



THE COLLECTIVE
DANCE ACADEMY

CHILD SAFETY AND WELLBEING POLICY

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PURPOSE

1.1 This policy was written to:

- 1.1.1 Demonstrate the commitment The Collective Dance Academy (TCDA) has towards child safety and establishing and maintaining child safe and child friendly environments.
- 1.1.2 Ensure that TCDA meets its responsibilities for the safety, welfare and well-being of children and young people.
- 1.1.3 Provide clear procedures to staff, students and parents/guardians related to risk management, complaints management reports and recruitment.

CONTEXT

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

2.2 This policy complies with the ten 'National Principles for Child Safe Organisations'.

SCOPE

3.1 This policy applies to all people involved in the organisation, including:

- 3.1.1 Employees
- 3.1.2 Volunteers
- 3.1.3 Work experience students
- 3.1.4 Contractors
- 3.1.5 Any other individuals involved in this organisation.

COMMITMENT TO CHILD SAFETY

4.1 All children who come to TCDA have a right to feel and be safe.

4.2 TCDA 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.

4.3 TCDA aim to create a child safe and child friendly environment where all children are valued and feel safe.

4.4 Physical Contact by an instructor is for correctional purposes only, or as part of choreography.

CHILDRENS PARTICIPATION

5.1 TCDA encourages and respects the views of children and young people who access our services.

5.2 TCDA listen to and act upon any concern that children, young people or their families raise with us.

5.3 TCDA teaches children what they can do if they feel unsafe by providing the Code of Conduct and Procedure for receiving and responding to complaints upon enrolment.

5.4 Children and young people have the right to:

- 5.4.1 Be actively listened to
- 5.4.2 Be supportive to express their views, opinions and feelings
- 5.4.3 Have their views, opinions and feelings taken into account and recorded
- 5.4.4 Be involved in decision making processes about issues which directly affect them.

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

5.6 TCDA value diversity and do not tolerate any discriminatory practices.

RECRUITMENT PRACTICES

6.1 TCDA employ a range of screening measures, including obtaining police and working with children checks, and apply best practice standards in the screening and recruitment of employees and volunteers.

6.2 TCDA interview and conduct reference checks on all employees.

CODE OF CONDUCT

7.1 All employees are made aware of, and must abide by, our Code of Conduct.

7.2 Students and parents to receive Code of Conduct and Procedure for receiving and responding to complaints upon enrolment.

SUPPORT FOR EMPLOYEES AND VOLUNTEERS

8.1 TCDA ensure that employees 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.

8.2 Strategies TCDA have implemented include:

- 8.2.1 All new employees undergo induction and receive a copy of our child safe policy and code of conduct.
- 8.2.2 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.
- 8.2.3 Continual guidance and updated information in regard to dance training.

REPORTING AND RESPONDING TO SUSPECTED CHILD ABUSE AND NEGLECT

9.1 TCDA will not tolerate incidents of child abuse.

9.2 All employees understand their obligation to notify management of any abuse, who will then notify the Child Abuse Report Line on 13 14 44 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

9.3 Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust.

9.4 TCDA recognises the four main forms of child abuse as being physical, sexual, emotional and neglect.

9.5 From time to time TCDA provides opportunities for employees to attend information sessions about these mandatory reporting obligations.

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

9.7 TCDA 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:

9.7.1 Referring the child, young person or their family to other appropriate services

9.7.2 Displaying information about services that can assist children and their families (such as Kids Helpline or Youth Healthline) in areas accessed by children and their families.

9.8 Employees and volunteers must report to management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee or volunteer.

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

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

STRATEGIES TO MINIMISE RISK

10.1 Policies & Procedures:

10.1.1 Transportation – It is the parents responsibility to ensure that children are signed into the studio and picked up on time.

10.1.2 Taking images of Children – Due to child protection laws and privacy issues, TCDA are unable to allow parents to take photos or videos of students during any open days or concerts

10.1.2.1 TCDA may take photos of the students in dance costumes or during class time, with permission signed for by the parents, These photos may be used for advertising and or social media, if parents have consented to such.

- 10.1.2.2 Senior Students only are permitted to take photos of fellow senior students in uniform and costume and are able to post on social media, unless parents or young persons have stated otherwise.
- 10.1.2.3 Parents 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 TCDA website or Facebook page or school publications.

10.1.3 Supervision of Children – Children are under full supervision while in the classroom by the studio teacher and in the waiting area by receptionist.

- 10.1.3.1 Upon arrival of studio, before children arrive bathrooms and changerooms are checked before any classes commence to make sure there is no unauthorised persons.

10.1.4 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 directors. As a condition of employment, staff must and hereby do agree that such information is the exclusive property of TCDA 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 a director for clarification.

10.2 TCDA are committed to the safety and wellbeing of children and young people. TCDA will treat all with respect and understanding at all times.

10.3 In order to ensure children and young people are kept safe from harm TCDA will:

- 10.3.1 Supervise the children at all times during dance lessons
- 10.3.2 Ensure that any member of TCDA staff with whom your child may come in contact is aware of child abuse and child protection
- 10.3.3 Ensure that no visitors or outsiders have contact with the children
- 10.3.4 Notify you if I am unable to teach your child/children
- 10.3.5 Only allow the child to go home with a nominated person for whom permission has been given.
- 10.3.6 Notify the Department of Child Safety if I suspect or am told that your child is being harmed at home.
- 10.3.7 Notify the police if TCDA suspect or is told that your child is being harmed outside the home.
- 10.3.8 Notify the Department of Child Safety if TCDA is concerned that your child is self-harming.

HARASSMENT/BULLYING

11.1 TCDA opposes all forms of harassment, discrimination, exclusion and bullying. TCDA takes this issue seriously and encourages anyone who believes that they, or another person, has been harassed, discriminated against, excluded intentionally or bullied to raise the issue with management.

11.2 TCDA acknowledges that bullying can take place on the premises and also off site through electronic communication such as social media.

11.3 Bullying is deliberate and repeated verbal, physical, aggressive, social or psychological behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear. Bullying may be physical, verbal, emotional or psychological.

COMMUNICATION

12.1 TCDA will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

12.2 A copy of this policy will also be available to be view on the TCDA website.

12.3 TCDA will hold regular information sessions for staff, volunteers and students.

REFERENCES

13.1 In developing this Child Safety and Wellbeing policy, TCDA has been guided by the following:

13.1.1 Ausdance Child Protection Factsheet 21

13.1.2 Child Safe Organisations National Principals

13.1.3 Performing Arts Schools, dance group and teachers working with children's check brochure.

13.1.4 Office of the Children's Guardian 'a guide to the Child Safe Standard'

13.1.5 TIDC Performing Art Child Safety Policy

RELATED POLICIES AND PROCEDURES

14.1 Code of Conduct

14.2 Procedure for receiving and responding to complaints.

14.3 Risk Assessment

14.4 Policies for student/teacher contact outside of the studio.

POLICY STATUS AND REVIEW

Policy came into effect:

14/4/21

Approved By:

Jenny Biscan

Review Date:

14/4/23