



# **Child Safe Policy**

## The purpose of this policy

All children and young people at Denise Utz School of Dance have a right to feel safe and protected. This policy:

- a) Is part of Denise Utz School of Dance's ongoing commitment to protecting the children in our care from harm and abuse
- b) Outlines the safeguards our School has put in place to minimise the risks to child safety
- c) Sets out what is required from staff and volunteers so they know what is expected from them to keep children safe.

## Our commitment to child safety

Our school is committed to ensuring we provide a safe environment for all children and young people. Our full Statement of Commitment is also available on our website and Welcome Hub.

## Who this policy applies to

Everyone involved with the School is responsible for applying this policy, including teaching staff, administration, volunteers, contractors, children and young people, parents and carers and the broader School community such as supporters. This policy sets down what is required from everyone when taking part in activities that involve children and young people.

## Roles and responsibilities

Everyone who works at Denise Utz School of Dance who oversees child safety, whether an employee, volunteer or contractor, is expected to carry out the requirements specific to their role to keep children safe. This includes:



- a) Upholding our School's commitment to child safety
- b) Reading, signing and upholding the behaviour set out in our Child Safe Code of Conduct
- c) Completing all assigned and ongoing child safe training
- d) Taking part in our regular reviews of our child safe policies
- e) Reporting all breaches of our policies or any allegations of child harm or abuse

Our School's Child Safe Champion is Annabel Scott. Please contact her with any of your child-safety related questions or concerns.

## Definitions

**Child abuse:** The World Health Organisation refers to all types of child abuse as child maltreatment. It includes all types of physical or emotional ill-treatment, sexual abuse, neglect or negligence, which results in actual or potential harm to a child's health, survival, development or dignity.

**Grooming:** When offenders manipulate children and adults to abuse a child, it is called grooming. It's a process the offender uses to build trust and create an environment where abuse can occur.

## Content Overview

This policy contains information on:

- a) Supervision of children (outside of session times)
- b) Online communication
- c) Physical contact with children
- d) Change room etiquette
- e) Out of hours contact
- f) Illness and injury management
- g) Transportation of children
- h) Photography and the use of images
- i) Alcohol, drugs, cigarettes, vapes



- j) Inappropriate conversations
- k) Gifts and benefits

## Supervision of children (outside of lesson times)

Supervision of children is not provided outside of lesson times. Parents and carers are responsible for supervising their children before and after class. Should a student be dropped off early or picked up late, teachers should stay with the child in a public space, such as in the foyer at Roselea Community Centre, or in the studio with the front door open at Mobbs Lane Studio, until other students arrive, or the student is collected.

## Online Communication

Online communication should only be with parents or carers and via official channels - email, studio/office phone, BAND group, official social media pages.

Teachers and administrators should not have online contact with students outside of these official channels of communication. If contacted online by a student using unofficial channels, the teacher is to respond advising the student how they can contact them safely and appropriately and then discontinue this method of communication.

## Physical Contact with Children

Teaching dance requires a certain level of physical contact to help students understand correct placement, positions and execution of movement.

At no time should a teacher inappropriately touch a student on their genitals and breasts, underneath or on top of clothing or costumes.

## Change Room Etiquette

Where possible, students should be encouraged to change and go to the toilet privately. Teachers should not be present to help children change. Bathroom supervision should only occur with very young children and teachers should not need to enter the cubicle with the child.



Children should always go to the toilet in pairs, when leaving the direct supervision of the teacher.

## Out of Hours Contact

Outside of the dance studio, teaching staff are only permitted to contact parents and students via official BAND chats, where the conversation can be monitored by an admin.

Staff should not have private BAND chats with a student, with no other adult included. If a parent or carer cannot be added to the chat, then an admin member or another staff member should also be added.

Teaching staff should not have private communication with students outside of the studio on social media or on their personal devices. If a student reaches out to them, they should direct them to have further communication via an official BAND chat or ask their parent directly to communicate with the teacher.

## Illness and Injury Management

It is strongly advised that all teaching staff have a current First Aid certificate. This provides staff with the training to assess and provide first aid in a situation where there is an illness or injury that occurs.

All injuries and incidents involving children, must be reported to Management via the QR code google form in each studio. This allows us to have a full document of what happened, the treatment provided and whether a follow-up is needed with the student's family, or teacher.

If a student is to fall sick, or injured and needs to go home, the teacher on duty should call the child's parent to inform them. The sick or injured child should be placed in a location where they are comfortable and can continue to be supervised whilst the class continues.

## Transportation of Children

Staff members should not be transporting children in their own vehicles. On the rare occasion that it is necessary, the staff member must seek the permission of the child's parent/carers in



writing and seek permission from the School's management. A Risk Assessment Management Plan will then need to be created.

## Photography and the Use of Images

Teaching staff are required to take photographs and videos of their students in class, around the studio and at events such as eisteddfods and concerts. They should not be taking photos or videos of children outside of these times. This content is to be shared with the class families via the Band app. It will also be selectively shared with the community via our official social media pages, for advertising and on our website.

Content is not to be shared outside of the School.

At the end of each teaching year and end of employment, teaching staff should delete all photos and videos of students from their devices.

All video and photo content should be respectful towards the children, not show anything of an inappropriate or offensive nature, not be sexual, show children in undress or whilst changing - including in the background.

## Alcohol, drugs, cigarettes and vapes

No staff member is permitted to enter the Dance School premises whilst under the influence of alcohol or drugs.

Smoking and vaping is not permitted inside or in the outside and surrounding areas of the Dance School. Teachers who wish to smoke, must do so privately, and not in the presence or view of dance students or their families.

## Inappropriate Conversations

All staff must ensure that the conversations they have with children and young people are age appropriate and contain suitable language. Conversations of a sexual nature, discussions around topics not relevant to a dance class etc are not permitted.



In the event a student wishes to disclose something of a personal nature, or report a form of abuse, they must do so in the presence of another student and the teacher, or with the teacher and another adult present.

## Gifts and Benefits

Teaching staff are not to give students gifts or accept bribes from students or parents.

## Other related Child Safe Policies

Denise Utz School of Dance has a number of other policies that relate to child safety. These include:

- a) Child Safe Code of Conduct
- b) Child Safe Reporting Policy
- c) Child Safe Recruitment, Induction and Training Policy
- d) Child Safe Risk Management Plan

Each of these policies are available upon request.

## Legal Requirements

Denise Utz School of Dance has to understand and comply with a number of child protection standards and laws. These include:

- a) Children's Guardian Act 2019
- b) Child Protection (Working with Children) Act 2012
- c) Child Protection (Working with Children) Regulation 2013



## Where you can find our Child Safe Policy

Our Child Safe Policy can be found on our website. It is also published on our Welcome Hub which is available to all new enrolled families to view. Anyone in our community can request a copy via email at any time.

## Next Review Date

24th January 2026, or earlier if there are any critical incidents.