

LUMINOUS DANCE
CHILD SAFE ENVIRONMENT POLICY STATEMENT

1. PURPOSE

LUMINOUS DANCE has produced this document to ensure the safety and wellbeing of all children within our dance studio at all times. This policy will outline the roles and responsibilities for all those involved within LUMINOUS DANCE.

2. COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE

LUMINOUS DANCE takes steps to ensure safety of our children and young people at all times. This includes before, after and during class times as well as public performances and competitions. The safety of our children and young people is paramount at all times and the forefront in our decisions as a dance studio.

Our policy aligns with the child safe environments provisions of the Children and Young People (Safety) Act 2017.

As stated previously safety of our children and young adults is paramount, and ensuring children and young people feel encouraged, valued and respected is outlined in our terms and conditions of enrolment.

Our staff are all required to possess DCSI Working with Children Clearances, as well as First Aid training, RAN training and tertiary education in the field of which they are teaching. Our staff have a legal obligation to report any behaviours seen as abnormal or a threat to the safety and wellbeing of our children and young people inside and outside of the studio. Their first point of contact is our Studio Director – Jessica Purcell who will investigate these reports and progress as necessary. We hold closely client confidentiality during these times.

3. SCOPE

Our Child Safe Environment Policy applies to the following persons;

- Staff Members: Our Staff are required DCSI Clearances as first point of safety precautions. Upon employment with LUMINOUS DANCE staff members are to sign off on a contractual agreement stating our Child Safe Environment Policy obligations.
- Volunteers: Any volunteers within our organisation must provide proof of their DCSI Clearance before being entrusted with the safety of our students alone.
- LUMINOUS DANCE families and students: Upon enrolling in LUMINOUS DANCE parents sign a contractual agreement of which outlines safety precautions in regards to their children.
 - i) Adults must be inside our building to retrieve children from class, no student is allowed to leave unless a parent/guardian has been spotted.
 - ii) During Concerts and Rehearsals students must be signed IN AND OUT of the building by a parent/guardian

iii) If any other than the parent/guardian or emergency contact is picking up the child from scheduled classes this must be produced in writing or verbal conversation to the studio director or class teacher.

iiii) LUMINOUS DANCE have a zero tolerance for bullying, upon confrontation a warning will be issued and in extreme cases perpetrator will be asked to unenrol from LUMINOUS DANCE.

v) As dance is a physical sport, outlined in the terms and conditions of enrolment is the likelihood of guided movement involving touching to assist skill acquisition. Any parent not comfortable with this does not have to sign.

4. CHILDREN AND YOUNG PEOPLES PARTICIPATION

LUMINOUS DANCE commits to listening to our children and young students when they have feelings of concern or moments of feeling unsafe. We encourage our students and their families to provide us with constant feedback concerning our studio and welcome questions and concerns with an open mind at any time throughout the calendar year. Our newsletters invite feedback and reviews, we also hold polls and surveys several times throughout the year to engage our families within our decision-making processes.

5. CODE OF CONDUCT

Please see Appendix A for a copy of our Code of Conduct.

This document is available to our students and families via our online parent portal and hard copies available in person. Reporting a breach of this conduct can do be done by communicating with our staff members. Staff members pass on this breach to the Studio Director or then takes action on the matter.

6. RECRUITMENT PRACTICES

LUMINOUS DANCE commits itself to a recruitment process of staff that aligns with maintaining the safety of children and young people.

i) An initial job advertisement is posted via job seeking websites. This advertisement includes the following requirements;

- Ability to list referees
- DCSI Working with Children's Clearance Check attained
- First Aid and CPR Training attained
- Relevant experience and education in dance teaching and working with children
- Expectations and Requirements of the role
- Potential Employees agree to relevant history check in agreeance with Section 8B of the *Children's Protection Act 1993*.

ii) Potential employee is invited for a Face to Face Interview

iii) Pending a successful face to face interview the potential employee is then invited in for a probationary period to view their interaction with children and suitability for the role.

iii) Pending a successful trial and an alignment with our studio values and Code of Conduct the employee is contracted to LUMINOUS DANCE for a 1 year period of which employment is reconsidered and continued if suited. Relevant History checks are maintained every 3 years as required.

7. SUPERVISION, TRAINING AND SUPPORT FOR EMPLOYEES AND VOLUNTEERS

LUMINOUS DANCE has in place strategies to supervise, train and support employees and volunteers.

An initial induction is held for new employees to view their surroundings and meet the children they will be working with. During this time, they receive a copy of our Child Safe Environment Policy, our Code of Conduct and their Employment Contract.

Regular Staff meetings are held as a chance to discuss progress, areas for improvement and current successes.

Staff members are invited to view web-based resources about issues concerning child protection should they feel the need.

Staff are encouraged and required to keep knowledge and skills up to date in all areas including the wellbeing of children and young people; courses available via the Office for Recreation and Sport in these areas are advertised to our staff also.

8. RESPONSIBLE AUTHORITY

The responsible authority of LUMINOUS DANCE (Jessica Purcell – Studio Director) will not perform prescribed functions within the studio without required evidence. The responsible authority (Jessica Purcell – Studio Director) will produce this evidence for inspection if requested by a parent, guardian or carer of a child or young person within LUMINOUS DANCE.

9. REPORTING AND RESPONDING TO SUSPICION THAT A CHILD OR YOUNG PERSON MAY BE AT RISK.

LUMINOUS DANCE ensures all children and young people within our studio are kept safe from harm at all times.

Where there is suspicion that a child or young person within LUMINOUS DANCE is, or maybe, at risk of harm LUMINOUS DANCE provides information via our online parent portal of where to report this information in a safe and confidential way.

Reporting suspicion is a responsibility of all people involved within LUMINOUS DANCE. This is done via CARL (Child Abuse Report Line on 131478). Those undertaken RAN training and employed by LUMINOUS are done so in a position of trust and it becomes a legal obligation to report.

LUMINOUS DANCE provides support to its employees (via verbal communication and outlined in employment contract) to understand their obligation as notifiers and the crucial importance they can play to a child or young person's safety within our dance studio.

Employees are required to read and understand: Guidelines for mandated notifiers and information for organisations https://www.education.sa.gov.au/sites/g/files/net691/f/cse_guidelines.pdf

All staff and volunteers to complete the online SMART (Strategies for Managing Abuse Related Trauma) training <http://www.childhood.org.au/forprofessionals/smart-online-training>

All staff that are mandated notifiers in LUMINOUS DANCE are encouraged to attend a 'Child safe environments: Our community response to child abuse and neglect' training course.

LUMINOUS DANCE has open communication with its students. We believe this way of practice builds trust for our students to confide in us when need be. If a child or young person discloses harm our first priority becomes client confidentiality. Following further investigation, a report to CARL is made.

Recognising signs of risk of harm within LUMINOUS:

- Change in child's usual behaviour (withdrawn, unusual comments, abnormal absences)
- Potential marks or bruising
- Communication style between parent/guardian and child/young person

What steps do we take?

1. Recognise sign of risk of harm OR Child/Young person confides in their risk of harm to a LUMINOUS staff member.
2. Communicate step 1. With Studio Director to allow further investigation in the matter.
3. Between both the Studio Director and Employee a report is made to CARL PH: 13 14 78.
4. Support services made available to child/young person and family. Support services made available to employee/s involved in report.

How to support our children, young people and their families following an incident/reporting:

- Referring child, young person and/or family to further appropriate services
- Continuing to monitor child/young person if continuing in their lessons with LUMINOUS DANCE

10. REPORTING AND RESPONDING TO COMPLAINTS ABOUT A PERSON INVOLVED IN LUMINOUS DANCE

All complaints in regards to Child Safe Environments are to be dealt with promptly, sensitively and fairly at LUMINOUS DANCE. The protection and safety of children and young people at LUMINOUS DANCE is paramount and at the forefront of all we do. All involved in LUMINOUS DANCE including, staff, students, and families must immediately report any concerns or complaints in relation to the behaviour or conduct of another person towards a child or young person.

Breaches of our Code of Conduct/Child Safe Conduct:

1. Upon finding a breach of our conduct initial investigation is carried out by Studio Director – Jessica Purcell.
2. Pending investigation, the perpetrator will be faced with 2 options.
 - i) A first and final warning indicating their behaviour is not tolerated nor reflective of the LUMINOUS DANCE values.
 - ii) In extreme cases the perpetrator may be asked to leave with enrolment or employee terminated effective immediately.

Further Actions:

All complaints and concerns are documented on our system. During the investigation stage

consideration is taken as to involve outside authorities (CARL or South Australian Police). Decisions and actions taken are documented and stored within our system. Documentation of these incidents allows a fair procedure is followed with every incidence that may occur.

11. RISK MANAGEMENT

To assist LUMINOUS DANCE in maintaining its child and young people safe environment we monitor the following potential risks;

PHOTOGRAPHY/VIDEOGRAPHY:

All parents/caregivers must sign a photography/videography waiver in agreeance for their child's images/video footage to be posted in marketing and promotional materials. There is the option to opt OUT. Photography and Videography during concerts is not permitted and stated before each performance.

PARENTAL SUPERVISION:

Students are to be of parental supervision until class commences. Parent are permitted to leave during class times of which supervision becomes responsibility of the teacher. Students are not permitted to leave the building unless with an adult (parent/caregiver on their enrolment forms). If child is to be picked up by another parent or and adult not familiar to LUMINOUS DANCE this needs to be advised prior.

PHYSICAL ENVIRONMENT:

LUMINOUS DANCE provides its studio with safe physical environments for dancing. This includes flooring suitability, Geographical location, car parking, toilet access and access for parents to watch classes should they feel the need.

PHYSICAL CONTACT:

Dance is a refined art form that at times requires times of physical contact in order to guide movement and perfect technique. Parents are made aware of this during enrolment processes. Students will also have physical contact with one another in certain choreographic moments. LUMINOUS DANCE ensures this is of safe and fair measures.

SOCIAL MEDIA GUIDELINES:

LUMINOUS DANCE must seek permission to post photos/videos of children/young people on social media. This is also signed off during terms and conditions of enrolment.

PROTECTING PRIVACY:

Client confidentiality in all matters is paramount. Personal information is not shared. In emergency medical situations we have asked consent to provide suited information where required.

STAFF PENDING INVESTIGATION PROCEDURES:

If at any time a LUMINOUS DANCE employee is investigated, charged and involved within a serious criminal offence they will be asked to stand down immediately with employment contract pending.

12. COMMUNICATION

In agreeance with Chapter 8 (Section 114(5)) of the Children and Young People (Safety) Act 2017, LUMINOUS DANCE makes it Child Safe Environment Policy available to all parents and caregivers via

our online parent portal. A waiver is to be signed to show the parent/caregiver has read over and aware of our Child Safe Environment Policy Document.

13. RELATED POLICIES AND PROCEDURES

LUMINOUS DANCE has other related policies and procedures in place that support our Child Safe Environment commitment;

- Code of Conduct (*Appendix A*)
- Online Waiver within our Parent Portal signed by parents/care givers and employees they have read/understand and will abide by this document (Child Safe Environment Policy)
- Policy and procedure for dealing with members charged, under investigation or involved in a serious criminal offence as mentioned in Section 11 – *Risk Management*
- Staff and Volunteer recruitment procedures and relevant history screenings as mentioned in Section 6 -*Recruitment Practices*
- Mandatory reporting procedures for our staff and LUMINOUS DANCE families mentioned in Section 9 – *Reporting and Responding to Suspicion that a child or young person may be at risk.*
- Extensive Risk Management Strategies in relation to other policies and procedures developed to further manage and reduce risks to children and young people. Outlined in Section 11 – *Risk Management.*

14. POLICY REVIEW

LUMINOUS DANCE in alignment with the Children and Young People (Safety) Act 2017 will evaluate and review the effectiveness of its Child Safe Environment policy once every 5 years. Evaluation will take place with all staff members during a dedicated meeting on the matter. Parent/Caregiver and student feedback will be invited anonymously to improve where necessary.

LUMINOUS DANCE acknowledges there may also be situations that will require evaluation and review of our Child Safe Environment Policy, these include;

- Identification of new or additional Risks
- An incident has occurred within LUMINOUS DANCE
- Concerns or complaints are received in regards to child safety
- Awareness around our Child Safe Environment Policy is Low

LUMINOUS DANCE

CODE OF CONDUCT

LUMINOUS STAFF

- Remembering the individual wants of participation for each student vary but for all it we must acknowledge the participation for pleasure, the else shall follow.
- Operate within the standards of dance as both a physical and artistical form of activity. Allow students to understand the rules and etiquette.
- For competing students – teach students to respond to adjudicators in a respectful way.
- Lead by example
- Listen to your students – what is fun for them? What do they want to be achieving in class?
- Respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Keep up to date with teaching practices and qualifications –ensure you understand the principles of physical growth and development.
- Ensure you are aware of your club’s child safe policy – ensure you are aware of your mandated responsibility to report suspicion of child abuse and neglect. Complete the online training on www.playbytherules.net.au.
- Ensure that any physical contact with a young person is appropriate –is it necessary for the player’s skill development?
- Talk to students in a pleasant manner, do not bark orders to achieve results. Treat people the way you would like to be treated!

LUMINOUS STUDENTS

- Never argue with your teacher, your team members or the adjudicator (applicable to competing students)
- Work WITH your troupe members. There is no I in Team. At LUMINOUS we aim to build strong troupe cohesiveness.
- Be a good sport – congratulate your troupe member when they do something well. Congratulate your competition when they do well (Applicable to competing students)
- Show respect to your teachers, complete a curtsy at the end of every class. Raise your hand to ask a question. Ask to use the toilet.
- Appreciate your teachers time and your team members time – use the toilet before and after class not during!
- Participate for your own enjoyment and benefit!
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background or religion.
- Speak to an adult you trust if you have an issue, feel unsafe or are concerned about someone else.
- - Be kind and respectful to your teacher and your troupe members – LUMINOUS DANCE is a bully free zone with a zero-tolerance policy.

LUMINOUS PARENTS/CAREGIVERS

- Remember that children participate in sport for their enjoyment - not yours.
- Never ridicule or yell at a child - for making a mistake or not winning.
- Respect adjudicators decisions - encourage children to do likewise. (Competing Students)
- Lead by Example
- Respect the rights, dignity and worth of every young person -regardless of their gender, ability, cultural background or religion.
- Ensure you are aware and follow the correct processes to follow if you have an issue or complaint – do not perpetuate issues with gossip or general criticism.
- Respect your child’s troupe members and parents.
- Bullying other children or parents has the same zero tolerance for our parents as for students. Please don’t let this occur – we don’t want to affect your child’s love for dance because of your actions.
- Respect your child’s teacher – make sure they attend classes, report absences and try your best to get to class on time. Evidence shows us students missing numerous classes become disheartened by the choreography they have missed and end up dropping out despite previous loving class time as it becomes too much to catch up on.