

Child Safe Policy

Effective date: 21 June 2026

1. Statement of Commitment

Generate Dance is committed to promoting and protecting the safety, wellbeing and empowerment of all children and young people who participate in our dance programs.

We have zero tolerance for child abuse, neglect, grooming, family violence, discrimination, bullying, harassment or any behaviour that places a child at risk.

Our studio actively works to create a culturally safe, inclusive and welcoming environment for all children, including:

- Aboriginal and Torres Strait Islander children and young people
- Children from culturally and linguistically diverse backgrounds
- Children with disability
- LGBTQIA+ children and young people

This policy supports compliance with the Victorian Child Safe Standards.

2. Scope

This policy applies to:

- Studio owners and directors
- Dance teachers and assistants
- Administration staff
- Volunteers
- Contractors and guest teachers
- Students
- Parents and carers
- Committee or board members (if applicable)

The policy applies to all studio activities including:

- Dance classes
- Examinations
- Competitions and performances
- Camps and excursions
- Online classes
- Social media activities
- Studio events

3. Child Safe Principles

Our studio will:

1. Promote the cultural safety of Aboriginal children
 2. Promote the safety and participation of children from diverse backgrounds
 3. Promote the safety and inclusion of children with disability
 4. Empower children and young people to participate and have a voice
 5. Involve families and communities in promoting child safety
 6. Identify and manage risks to children
 7. Recruit and supervise suitable staff and volunteers
 8. Respond appropriately to complaints and concerns
 9. Maintain policies and procedures that support child safety
 10. Regularly review and improve child safety practices
 11. Document and manage records relating to child safety
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4. Code of Conduct

All adults involved with the studio must:

- Treat children with dignity, respect and fairness
- Act as positive role models
- Listen to and value children's views
- Maintain appropriate professional boundaries
- Use respectful and age-appropriate language
- Obtain consent before physical corrections or assistance
- Report concerns about child safety

Adults must not:

- Develop inappropriate relationships with students
 - Engage in grooming behaviours
 - Use abusive, discriminatory, humiliating or sexualised language
 - Be alone with a child in isolated situations where avoidable
 - Communicate privately with students through personal social media accounts
 - Photograph or film children without consent
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5. Working with Children Checks

All employees, contractors and volunteers who work directly with children must:

- Hold a current Victorian Working with Children Check where legally required

- Notify the studio if their clearance changes
- Participate in child safety training and induction

The studio will maintain records of all required checks.

6. Physical Contact During Dance Instruction

Dance instruction sometimes requires physical guidance to support technique, posture or injury prevention.

Teachers must:

- Explain the reason for physical contact
 - Seek permission where appropriate
 - Use the least intrusive contact possible
 - Respect a student's choice if they are uncomfortable
 - Encourage students to express concerns
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7. Child Participation and Empowerment

Children and young people have the right to:

- Feel safe and respected
- Express their opinions
- Raise concerns without fear
- Participate in decisions affecting them
- Receive information about their rights

Teachers and staff will encourage children to speak up if they feel unsafe or uncomfortable.

8. Complaints and Reporting

Any concerns about child safety, misconduct or inappropriate behaviour should be reported immediately to the studio Director.

Reports may be made by:

- Children
- Parents or carers
- Staff or volunteers
- Members of the public

All reports will be:

- Taken seriously
- Recorded confidentially
- Investigated promptly
- Managed according to Victorian legal requirements

If a child is believed to be at immediate risk, the studio will contact Victoria Police or Child Protection as required.

9. Photography, Video and Social Media

The studio will obtain parent or guardian consent before using images or videos of children.

Staff and volunteers must not:

- Share student images on personal social media accounts
- Communicate privately with students online
- Publish identifying information without consent

Official studio communication channels must be used for all student-related communication.

10. Risk Management

The studio will identify and manage risks to children by:

- Maintaining safe physical spaces
 - Supervising children appropriately
 - Monitoring online activities
 - Managing change rooms and waiting areas safely
 - Assessing risks during performances, competitions and travel
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11. Record Keeping

The studio will maintain secure records relating to:

- Working with Children Checks
- Incident reports
- Complaints
- Child safety training
- Risk assessments

- Policy reviews

Confidential information will be stored securely. Please refer to the Privacy & Confidentiality policy for details.

12. Review

This policy will be reviewed every year, or sooner if:

- Legislation changes
 - An incident occurs
 - Child safety risks are identified
 - Organisational changes occur
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Approved by: _____

Position: _____

Date: 21 June 2026 _____ **Next Review Date:** 21 June 2027 _____