

Crazy Feet Dance Studio

CHILD SAFETY AND WELLBEING

STATEMENTS, POLICY & PROCEDURES



Contents

1. Child Safety Statement
2. Definition – What is abuse?
3. Code of Conduct
4. Risk Minimisation
5. Process for Reporting
6. Child Safe Incident Report
7. Human Resource Management
8. Strategies to Promote Child Empowerment
9. Fair Procedures, Privacy, Legal Responsibilities & Review
10. Statements on the Standards (2022)
11. Appendices

If you believe a child is at immediate risk of abuse, phone 000.

To report a non-urgent matter, phone Child Protection (South Division) 1300 555 526

1. CHILD SAFETY STATEMENT & ZERO TOLERANCE POLICY

To be displayed around studios and on websites.

Crazy Feet Dance Studio's **Commitment to Child Safety**

- At Crazy Feet Dance Studio, we are committed to Child Safety.
- We strive to ensure children feel safe and happy at our studios.
- We are committed to facilitating participation and empowerment of all children.
- We strive to develop students' engagement in performing arts classes, and develop confident self-expression.
- We recognise the importance of friendships and peer support, and encourage respectful relationships among staff and students.
- We facilitate inclusion and do not tolerate any form of discrimination.
- We respect the diverse and unique identities of all children and strive to support all students' needs.
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- Our organisation is committed to preventing child abuse; identifying risks in both physical and online environments, and working to remove or minimise these risks.
- We welcome communication and interaction with families regarding students' wellbeing.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently, including reporting concerns to police or child welfare as required by mandatory reporting laws.
- Our organisation has robust selection and recruitment practices for all staff and volunteers.
- We train staff to identify and minimise potential child safety risks, and to support culturally safe environments.
- Staff work in accordance with the Crazy Feet Dance Studio Code of Conduct, and follow Child Safety policies and procedures to ensure they support these Child Safety commitments.

Crazy Feet Dance Studio Zero Tolerance Policy

Crazy Feet Dance Studio is committed to supporting Child Safety and wellbeing.

We also support the wellbeing of our staff and wider community, and strive to nurture a caring studio environment that is respectful of all members and accepting of diversity.

We will not tolerate behaviour that may negatively affect the learning, wellbeing or happiness of others.

Examples of poor behaviour include :

- Offensive or discriminatory words or actions of any kind,
- Nastiness or disrespect to staff, students or other community members,
- Derogatory or defamatory comments in online contexts relating to Crazy Feet students, staff or other community members,
- Failure to comply with academy policies and practices.

Parents :

If you believe any parents or students are behaving in a manner that may affect the wellbeing of others in the school, please let a staff member know immediately either in person, via email to info@crazyfeetdance.com.au or via phone to 0467 584 686

Students:

If you feel unhappy or uncomfortable at any time about something that someone says or does, please tell your teacher, office staff, Katie or Elly.

Poorly behaved students or parents will be asked to leave this studio immediately.

2. DEFINITIONS - WHAT IS ABUSE?

The child safe standards aim to protect children from abuse in organisations. Under the Act, child abuse includes five categories of abuse as outlined below. While the standards apply specifically to child abuse, organisations should look to promote children's health and wellbeing in a broader sense.

Physical Violence

Physical violence occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways, including beating, shaking, burning or use of weapons (such as, belts and paddles).

Possible physical indicators:

- Unexplained bruises
- Burns and/or fractured bones

Possible behavioural indicators:

- Showing wariness or distrust of adults
- Wearing long sleeved clothes on hot days (to hide bruising or other injury)
- Fear of specific people
- Unexplained absences
- Academic problems

Sexual Offences

Sexual offences occur when a person involves the child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to their age and

development. Child sexual abuse can involve a range of sexual activity including fondling, masturbation, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.

Possible physical indicators:

- Presence of sexually transmitted diseases
- Pregnancy
- Vaginal or anal bleeding or discharge

Possible behavioural indicators:

- Displaying sexual behaviour or knowledge that is unusual for the child's age
- Difficulty sleeping
- Being withdrawn
- Complaining of headaches or stomach pains
- Fear of specific people
- Showing wariness or distrust of adults
- Displaying aggressive behaviour

Serious Emotional or Psychological Abuse

Serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Possible physical indicators:

- Delays in emotional, mental, or even physical development
- Physical signs of self-harming

Possible behavioural indicators:

- Exhibiting low self-esteem
- Exhibiting high anxiety
- Displaying aggressive or demanding behaviour
- Being withdrawn, passive and/or tearful
- Self-harming

Serious Neglect

Serious neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also

occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life threatening situations.

Possible physical indicators:

- Frequent hunger
- Malnutrition
- Poor hygiene
- Inappropriate clothing

Possible behavioural indicators:

- Stealing food
- Staying at school outside of school hours
- Aggressive behaviour
- Misusing alcohol or drugs
- Academic issues

3. ORGANISATIONAL CULTURE

In its planning, decision-making, and operations the Director, teachers and administrative staff of Crazy Feet Dance Studio will:

- Take a preventative, proactive and participatory approach to child safety
- Educate staff regarding appropriate conduct and behaviour towards children
- Respect diversity in cultures and child rearing practices while keeping child safety paramount
- Foster a culture of respect and professional care that supports all persons to safely disclose risks of harm to children
- Engage only the most suitable people to work with children and have high quality staff
- Offer ongoing professional development in the field of child safety
- Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- Ensure staff know how to respond to reports of child abuse with the Crazy Feet Dance Studio organisation
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
- Value the input of and communicate regularly with families and carers

4. CODE OF CONDUCT

Teachers should behave in a professional manner as described in the Victorian Teaching Professions Code of Conduct: <https://www.vit.vic.edu.au/maintain/conduct/codes>

In addition all staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the expectations for appropriate behaviour listed below. The Code of Conduct applies in all situations including classes, performances, social events and in the use of digital technology and social media.

Acceptable behaviours

As staff, contractors and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- adhering to the studio's Child Safety statement, policy and procedures at all times both in physical and online environments, inside and outside of the studio
- maintaining a professional relationship with clients that respects student and family privacy both inside and outside the studio in physical and online environments.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety or the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's Director
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm

Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts, promotion on social media or offering advancement via "special opportunities")
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or appropriate for the teaching context

- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, Band, email, instant messaging, texting etc) except where that communication is professional and related to lessons at Crazy Feet Dance Studio, or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- post images of a student on their personal social media sites
- in the school environment or at other school events take illicit drugs under any circumstance
- in the school environment or at school events consume alcohol where students are present, except at social events where parents have duty of care for their children, in which case, minimal consumption of alcohol is permitted.

The Director of Crazy Feet Dance Studio will support implementation and monitoring of this Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly learning environments.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, government policy, studio policies and procedures, staff handbook, professional standards and professional codes of ethics as these apply to staff and other personnel.

4. RISK MINIMISATION

The Director and staff at Crazy Feet Dance Studio, identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical and online environments.

Risk Minimisation Practices at Crazy feet Dance Studio

- All teaching spaces are accessible to parents and other staff.
- Teaching studios have windows.
- All pre school classes can be viewed in the reception via a live television stream.

- Office staff supervise the waiting area of studios for most of our opening hours.
- Toilet doors are lockable.
- Crazy Feet Dance Studio staff are employed following screening and reference checks.
- Crazy Feet Dance Studio staff complete mandatory reporting training annually.
- Crazy Feet Dance Studio staff all hold current Working with Children Checks.
- Crazy Feet Dance Studio staff have a clear code of conduct and are contracted to abide by this.
- Crazy Feet Dance Studio staff are not permitted to interact with students or clients via social media.
- Parents are advised that students should not be interacting with staff on social media.
- Staff engage in regular Child Safety training at staff meetings and via email updates and reminders.
- Potential risks are identified, and minimisation strategies reviewed regularly at staff meetings.
- Staff at Crazy Feet Dance Studio use language and practices that reflect tolerance and respect of differences in race, religion and ability.
- Crazy Feet Dance Studio provides opportunities for team-teaching.
- Crazy Feet Dance Studio welcomes and supports students of all abilities and cultural backgrounds including children with disabilities, indigenous children, and children of gender diversity.
- We encourage behaviour that is accepting of diversity both among students and the wider parent community.
- These principles are clearly articulated in our school's values statement.
- Crazy Feet Dance Studio has a zero tolerance policy for parents and students who behave inappropriately towards others. This is clearly displayed around the studio.
- Signs are posted around the studios advising students what to do if they feel uncomfortable about a situation or feel they need to report something that has occurred.

5. REPORTING PROCEDURES

If a child discloses an incident of abuse to you

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared with others, such as with their parent/carer, specific people in your organisation, or the police.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.

- Provide them with an incident report form to complete, or complete it together, if you think the child is able to do this. (see below)
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to the Studio Child Safety Officer, police or child protection.
- Ensure the disclosure is recorded accurately, and that the record is stored securely.

If a parent / carer says their child has been abused in your organisation or raises a concern

- Explain that your organisation has processes to ensure all abuse allegations are taken very seriously.
 - Ask about the wellbeing of the child.
 - Allow the parent/carers if they would be comfortable disclosing details to the Studio Child Safety Officer to talk through the incident in their own words.
 - Contact the Studio Child Safety Officer to carry out the following steps OR if the person wants to tell you, then you can carry out the steps below and advise Katie or Elly (Child Safety Officers) immediately after the interview.
 - Advise the parent/carers that you will take notes during the discussion to capture all details.
 - Explain to them the information may need to be repeated to authorities or others, such as the organisation's management or Studio Child Safety Officer, the police or child protection.
 - Do not make promises at this early stage, except that you will do your best to keep the child safe.
 - Provide them with an incident report form to complete, or complete it together. (see below)
 - Ask them what action they would like to take and advise them of what the immediate next steps will be.
 - Ensure the report is recorded accurately, report the matter to the Studio Child Safety Officer (if not already done) and ensure that the record is stored securely.
 - The Studio Child Safety Officer will contact the police or child protection if appropriate.
- *Some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. You need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).*

- *Some children with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters.*

If you believe a child is at immediate risk of abuse, phone 000.

To report a non-urgent matter, phone Child Protection (South Division) 1300 555 526

Allegations Concerns and Complaints

Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose at the end of this document).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident.

Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

6. CHILD SAFE INCIDENT REPORT

This can be given to a child or their family if they disclose an allegation of abuse or safety concern within the studio. Your staff can also use this resource to record disclosures made to you regarding incidents beyond the studio. It is important this form records the incident as it is relayed by the reporter.

If you believe a child is at immediate risk of abuse, phone 000.

Please fill out this form to report: All incident reports will be stored securely.

CLICK HERE <https://forms.gle/pRbs6hwLeo5RLwfPA>

Alternately, you can phone Child Protection (South Division) 1300 555 526 directly.

7. HUMAN RESOURCE MANAGEMENT

Staff and Volunteers

The Child Safe Policy, Child Safe Code of Conduct and Professional Code of Conduct* guide the Director, and staff at Crazy Feet Dance Studio on how to behave with children in our organisation.

All of our staff must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff are given the opportunity to contribute to the development of the code of conduct.

Training and supervisions

Training and education are important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture encourages staff, parents, carers and children, to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff through professional training and conversation offered at termly meetings and via email, to develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

Staff are employed on contracts which refer to our professional code of conduct* and this Child Safe policy. If staff are found to be in breach of their contract, their employment can be terminated without notice.

New employees will be mentored to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Recruitment

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which reflect our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We welcome applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability, (as appropriate to the nature of the role).

We carry out reference checks to ensure that we are recruiting the right people. All staff are required to present a current Working with Children Check and provide evidence that they have registered Crazy Feet Dance Studio as an employer. Staff are required to maintain WWCC currency while working with the studio. Crazy Feet Dance Studio regularly audits and updates records of staff WWCCs.

* A Professional Code of Conduct is issued to all staff at the start of each year.

8. STRATEGIES TO PROMOTE CHILD EMPOWERMENT

This Child Safe Policy is intended to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- ensure that children with a disability are safe and can participate equally
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- promote the cultural safety, participation and empowerment of Aboriginal children

Examples of inclusive and empowering practices implemented at Crazy Feet Dance Studio:

- Children are encouraged to think, actively engage and discuss their learning.
- Teachers ask questions and seek responses in various forms eg analytical, imaginative, visual, kinesthetic or auditory
- Children are encouraged to use imagination, think creatively and express themselves through improvisation, role play and own choreography
- Where appropriate children can be involved in discussions regarding planning of activities and performances
- All students are welcomed to classes regardless of ability
- Teachers endeavour to meet the learning needs of all children and encourage and recognise the efforts of students
- Students are encouraged respect other students, and respect their many different talents and learning preferences
- Students are encouraged to participate in a friendly manner. Nastiness is not accepted from students or parents
- Competition between students is discouraged. Examination results (except for exceptionally good ones) are confidential. Students are not allowed to compare results with one another and are rather encouraged to strive to better their own achievements
- We endeavour to recognise the achievements of students outside the studio in the field of performing arts. eg roles in school productions, community theatre.

9. FAIR PROCEDURES, PRIVACY, LEGISLATIVE RESPONSIBILITIES & REVIEW

Fair Procedures

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative Responsibilities

Our organisation takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Any personnel who are **mandatory reporters** must comply with their duties.

(See appendix or more information on legislative responsibilities)

Regular Review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute where appropriate. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

10. STATEMENTS ON THE STANDARDS (2022)

Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

- 1.1 Children at Crazy Feet Dance Studio are encouraged to express their culture, and their cultural rights are encouraged and actively supported in interactions with teachers, other students and the wider studio community both during performing arts classes and at wider studio events.
- 1.2 An appreciation of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children and young people underpins teaching practice and studio activities. An acknowledgement of country is presented at major studio events.
- 1.3 The Director, teachers and administrative staff of Crazy Feet Dance Studio do not tolerate racism. Staff and community members are urged to report any racist behaviour to the director who will respond with appropriate consequences proportionate to the incident.
- 1.4 Crazy Feet Dance Studio actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- 1.5 The studio's policies, procedures, systems and processes together support a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families

Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture

- 2.1 Crazy Feet Dance Studio makes a public commitment to child safety. This is published on our website and emailed to parents.
- 2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up. Teachers model inclusive behaviour and practices and children are taught to respect one another.
- 2.3 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 2.6 Staff and volunteers understand their obligations on information sharing and record keeping. This is published in the staff handbook and reviewed annually at staff meetings

Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

- 3.1 Children and young people are informed about all of their rights, including safety, information and participation. Posters about this are displayed around the studios.

- 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated. New and vulnerable students are given 'buddies' and students are placed in classes with friends where possible.
- 3.3 Staff are educated on signs of harm through this document and through completing the online Child Safe module. They facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.
- 3.4 Crazy Feet Dance Studio have strategies outlined in this Child Safe document to develop a culture that facilitates participation and is responsive to the input of children and young people. We have a "Zero Tolerance" policy displayed in all studios which informs children how to report their concerns.
- 3.5 Crazy Feet Dance Studio provides opportunities for children and young people to participate in dance and singing classes. Teachers are responsive to children's contributions to classes, thereby strengthening their confidence and engagement.

Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing

- 4.1 Families are engaged in decisions affecting their child when appropriate.
- 4.2 Parents are welcome to enter Crazy Feet Dance Studio and interact with reception staff. Office staff respond to parents enquiries, questions and concerns via email, phone and on a face-to-face basis. We communicate our child safe approach via email and information is accessible via our website and on posters around the studios.
- 4.3 Occasional customer surveys allow families to contribute to the development and review of the organisation's policies and practices.
- 4.4 Families, carers and the community are informed about the Studio's activities and operations via weekly emails.

Standard 5: Equity is upheld and diverse needs respected in policy and practice

- 5.1 Crazy Feet Dance Studio staff appreciate children and young people who have diverse circumstances, and we strive to provide support and respond to those who are vulnerable in our teaching wider studio activities.
- 5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand. Posters at the studios give clear simple directions on how to respond if students feel unhappy or unsafe at the studio. This is verbalised to students also.
- 5.3 Crazy Feet Dance Studio are attentive to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

5.4 Crazy Feet Dance Studio pays particular attention to the needs of Aboriginal children and young people and provides a culturally safe environment for them by using inclusive language, and practices in our activities.

Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

- 6.1 Recruitment, including advertising, referee checks and staff screening emphasise child safety and wellbeing.
- 6.2 Staff and volunteers have current working with children checks or equivalent background checks.
- 6.3 All staff receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations. This information is shared at the start of each year via emails and through the year at staff meetings.
- 6.4 Ongoing supervision and people management is focused on child safety and wellbeing. The Director frequently engages in conversation with staff regarding student welfare.

Standard 7: Processes for complaints and concerns are child-focused

- 7.1 The organisation has an accessible, child-focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report. This is contained in the studio's Child Safe Statements.
- 7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe. This is communicated via posters at the studio, verbally to students and in emails to the community.
- 7.3 Complaints are taken seriously and responded to promptly and thoroughly.
- 7.4 Crazy Feet Dance Studio has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.
- 7.5 Reporting, privacy and employment law obligations are met.

Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

- 8.1 Staff are trained and supported to effectively implement the organisation's Child Safety and Wellbeing Policy. This occurs at staff meetings.

8.2 Staff receive training and information to recognise indicators of child harm including harm caused by other children and young people. Staff are required to complete an online training unit in mandatory reporting of child abuse.

8.3 Staff receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm. Staff are required to complete an online training unit in mandatory reporting of child abuse.

8.4 Staff receive training and information on how to build culturally safe environments for children and young people. This occurs at staff meetings.

Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

9.1 Staff identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

9.2 The online environment is used in accordance with the organisation's Code of Conduct and Child Safety and Wellbeing Policy and practices.

9.3 The Crazy Feet Dance Studio Child Safe Statements consider risks posed by organisational setting, activities and the physical environment and ways to minimise risks.

9.4 Organisations that Crazy Feet Dance Studio interact with (such as Cecchetti and dance competitions) have policies that ensure the safety of children and young people.

Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved

10.1 The organisation regularly reviews, evaluates and improves child safe practices.

10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.

10.3 Crazy Feet Dance Studio reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people.

Standard 11: Policies and procedures document how the organisation is safe for children and young people

11.1 Policies and procedures address all Child Safe Standards.

11.2 Policies and procedures are documented and easy to understand.

11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.

11.4 Leaders champion and model compliance with policies and procedures.

11.5 Staff and volunteers understand and implement policies and procedures.

11. APPENDIX

Related Documents

This policy must be read in conjunction with the laws of the Commonwealth and Victoria including but not limited to:

- Family Law Act (1975 (Commonwealth))
 - Family Law Regulations 1984
- Crimes Act 1958 (Vic)
 - Crimes Amendment (Protection of Children) Act 2014 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Child Wellbeing and Safety Regulations 2017
- Child Wellbeing and Safety (Information Sharing) Regulations 2018
- Child Wellbeing and Safety (Child Link) Regulations 2019
 - Working with Children Act 2005 (Vic)
 - Worker Screening Act 2020 (Vic)
 - Worker Screening Regulations 2021
 - Children, Youth and Families Act 2005 (Vic)
 - Children, Youth and Families Regulations 2017
 - Australian Human Rights Commission Act 1986 (Commonwealth)
 - Charter of Human Rights and Responsibilities Act 2006 (Vic.)
 - Equal Opportunity Act 2010 (Vic.)
 - Commission for Children and Young People Act 2012 (Vic.)

Information on Child Safety regulations in Australia:

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

Other Resources

Crazy Feet Dance Studio Staff Handbook (issued to all staff on employment and updated annually)

Codes of Conduct

Teachers Professional Code of Conduct (VIT) <https://www.vit.vic.edu.au/maintain/conduct/codes>

Ausdance Code of Ethics for Dance Teachers

https://www.vit.vic.edu.au/sites/default/files/media/pdf/2021-07/Document_VIT_Code_of_Conduct.pdf

Guidelines for Dance Teachers

<https://ausdance.org.au/publications/details/australian-guidelines-for-dance-teachers>

Cecchetti Ballet policies <https://www.cecchettiballet.org/policies>

ATOD Code of Ethics for Dance Teachers

https://www.atod.net.au/wp-content/uploads/2015/10/03_CODE_OF_ETHICS.pdf

Child Safe Obligations

Commission for Children and Young People <https://ccyp.vic.gov.au/resources/child-safe-standards/>

<https://ccyp.vic.gov.au/child-safe-standards/being-a-child-safe-organisation/>

Mandatory Reporting Advice

<https://www.cpmanual.vic.gov.au/advice-and-protocols/advice/intake/mandatory-reporting>

Mandatory Reporting <https://providers.dffh.vic.gov.au/mandatory-reporting>

Reportable Conduct Scheme Information Sheet

<https://ccyp.vic.gov.au/assets/resources/RCS-Frequently-Asked-Questions.pdf>

Failure to Protect

<https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to>

National Principles for Child Safety

<https://childsafe.humanrights.gov.au/national-principles/about-national-principles>

Taking Children's Safety Seriously: The 11 Child Safe Standards in Victoria

<https://www.youtube.com/watch?v=tUK8Nrhc8Wo&t=3s>

Victorian Schools Child Safety training module

<https://www.vic.gov.au/protecting-children-mandatory-reporting-and-other-obligations>

Working with Children Checks

Working with Children Checks Victoria <http://www.workingwithchildren.vic.gov.au/>

The Working with Children Checks, National Reference System (WWCC NRS)

<https://www.acic.gov.au/services/protection-services>

Support Services

Organisations offering support for people in these situations include

Kids Helpline 1800 551 800

Lifeline 131 114

Child Protection Crisis Line 131 278 (24 hours)

Sexual Assault Crisis Line (after hours) free call 1800 806 292

Gatehouse Centre, Royal Children's Hospital on 03 9345 6391 (24 hours)

Safe Steps Family Violence Response Centre 1800 015 188

Alannah and Madeline Foundation <https://www.amf.org.au/>

Australian Childhood Foundation <https://www.childhood.org>