

CHILD SAFE POLICY

West Pointe Ballet Academy is committed to acting in a child's best interest and in keeping them safe from harm.

Statement of Commitment to Child Safety:

- We are committed to the safety, participation, empowerment and respect of all children in our care.
- We provide staff and volunteers with information and support to keep children safe. We talk openly about child safety and educate our staff on child safety risks.
- We have a zero tolerance approach to child abuse, all allegations and safety concerns will be treated seriously and consistently.
- We understand our legal and moral obligations regarding child safety and will contact authorities when we are concerned about a child's safety.
- We are committed to preventing child abuse and identifying risks early, and removing and reducing risks.
- We are committed to the cultural safety of; Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
- We provide children with a disability a safe and welcoming environment.
- Staff and volunteers who come in to direct contact with children are required to hold current Working with Children Check
- We are committed to employing teachers that hold these values and we will stop classes and remove a teacher should we feel their behaviour is inappropriate
- We lead on child safety from the top. The Principal and staff uphold child safety practices and are on hand to support, guide and direct.
- We believe that structure and boundaries are important in dance classes. Boundaries do not involve demeaning or isolating, threatening, bullying or victimising students.
- Our teachers have clear expectations for behaviour in class. Expectations are communicated directly to students. All students are required to comply with these expectations. If a student does not agree that the class rules are fair and just this should be raised with the director.
- We are committed to providing an environment where all young people feel valued and can learn in a supportive atmosphere regardless of their skill level
- Parents are an important part of our dance community and should always feel their children are safe. We expect all parents and carers to uphold the child safe standards and code of conduct.
- We are committed to the holistic development of the children in our care and endeavour to incorporate discussions, workshops, displays and good teaching practice on health and wellbeing. This includes physical, mental and emotional health
- We have zero tolerance of bullying and regularly work with our staff, teachers and students to ensure this is embedded in our culture.
- We have anti bullying practices in place to support our commitment to child safety.
- We actively discourage the unsupervised use of iPads and iPhones by junior students in our care. As we cannot guarantee the content of what is being viewed or the audience watching. We ask parents to support this approach.

- We educate our older students to role model e-safe practices, to use their technology discretely and only view content that is appropriate (as if the youngest person in the room might be looking over their shoulder at any time).
- We will only publish images of children with the permission of parents and students. Images of students may be published to promote West Pointe Ballet Academy. Students and parents sharing photographs of students, other than their own children without permission is not encouraged by West Pointe.

Objectives

This policy provides the framework for:

- A suite of practices, policies and procedures that promote child protection within West Pointe;
- The promotion of a positive culture where children are safe and feel empowered and able to openly report or discuss issues

Scope

This policy is relevant to directors, staff, students, volunteers, parents and caregivers.

Definition

Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.

Responsibilities

Students

Understand and follow Code of Conduct, know who to report concerns to.

Parents

Understand and follow Code of Conduct, know who to direct concerns to.

Volunteers

Understand and follow Code of Conduct, policies and procedures.

Staff

Understand and follow Code of Conduct, policies and procedures.

Principal

Have overall responsibility for creating a child safe environment and culture. Creating Child Safe policy framework, practices and procedures. Regular review of policies, education of staff, volunteers.

It is each person's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise and concerns they may have relating to child abuse to West Pointe.

Procedure for reporting concerns

Whenever there is a concern that a child is in immediate danger, the Police should be called on 000

Teachers, students, parents and volunteers who have concerns that a child may be subject to abuse are asked to contact Nicole Ryan

Communications will be treated confidentially

The concern will be handled in the following way

- 1) Concerns are logged on the Concern / Incident Report form
- 2) Concerns are handled by Nicole Ryan
- 3) Appropriate action will be taken to address the concern;
 - if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
 - All concerns will be investigated objectively and thoroughly. If staff, volunteers, students or parents are acting outside of the Code of Conduct disciplinary procedures may be taken.
- 4) Depending on the concern raised the person raising the concern may or may not be informed of the actions taken to address the concern.
- 5) All Concerns / incident reports are numbered, collated and kept by West Pointe for record keeping purposes. (please note forms are also used for reporting OH&S incidents and risks)
- 6) keeping purposes. (please note the form is also used for reporting OH&S incidents and risks)

Accompanying Internal documents

- Concerns / Incident Reporting Form
- Code of conduct
- Disciplinary Procedures
- Enrolment Form / Terms & Conditions of Enrolment

RESOURCES

- Commission for Children & Young People, Child Safety
- <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>
- Working with Children Act 2005
- <https://www.workingwithchildren.vic.gov.au/about-the-check/legislation>
- Child Wellbeing and Safety Act 2005
- http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/cwasa2005218/

Responsibility	Principal	Date of issue	October 2017
Scope	Staff, Students, Volunteers, Parents, Caregivers. contractors	Date for review	January 2021