

Surfcoast Dance Company Policies & Procedures

At Surfcoast Dance Company, we strive for excellence in all areas. We provide a safe, inclusive environment where everyone can share their passion and love of dance. We encourage each individual no matter of their ability. We request everyone involved with Surfcoast Dance Company to demonstrate an eagerness and willingness to uphold our values and vision as outlined below. We hope to foster in our community a lifetime love of dance and the arts.

Values & Vision

Love, Perseverance & integrity, Kindness & Joy.

Surfcoast Dance Company is a fun, inclusive environment where everyone can share their passion and love of dance. We foster each individual's creativity and help develop discipline that can be taken from the studio into all areas of life. We encourage everyone to strive to be their best, while encouraging others around them to do the same.

Studio Rules

- All students, teachers and members must clean up after themselves.
- Change areas and amenities are to be kept clean and tidy at all times.
- Younger children may be asked to attend amenities in pairs or with support, where appropriate.
- Bags are to be stored to the side of the room, not protruding, to avoid any trips.
- Food is not to be consumed within the dance space unless discussed prior. No chewing gum in the studio.
- Drinks must be in sealed containers only.
- There is to be no running or acrobatics whilst waiting for the previous class to finish.
- Children not attending class must be supervised at all times.
- We are a smoke free environment so please don't smoke in or around the property.
- All mobile phones must be switched off/silent whilst in class.
- Students are responsible for their own property. We will not be responsible for lost or stolen items.
- Please ensure all items of clothing and shoes are clearly labelled.
- Teaching staff will keep lost property, and it will be cleared at the end of every term, so please check lost property regularly.
- Please do not use spray deodorants inside the change area. Please use outside or bring roll on deodorant. Some students are allergic to sprays which can cause breathing problems.
- All students must remain inside the studio until they are collected by their parents or a responsible adult. This is for the safety of all students and must be adhered to.
- Appropriate clothing must be worn over dance uniform to leave the building and no dance shoes may be worn outside.
- No member is permitted to record or take photographs at our studios without permission from the director or teacher.
- By entering the studio, you accept that there may be risks inherent in attending or participating in events or activities held within the venues. Therefore, Surfcoast Dance Company is not responsible for any incidents or accidents that may occur.
- Parents are not permitted to view class unless given special permission. This allows the students to concentrate on their class work.
- We provide an Open week at the last class of each term and an annual concert for parents to see their child's progress and encourage them to attend both of these events. Parents at open days must supervise children not attending class who need to remain seated and all must watch quietly.
- Students are not permitted to bring friends to classes or rehearsals.
- Special dates and information will be emailed to parents in advance, as well as published at the studio. Please keep a record of important studio dates.

- Students will commit to practice on improving their skills especially when exams, competitions or shows/concerts are approaching.
- Consistent practice is required at home each week to achieve and maintain flexibility & skill.

Safety & Physical Contact

- Teachers will explain and model corrections first and seek verbal or implied consent before physical guidance wherever possible.
- While all reasonable care is taken to provide a safe environment, dance is a physical activity and injuries may occur.
- Surfcoast Dance company reserves the right to arrange medical transportation, at the student/parent/guardian's expense, in the event of an emergency.
- The nature of dances classes requires physical student-teacher contact for the purposes of placement and correction of technique and will always be appropriate. All teachers at Surfcoast Dance Company have a current Working with Children Licence.
- Should students be collected from Surfcoast Dance Company by anyone other than a parent/guardian, Surfcoast Dance Company should be notified.
- When students leave Surfcoast Dance Company premises, they are no longer under the care of Surfcoast Dance Company.
- While not participating in class, children remain the responsibility of the parent/guardian. This includes children not participating in class.
- In the event of an evacuation, Surfcoast Dance Company will follow evacuation procedures as per studio protocols.

Communication

- Band App and Email are the primary form of communication at Surfcoast Dance Company .
- Important information and updates are sent regularly via email and the Band App to parents/guardians.
- It is recommended you add surfcoastdc@outlook.com to your email contacts.
- Should you not be receiving emails from surfcoastdc@outlook.com, Junk/Spam email should be checked as email hosting providers will filter emails differently.
- Facebook, Instagram and any other forms of social media are not accepted as a valid method of communication for any administrative purposes (including upcoming absences, general queries, etc.). These should be communicated via email or phone.
- School notices may be posted on Facebook from time to time, however, anything of direct importance to parents/guardians or students will be informed via email.

Classes & Timetables

- Surfcoast Dance Company will make every effort to ensure consistent teachers; however, occasionally classes may need to be taken by a substitute teacher.
- All classes at Surfcoast Dance Company are closed (only the teachers and students may be in the studio during classes). Exceptions can be made for Preschool students for their first class or two, as we understand students need to settle into their new class and environment.
- All choreography and class work taught in class by Surfcoast Dance Company staff or guest teachers remains the property of Surfcoast Dance Company and may not be used without permission from the studio owner.

Video & Photography

- Surfcoast Dance Company reserves the right to photograph or video students participating in dance classes or performances at any time for promotional and training purposes. Permission must be sought for any other video/photography.
- Any and all footage supplied to students (e.g., to assist with practice at home) remains the property of Surfcoast Dance Company and is not to be shared with external parties without prior consent.
- Teachers will be informed of any photography restrictions to ensure these are respected in class and performances

Child Safety Code of Conduct

Surfcoast Dance Company aims to provide a happy and safe environment where children can learn to dance. Surfcoast Dance Company believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs. Surfcoast Dance Company will act with integrity, treating children with respect, listening to their concerns and acting upon them. Surfcoast Dance Company Code of Conduct will ensure that students will receive professional tuition from a qualified teacher with appropriate facilities following safe practice.

If a student at any time feels unsafe or feels that inappropriate behaviour has occurred either from an adult or another student, they are to follow our Query & Complaint Procedure, and the studio owner will attend to the matter. Surfcoast Dance Company will adhere to the following Rules and Guidelines with regards to Photography and Filming:

- Images of Children posted to our website and Facebook/Instagram page will be identified by their first name only.
- To reduce the risk of inappropriate use of images, only images deemed suitable will be used.
- Anyone with any complaints about images posted on our website and face book page can speak to Surfcoast Dance Company Director, and the images may be removed.
- Anyone concerned about inappropriate use of images can report the matter to the Director and procedures will be followed to report the matter to the appropriate authority.
- Teachers will be informed of any photography restrictions to ensure these are respected in class and performances

The Expectations for parents/guardians or spectators who wish to take photographs or film at an event are to avoid inappropriate or intrusive photography. Any child or parent/guardian who has concerns regarding inappropriate or intrusive photography must report their concerns to the Studio Owner who will act in the same manner as they would with any other child protection concern.

Student Behaviour Policy

At Surfcoast Dance Company, behaviour is supported through connection, clear expectations, and regulation-first responses. Teachers will respond to behaviour in a way that maintains safety, dignity, and learning for all students.

- All students are expected to show consideration and respect to all teachers & coaches in the school and also to each other. This will ensure a happy and pleasant environment for everyone.
- All students must conduct themselves with honesty and courtesy and show consideration to all teachers and coaches, fellow students, parents/guardian and staff.
- Students need to remember they are a role model for other students and show leadership by setting an example through their actions and speech. They need to embrace the Surfcoast Dance Company values.
- All students need to take responsibility for adhering to the rules of Surfcoast Dance Company. To bring up concerns with the appropriate person and be willing to receive direction and coaching as appropriate.
- All students need to represent a high level of integrity and avoid gossip, criticism or disparaging comments about fellow students, teachers & coaches or others involved in our studios. Have the willingness to face issues and concerns with maturity and dignity.
- Be committed to giving 100% at all times.
- Parents/guardian will be notified if student behaviour becomes unacceptable.
- When wearing the Surfcoast Dance Company uniform/training gear outside of practice, it is expected that you will uphold our values within the community.

Uniform Policy

- Uniforms must be worn to all classes (as per Surfcoast Dance Company Uniform Guidelines).
- Correct footwear must be worn at all times. Only dance shoes are to be worn in the studio by students, and dance shoes are not to be worn outside of the studio.
- Garments must be clean and washed without holes in them and appropriate for dance.
- Hair must be worn in a bun for all ballet, jazz & acro classes with hair off the face. Hair must be neat and off the face for all other classes.
- No jewellery is to be worn in class. Small ear studs are allowed.

Enrolment Policy

- To enrol at our studio a parent/guardian and student must read and agree to the policies and procedures set out in this document.
- An enrolment form with photography permission must then be completed and handed to reception. Fees will then be charged accordingly.
- An enrolment fee of \$35 per student will be invoiced upon completion of enrolment form. Please ensure this payment is made within the due date as set out on the invoice.
- We closely follow state school terms, and these dates will be advised well in advance.
- Enrolments for all students roll over automatically between term 2, 3 and 4. If a student is not returning for the next term, Surfcoast Dance Company must be notified in writing by the end of week 1 of term, or they will be invoiced for the whole term.
- Students will be enrolled into suitable classes according to age and experience and this is determined by a qualified dance teacher at Surfcoast Dance Company.
- Enrolment is for an entire term. Cancellation must be made in writing prior to the end of term to surfcoastdc@outlook.com or handed to your child's teacher. No refunds are given for term fees paid in advance. Two weeks' notice of cancellation is required.
- The studio must be contacted if a student will be absent from class for any reason.
- Enrolment information must be updated via surfcoastdc@outlook.com if it changes. This includes your email address and mobile phone numbers.
- Surfcoast Dance Company does not accept enrolment for casual attendances unless a class is specifically advertised as such.
- If one of your children discontinues classes, any unused classes cannot be transferred as credit or payment towards another child's enrolment.
- Surfcoast Dance Company only accepts ONE enrolment contact for each student. Any information, emails, and invoices that need to be passed on to other persons is the responsibility of the ONE enrolment contact.
- The enrolment contact must advise Surfcoast Dance Company of any changes to enrolment information for a student as soon as practicable and in writing via email to surfcoastdc@outlook.com in the first instance.
- Students must not communicate with any Surfcoast Dance Company staff directly regarding enrolment and related matters including absences or fees. All such communication must be directed to the Surfcoast Dance Company office staff at surfcoastdc@outlook.com.

Fee Policy

- All deposits & fees are strictly payable on or before the first class of term by cash, or direct deposit and are non-refundable and non-transferable. If fees remain outstanding after the payment due date (the first Saturday of each term), an administration fee will be charged per account issued. Unless prior arrangements have been made with the owner, continued non-payment of fees will result in students being refused entry to classes until all monies due are paid in full.
- If parents have difficulty paying fees, please email surfcoastdc@outlook.com or hand a note to your child's teacher to discuss financial arrangements prior to due payments.
- No refund or credit is given for missed classes (extreme medical conditions considered). Makeup classes are offered at a similar standard or style if the same class is not available as long as there is space in the class.
- There are no refunds for concert fees once costumes are organised.

Query & Complaint Procedure

- We appreciate sometimes parents need to talk to teachers about their children but this cannot not be during class time. Please make a time outside class time when the teachers are available, or email surfcoastdc@outlook.com to schedule a time.
- If your query about your child is lengthy or of a private nature please arrange to make an appointment with Studio Director &/or your teacher. Requests can be made in writing to your teacher or by emailing surfcoastdc@outlook.com or phone the studio. Please advise if you need a specific teacher at the meeting.
- If you wish to lodge a complaint about another member of the studio, please email surfcoastdc@outlook.com.
- All complaints and queries will be dealt with promptly, seriously and with sensitivity and remain confidential.

Injury Policy

- Dancing is an activity where injuries can occur.
- Injuries must be reported to the teacher or coach by the students.
- When an injury occurs at our studio, we will complete an injury record. Depending on the severity of the injury we do expect the parent to take the student to a physiotherapist or appropriate medical practitioner of choice.
- Students who have been injured must present a clearance report from their practitioner stating they are able to return to classes. If the injury is ongoing, we must receive reports regularly so we are aware of the restrictions placed on the student.
- We are not liable for personal injuries.

Hot Weather Policy

- Please ensure that students bring their water bottles to all classes, especially in hot weather and bring a small flannel they can wet and use to cool down.
- Classes on hot weather days are adjusted to accommodate the heat.
- Where the temperature is deemed excessive by the Studio Director, classes will be cancelled. In these instances, make-up classes can be accommodated at a later date. Classes that are cancelled due to hot weather will not be reimbursed.

Agreeing to Surfcoast Dance Company Policies & Procedures

- All terms & conditions are agreed to when signing enrolment paperwork
- Enrolment will not be processed without the Policies & procedures being agreed to. No exceptions.
- It is the duty of parents and guardians to read the Policies & procedures thoroughly before enrolling.
- Surfcoast Dance Company reserves the right to update these Policies & Procedures at any time.

SDC Code of Conduct

All Surfcoast Dance Company activities are approached with professionalism and integrity. We are committed to providing a safe, welcoming and nurturing environment that seeks not only to instil a love of dance in our students, but to develop important life skills in line with our values; Love, Perseverance & Integrity, Kindness & Joy.

To ensure a happy and positive experience for all involved, it is important that students, parents/guardians, extended friends and family members and staff understand and comply with the below code of conduct.

Student Etiquette

- Demonstrate respect for teachers, parents, staff & other students at all times.
- Arrive at least 5 minutes prior to your scheduled class. Latecomers may be refused entry, due to risk of injury.
- Present to class in a tidy and well-groomed manner with hair tied back neatly off the face. Ballet buns are required for all ballet classes.
- Dance uniforms and dance shoes must be worn for classes, where specified. School uniform is not appropriate dance attire and therefore not permitted. Teachers may refuse entry to dancers not groomed appropriately.

- Bring a clearly named leak proof bottle of water to every class.
- Attend class regularly unless ill or injured, or in the event of a family emergency.
- Honour prior commitments made to the studio by attending classes, rehearsals, and performances above other social events.
- Serve as a role model to younger dancers at all times, including appropriate language and behaviour.
- Mobile phones should be switched off or on silent mode and are not to be used during class.
- Put rubbish in the bins provided and clean up after yourself.
- Show respect and care for studio equipment and facilities.
- Ask for help if you need it – we are here for you.

Surfcoast Dance Company Child Safety & Wellbeing Policy

Purpose

The Surfcoast Dance Company Child Safety and Wellbeing Policy demonstrates our studio's commitment to creating and maintaining a child-safe and child-friendly organisation, where children and young people are safe and feel safe. This policy provides an overview of our studio's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our dance school community of everyone's obligations to act safely and appropriately toward children and guides our processes and practices for the safety and well-being of students across all areas of our work.

Scope

This policy:

- applies to all dance school staff, volunteers and contractors whether or not they work in direct contact with students.
- applies in all physical and online dance school environments used by students during or outside of dance class hours, including other locations provided by for a student's use (for example, a dance camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

Definitions

The following terms in this policy have specific definitions:

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

Statement of commitment to child safety

Surfcoast Dance Company is a child safe organisation which welcomes all children, young people and their families. We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Roles and responsibilities

Studio Director

The Studio Owner is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

The leadership team will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings and staff meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of, and responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

School staff and volunteers

All staff and volunteers will:

- Participate in child safety and wellbeing induction and training provided by the school and always follow the school's child safety and wellbeing policies and procedures
- Act in accordance with our Child Safety Code of Conduct
- Identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures, including following the [Four Critical Actions for Schools](#)
- Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- Implement inclusive practices that respond to the diverse needs of students.

Surfcoast Dance Company will:

- Champion and promote a child safe culture with the broader school community
- Ensure that child safety is a regular agenda item at team meetings [**Note** It is not necessary to discuss child safety at every team meeting, but child safety should be discussed at some meetings to ensure that a culture of child safety is being embedded and the Teaching Team are informed and understand the issues]
- Undertake annual training on child safety
- Approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to Surfcoast Dance Company team members
- When hiring team members, ensure that selection, supervision, and management practices are child safe

Specific staff child safety responsibilities

Our Studio Owner is the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- The Studio Owner is responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our dance school community should approach the owner if they have any concerns about the dance school's compliance with the Child Safety and Wellbeing Policy.
- The Studio Owner is responsible for informing the school community about this policy, and making it publicly available
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

Child Safety Code of Conduct

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct also includes processes to report inappropriate behaviour.

Student empowerment

To support child safety and wellbeing at Surfcoast Dance Company, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging our student etiquette, and our school values.

We inform students of their rights through our Student Etiquette Policy and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves

or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns on our website in our policies and procedures page.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

Family engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at Surfcoast Dance Company we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We encourage families to raise any concerns and ideas for improvement.

We do this by:

- Asking for feedback regularly in communication emails/newsletters etc.
- All of our child safety policies and procedures will be available for students and parents at www.surfcoastdancecompany.com.au
- Newsletters which will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.

Diversity and equity

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Suitable staff and volunteers

At Surfcoast Dance Company, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff recruitment

When engaging staff to perform child-related work, we:

- Sight, verify and record the person's Working with Children clearance
- Collect and record:
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with children

Staff induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- any other child safety and wellbeing information that Surfcoast Dance Company considers appropriate to the nature of the role.

Suitability of volunteers

All volunteers are required to comply with our Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- Our school's child safety and wellbeing policies, procedures, codes, and practices
- Recognising indicators of child harm including harm caused by other children and students
- Responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- How to build culturally safe environments for children and students
- Information sharing and recordkeeping obligations
- How to identify and mitigate child safety and wellbeing risks in the dance school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

Complaints and reporting processes

Surfcoast Dance Company fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaints Policy. The Complaints Policy can be found on our website.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers must follow our Child Safety Responding and Reporting Obligations Policy and Procedures which can be found on our website. Our policies and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the dance school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Communications

Surfcoast Dance Company is committed to communicating our child safety strategies to the dance school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- updates in our newsletter
- ensuring that child safety is a regular agenda item at staff meetings and staff training days.

Privacy and information sharing

Surfcoast Dance Company collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to Surfcoast Dance Company's Privacy Policy.

Review Cycle

These policies are reviewed annually or as required by legislative change.

Surfcoast Dance Company Child Safety Reporting Obligations Policy

Duty of care

All Surfcoast Dance Company staff have a duty of care to take reasonable steps to protect children in their care from harm that is reasonably foreseeable. In relation to suspected child abuse, reasonable steps may include (but are not limited to):

- acting on concerns and suspicions of abuse as soon as practicable
- seeking appropriate advice or consulting with other professionals or agencies
- reporting the suspected child abuse to appropriate authorities such as Victoria Police and Child Protection (refer to Four Critical Actions)
- arranging counselling and/or other appropriate welfare support for the child
- providing ongoing support to the child and young person
- sharing information with other school staff who will also be responsible for providing ongoing support to the child.

Significant concerns for the wellbeing of a child

All concerns about the wellbeing of a child (or unborn child) should be taken seriously and acted upon.

Any adult can make a referral to Child FIRST and/or The Orange Door if they:

- have a significant concern for a child's wellbeing
- the issue of concern has a low-to-moderate impact on the child
- the child's immediate safety is not compromised
- believe that the child and/or family will act on the referral and be supportive of it.

Surfcoast Dance Company staff must contact Victoria Police if:

- there is any concern for a child's immediate safety
- a child is partaking in any risk-taking activity that is illegal and extreme in nature or poses a high risk to the child or any other person.

Any and all concerns for child safety should be discussed with the studio owner as soon as is practicable.