COUNT ME IN DANCE COMPETITION

Child Safe Policy | 2027

Version: 1.0 | Prepared: 4 November 2026

1. Purpose and commitment

Count Me In Dance Competition (CMI) is committed to a safe, welcoming and inclusive environment for every child and young person under 18. Children's safety, wellbeing, dignity, participation and right to be heard take priority over competition results, convenience and commercial considerations. CMI does not tolerate abuse, neglect, grooming, harassment, discrimination, bullying or exploitation.

2. Scope and responsibilities

This policy applies to CMI organisers, employees, volunteers, adjudicators, contractors, photographers, videographers, backstage helpers, studio representatives and anyone undertaking work on behalf of CMI. Visiting studios, teachers, families, competitors and spectators must comply with applicable event safety rules. Parents, guardians and studio representatives retain agreed supervision responsibilities; CMI remains responsible for safety arrangements within its control.

3. Child Safety Contacts

Emmalee Jones and Katie Pringle are BOTH designated Child Safety Contacts and jointly responsible for implementing this policy. A concern may be raised with either person. Where a concern involves one contact, report to the other; where it involves both, or internal reporting is unsafe or inappropriate, report directly to SA Police or the Child Abuse Report Line as appropriate. Internal notification must never delay a legally required external report. Contact details and reporting options must be displayed at each event and published with the policy.

4. Participation, inclusion and communication

CMI listens to children, takes concerns seriously and explains safety rules in age-appropriate language. Children and families may raise concerns without retaliation. CMI respects disability, cultural and linguistic diversity, Aboriginal children and young people, and children with additional support needs. Organisers will seek feedback from children, families and studios and make reporting options accessible.

5. Code of conduct and professional boundaries

Adults must treat children respectfully; use age-appropriate language; avoid humiliation, threats, favouritism and unnecessary physical contact; respect privacy in dressing rooms and toilets; and avoid isolated one-to-one contact wherever reasonably possible. Adults must not engage in sexualised conversation, grooming, private or secretive messaging, inappropriate photography, or personal relationships that exploit a position of trust. Physical assistance must be necessary, explained, appropriate and consistent with consent and safety needs. Breaches may lead to removal from the event, investigation and referral to authorities.

6. Recruitment, screening and training

CMI will identify positions requiring a South Australian Working with Children Check (WWCC), verify a current 'not prohibited' clearance through the DHS Screening Unit organisation portal before engagement, register an organisational interest and maintain secure verification and renewal records. Relevant checks are renewed every five years and status is monitored. CMI will not rely solely on sighting a certificate or assume interstate checks or exemptions are automatically sufficient. Recruitment includes role descriptions, suitability checks and references where appropriate. Staff, volunteers and relevant contractors receive induction on child safety, reporting and event-specific risks; refresher guidance is provided as needed. Report relevant new assessable information to the Screening Unit as required.

7. Recognising and reporting concerns

If a child is in immediate danger, call 000. Where a person reasonably suspects a child is at risk of harm, they must consider their legal reporting obligations and, where required, report to the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable. Concerns about criminal conduct may also require police involvement. Listen calmly, believe and support the child, do not promise secrecy, do not investigate or ask leading questions, and record the child's words and relevant facts accurately. Do not confront an alleged perpetrator. Notify either CMI Child Safety Contact when safe and appropriate, but never substitute internal reporting for external obligations. Seek advice before contacting parents if doing so could increase risk to the child.

8. Complaints, incidents and allegations

Children, parents, studio representatives and workers may report concerns verbally, in writing or directly to either Child Safety Contact. CMI will promptly assess immediate safety, document the concern, preserve evidence, identify any external reporting duty, and take proportionate protective steps while respecting procedural fairness. An allegation against a worker or organiser will not be handled solely by the person concerned. CMI will cooperate with authorities, maintain confidentiality on a need-to-know basis, and provide information about available support. Outcomes may include supervision changes, exclusion, disciplinary action, training or termination, subject to applicable law and external advice.

9. Competition-day supervision and backstage access

CMI will communicate check-in, collection and supervision arrangements to studios and families. Children must remain under the supervision of their parent/guardian or designated studio representative except during expressly agreed handovers. Access to backstage, dressing rooms and restricted areas is controlled; authorised helpers must meet screening requirements applicable to their role. Helpers should be identifiable and access lists maintained. Adults should avoid being alone with children in closed or unobservable spaces. Dressing and toileting privacy must be protected. A child must not be released to an unauthorised person; concerns about collection are escalated to organisers.

10. Photography, video and digital safety

Only CMI-authorised photography and video recording is permitted in performance areas, subject to published event rules. CMI will obtain and record appropriate parent/guardian permissions for capturing, using and publishing identifiable images, and will provide a way to communicate restrictions before the event. Photographers and video operators must follow the same child safety and screening requirements relevant to their roles. Images must not be taken in change rooms, toilets or other private areas. Galleries, orders and deliveries must use controlled access and secure systems; access and retention periods are

reviewed. CMI will respond promptly to image safety or consent concerns and explain any practical limits once material has been distributed. Children's identifying details should not be unnecessarily combined with public images.

11. Privacy and recordkeeping

CMI collects only information reasonably needed for competitions and child safety, restricts access according to role, secures participant data, and uses information only for authorised purposes or lawful reporting. Child safety complaints, reports, actions and WWCC verification records must be recorded securely and retained in accordance with applicable legal and operational requirements. Incident files should be access-controlled and separate from routine competition records. Do not disclose sensitive details to other competitors, studios or spectators.

12. Risk management

Before each event, CMI will review venue layout, entry/exit arrangements, backstage staffing, dressing room privacy, collection procedures, first aid, emergency exits, accessibility, photography arrangements and online systems. Organisers will record controls, owners and unresolved risks and reassess following incidents or material changes. The accompanying risk register is a working document to be reviewed for each venue.

13. Illness and emergencies

People who are unwell should follow current public health advice and venue requirements. CMI will identify first-aid arrangements, emergency evacuation procedures, incident contacts and emergency service access for each event. Historical 2021 COVID QR check-in requirements are not carried forward as standing rules.

14. Review, approval and communication

Emmalee Jones and Katie Pringle will review this policy at least every five years, and sooner after significant incidents, changes in law, identified risks or operational changes. CMI will seek appropriate input from workers, studios, families and children. The approved policy will be accessible to families and workers; relevant workers will be briefed. After approval of an updated policy, CMI will lodge an updated Child Safe Compliance statement with the South Australian Department of Human Services as required.

Appendix A — Event risk register (working template)

Risk	Minimum control
Unapproved backstage access	Check authorised helper list; verify relevant WWCC; identifiable passes; monitor entry
Child not collected / wrong collector	Document supervision handover and approved collectors; keep child supervised; escalate
Child discloses abuse or unsafe home situation	Listen and record; immediate safety; CARL/police as required; avoid unsafe parent notification
Bullying or harassment	Provide confidential reporting route; separate parties if needed; document and respond
Unapproved photography or online sharing	Visible rules; monitor venue; remove

	unauthorised access; act on consent concerns
Inappropriate adult–child one-to-one interaction	Open/observable spaces; two-adult practice where practicable; report concerns
Dressing room privacy breach	Restricted access; designated areas; prompt intervention and reporting
Data or gallery access breach	Role-based access; secure delivery; incident response; minimise identifying data
Medical emergency / evacuation	Venue-specific first aid, emergency contact and evacuation plan

Appendix B — Reporting quick reference

- Immediate danger: call 000.
- Suspected child at risk of harm: Child Abuse Report Line (CARL) 13 14 78, where reporting is required.
- Internal CMI contacts: Emmalee Jones OR Katie Pringle. Contact either; use external authorities if both are implicated or internal reporting is unsafe.
- Record facts and the child's own words; do not investigate or promise secrecy.

Approval and implementation checklist

- Confirm both contacts' preferred public email/phone details and publish them.
- Confirm WWCC role matrix, portal verification procedure and worker induction process.
- Confirm event-specific image consent, gallery access and retention arrangements.
- Review risk controls with venue staff and visiting studios.
- Emmalee Jones — signature/date: _____
- Katie Pringle — signature/date: _____
- Next scheduled review: _____
- Lodge updated Child Safe Compliance statement following approval.

Reference guidance

SA Department of Human Services — Guide to writing or reviewing your child safe policy: https://dhs.sa.gov.au/how-we-help/ngo-and-sector-support/child-safe-environment/about-child-safe-policies/guide-to-writing-or-reviewing-your-child-safe-policy

SA Department of Human Services — Child Safe Compliance statements: https://dhs.sa.gov.au/how-we-help/ngo-and-sector-support/child-safe-environment/child-safe-compliance-statements