

# Child Safe

## Child Safe Child Friendly Policy



### CHILD SAFE POLICY

*We want children and young people who participate in our program to have a safe and happy experience. We support and respect our children, their families and our workers.*

<b>Title</b>	Child Safe Policy
<b>Introduction</b>	This policy guides workers (paid and volunteers) on how to behave when interacting with students. It focuses on how to maintain a safe environment which is inclusive and promotes student participation at the studio.
<b>Children's Participation</b>	<p>Caper School of Performing Arts aims to enrich the lives of children and young people through dance. It provides premium dance tuition in a friendly, professional and nurturing environment.</p> <p>It is understood that students attend dance classes at Caper for difference reasons, this could include for fun, fitness and/or friendship. Students may also have goals to progress in dance, experience exciting performance opportunities and gain confidence.</p>
<b>Recruitment</b>	Caper will maintain a rigorous and consistent recruitment, screening and selection process. This will be achieved with one-on-one interviews, references, Prohibited Employment Declarations and the Working With Children Check.
<b>Complaints Management and Reporting</b> Department of Family and Community Services NSW Ombudsman Office of the Children's Guardian.	<p>Appointed Child Safety Contact Person is:</p> <p>Katherine Valdez (Kate) and Elisabeth McDermott (Beth) Mobile: 0402 328 721</p> <p>Caper has set procedures in place for staff, teachers and children to raise their concerns or complaints. This is detailed in the Child Safe Complaints Procedure Document.</p>
<b>Training, support and supervision of workers</b>	<p>Workers will be trained, supported and supervised by:</p> <ul style="list-style-type: none"><li>• Access to Child Safe documents and general teaching guides and employee manuals via the App.</li></ul>

	<ul style="list-style-type: none"> <li>• Staff are mentored, educated and supported through regular meetings, training sessions, newsletters and feedback emails.</li> <li>• Training through external providers is facilitated (for example, Ready Set Dance training).</li> <li>• Child safety is a standing agenda item at meetings and staff members are encouraged to ask questions and contribute to Caper's child safe policies, procedures and practices.</li> <li>• Management is available and encouraging when support is requested by workers.</li> <li>• Workers are supervised by receptionists and the Office Manager. CCTV Footage is kept which can be utilised.</li> </ul>
<p><b>Other legislation, industry standards or internal policies</b></p>	<p>Legislation and Industry Standards that are relevant to the Child Safe Policy could include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Working With Children Check</li> <li>• First Aid Certificate</li> <li>• Online COVID-19 Safety Training</li> <li>• Vocational or tertiary training in Dance, Teaching or Performance.</li> </ul>
<p><b>Communication</b></p>	<p>Key child safe messages will be communicated and educated to stakeholders by:</p> <ol style="list-style-type: none"> <li>1. Students and their parents will have access to the school rules and staff Code of Conduct.</li> <li>2. Volunteers will have safety inductions to advise them on the Child Safety Policy as well as their responsibilities.</li> <li>3. The policy is discussed with all new staff and teachers.</li> </ol> <p>Students, Parents and Volunteers all have access to the policy, Code of Conduct and Dealing with Complaints process.</p>
<p><b>Review</b></p>	<p>The policy and guidelines will be reviewed on 1 March 2023. Caper will incorporate comments and suggestions from children, young people, parents, staff, volunteers and students.</p>