

**CHILD
SAFETY &
WELLBEING
POLICY**

CHILD SAFETY & WELLBEING POLICY

PURPOSE:

At Dance etc, child safety is paramount. We are committed to the safety & wellbeing of children & young people. We have strict measures in place which align with mandatory laws. We achieve a child safe environment by doing the following:

- Studios are fitted with viewing windows to ensure children are visible at all times.
- Live stream recording CCTV surveillance in all common areas.
- At least 2x members of our faculty at the studio at all times.
- Staff hold a Valid Working with Children Check.
- Staff have completed at least 1x online professional development course through CDM.
- Age appropriateness is a priority for all teachers & faculty have been educated on this through our team inductions & regular communication & education. This includes being sensitive about messages and themes in the music choices, having age-appropriate costumes and favouring modesty when it comes to costumes. Choreography is also age appropriate and prioritises safe dance practices.
- Teachers have the appropriate experience, learning & knowledge to teach to the level and style of the class & understand the risks and make it a priority to minimise these risks.
- Staff are informed on safe dance practices and reflect on these when it comes to class planning & management (as outlined in the staff handbook under 'Prioritise Safety'). This includes students not travelling in cars with faculty.
- Records are kept on file regarding known student limitations (including injuries, disabilities & personal limitations, allergies etc).
- There is a minimum of 1x staff on the premise who is educated in First Aid and how to operate the onsite DE-FIB. All staff understand & follow the emergency procedures at the Studio.
- Specific age groups are in place to minimise exposure to inappropriate conversations/social situations.
- Administration staff supervise the kiss n ride during peak times.
- Promote open and transparent lines of communication with our students & build healthy, trustworthy relationships.
- No-Tolerance Policy for bullying.

SCOPE:

This policy applies to all people who conduct work for Dance etc including Directors, Teachers, Administration Staff, Volunteers, Sub-Contractors, Assistant teachers & people in leadership roles. Our policy applies to all activities which involve, result in or relate to contact with children.

RESPONSIBILITIES:

Every person who fits within the scope of this policy is responsible for upholding our Child Safety & Well Being Policy & must sign the Child Safety & Well Being Code Of Practice. Our company Director is responsible for ensuring the accuracy of this policy, recruiting and screening practices, staff induction training & support, responding to complaints, risk assessment, record keeping and information sharing & code of conduct. Our Executive team is responsible for the timely manner of receiving & forwarding complaints plus confidentiality & proper record keeping. All staff, volunteers & contractors are responsible in ensuring they complete all training relating to child safety & safe dance practices at the studio.

DEFINITIONS:

Dance etc Team – anyone who is a Director, teacher, assistant teacher, administration or sub-contractor at Dance etc.

Director – a person who is the legal director of Dance etc

Teacher – a person who instructs dance classes at Dance etc (paid or un-paid)

Assistant Teacher – a person who assists a teacher in a dance class at Dance etc (paid or un/paid)

Administration – a person who is employed for clerical duties at Dance etc

Sub-Contractor – a person who is engaged in sub-contracting work (usually teaching) at Dance etc

Child/Children – A person under 18yrs of age

Child harm/abuse – any kind of action or failure to act that results in harm or possible harm to a child

Mandatory reporting – when the law requires you to report known or suspected cases of abuse & neglect.

Cultural safety – the positive recognition and celebration of cultures.

LEGISLATION & STANDARDS:

Australian Institute of Family Studies

<https://aifs.gov.au/resources/resource-sheets/australian-child-protection-legislation>

Children & community services act

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_132_homepage.html

Family Court Act

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_321_homepage.html

Education & care services National Law

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_12929_homepage.html

Child Safety www.childsafety.gov.au

POLICIES & PROCEDURES:

All Dance etc Team must sign and abide by the companies Policies and Procedures and 'Dance etc Child Safety & Wellbeing Code of Conduct' at the start of each new calendar year or when they first begin employment at Dance etc.

All Dance etc team must complete the online 'Dance etc Child Safety & Wellbeing Policy' at the start of each new calendar year or when they first begin employment at Dance etc.

Sub-Contractors must complete the above forms before commencing classes at Dance etc (regardless of how many hours/classes they will be engaged in). Repeat Sub-contractors must re-sign these forms every calendar year if they wish to continue sub-contracting at Dance etc.

Our risk management policy is a way in which we mitigate risks within our studio. All team members are aware of and refer to the risk management policy to minimise risks associated with children at Dance etc.

POLICY STATUS & REVIEW:

The Dance etc Child Safety Policy was approved by Director, Kate Buchan and came into effect in March 2024. This policy is due to be reviewed after 2x years and will be reviewed by a team of Dance etc staff and representatives. To find out more about the Child Safety Policy, please contact kate@danceetcperth.com



CONTACT US

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