson untenable and could cause harm to child or teacher	Possible	Moderate	High	<ul style="list-style-type: none"> <li>• Refer child to code of conduct</li> <li>• Speak with parent about child's behaviour involving child in that discussion</li> <li>• Require the parent immediately picks up child from lesson</li> <li>• Require parent to attend any future lessons</li> </ul>

Approved By: Emmalee Jones	_____	Dated:	6 <sup>th</sup> January 2021 _____
		Updated:	_____
		Reviewed	_____

**Appendix 5:**  
**COVID 19 Important Information and Procedures**  
**(current as at 6<sup>th</sup> January 2021)**

**COVID 19 IMPORTANT INFORMATION & PROCEDURES WHILST RESTRICTIONS ARE IN PLACE**

How we plan to help Protect Your Children:

All cleaning is being increased to a daily basis as well as after each class.

We are disinfecting all surfaces in the studio on a daily basis before and after each use. This includes tables, chairs, and door handles, the switches for the studio lights, studio pens, stereos etc. and also the handles of the toilet doors.

We will be avoiding contact with students and within each other – no hand holding etc and keeping to the social distancing outlines.

The fabric hand towels will be replaced with a hand dryer.

We will have hand sanitiser available where we can, and this should be used on arrival and throughout the day/evening – HAND WASHING IS STILL THE BEST WAY and will also be encouraged.

Staff are aware of all requirements and will put these practises into place.

If a student, attends Take 2 with any of the symptoms or is suspected to be feeling unwell, our team will immediately contact the parent/guardian and the student will be asked to wait in a separate room until they can be picked up. This is a precautionary measure to ensure safety for all.

Teachers have also been recommended not to attend if they are ill or showing symptoms.

Please DO NOT send your children to dance if they are unwell – Our team will work to provide updates for students who need to stay home so that they can maintain their input in classes.

It also should be noted that we are constantly monitoring COVID-19 and will keep you posted on any changes where necessary.

Please don't hesitate to contact us, should you have any questions.

If it deems necessary to close the studio down for a short time due to a reported case – all lessons will continue online via video. The studios will be given a professional clean, all under guidelines similar to those of the education department.

The waiting area will be kept clear and younger students breaks will be in the studio with a teacher present.

All people entering the Studio who have a mobile phone, will be required to scan our QR code in compliance with the South Australian Government's COVID Safe Check-In requirements. Parents/guardians dropping students off can scan in and that will be good enough to say the student is there. There will be hard copy contact tracing sheets for anyone who doesn't have a phone or are unable to scan the QR code provided.

Teachers will continue to have a full record of all children attending class but continuing to take the roll.

**How you can help Protect others**



There are several ways we can all help each other, students will be spoken to about all these precautions.

Coughing or sneezing will make us all nervous. However, if you have to merely clear your throat, please practice cough etiquette by coughing well into the inside of your elbow (not on your hands which may then go and touch a door handle) or into a tissue which is then discarded.

- When using the bathroom please wash hands thoroughly with soap for a period of 20 seconds (or sing happy birthday whilst doing so).
- Use our Studio Hand Sanitiser which we will be available to you upon arrival and insist you apply or to those allergic we will ask them to wash their hands.
- Bring your own equipment, drink bottles, hand towels, gym mats etc - ALL NAMED.
- If unwell please stay away.
- Please limit bag size to bring to the studio as these will now remain with the students so a small shoe bag and drink bottle are the preferred option. We do understand some students are coming direct from school, but where possible please come to the studio ready for class. School bags will remain in the bag area until the student leaves.
- It is preferred students arrive READY FOR CLASS.
- Do not touch your eyes, nose or mouth unless you have just washed or sanitised your hands. And better still, just do not touch these areas with your hands.
- Be aware that, if you've used sanitiser, that whenever you go on to touch a door handle, a book or any other surface, your germ free hands can no longer be guaranteed, so re-sanitise your hands regularly, or use clothing for example on door handles to open them, helping to keep your hands germ free.
- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet.
- Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser. \*and if unwell, avoid contact with others (stay more than 1.5 metres from people) or stay home. Further advice from Government Health Authorities
- Any child, student or family member who has travelled overseas or interstate must follow the current Government regulations.
- Any confirmed case of COVID-19 will be excluded from dance until medically cleared to return.
- Students, staff, parents and guardians who have returned to Australia from anywhere else overseas and have not symptoms are able to still attend classes.

In addition, if you child is unwell with respiratory illness they should remain at home until symptoms resolve.

### **Important to Remember**

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness—not coronavirus.

For the latest advice, information and resources, go to [www.health.gov.au](http://www.health.gov.au). Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

The phone number of your state or territory public health agency is available at [www.health.gov.au/state-territory-contacts](http://www.health.gov.au/state-territory-contacts). If you have concerns about your health, speak to your doctor.

**Appendix :  
ACKNOWLEDGEMENT FORM**

**IMPORTANT NOTE: Requiring that employees/volunteers sign an acknowledgement form could possibly prevent later claims of ignorance of school policies.**

This Child Safe Policy has been prepared to enhance your understanding of the child safe policies, practices, and procedures of Take 2 Dance Studio, it is important that you read this entire document. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of the Principal. This Child Safe Policy supersedes all prior documents and previously issued policies.

After you finish reading this Child Safe Policy and within seven (7) days of receipt of it, please sign, date, and return this Acknowledgement Form. Make a copy of these pages for your records before submitting them.

By signing below, you acknowledge that you have read and understood the policies outlined in this Child Safe Policy. You agree to comply with the policies contained in this document and to read and understand any revisions to it and be bound by them. You understand that this document is intended only as a general reference and is not intended to cover every situation that may arise during your employment. This Child Safe Policy is not a full statement of Take 2 Dance Studio policies. Any questions about its contents can be discussed with the director.

Employee/Volunteer name (print legibly) .....

Employee/Volunteer signature .....

Date: .....

If this release is obtained from an Employee/Volunteer under the age of 18, then the signature of that presenter's parent or legal guardian is also required.

Parent or Guardian Name .....

Parent or Guardian Signature ..... Date .....