



Encore Dance & Theatre School

Child Safety and Wellbeing Policy

| Title | Content |
|---|--|
| Purpose | <p>At Encore Dance, we are committed to providing a safe and inclusive environment for all children and young people. This policy aims to ensure the safety and wellbeing of all children by:</p> <ul style="list-style-type: none">• Clearly demonstrating Encore Dance's commitment to the safety and wellbeing of children and young people through our values, practices, and decision-making processes• Informing all leaders, staff, volunteers, contractors, and other personnel of their obligations towards children and their specific roles and responsibilities in ensuring child safety and wellbeing• Providing guidance on the processes and procedures that ensure children's safety and wellbeing across all areas of Encore Dance's operations• Establishing a framework that aligns with the Child and Youth Safe Organisations Act 2023 (Tas) and implements the 10 Child and Youth Safe Standards. |
| Our Commitment to Child Safety and Wellbeing | <p>At Encore Dance we commit to the safety and wellbeing of every child in our care. Please read our Statement of Commitment to Child Safety, which is available on our website and a physical copy is available at our front reception.</p> <p>Encore Dance ensures services and activities are inclusive of all children, including children with diverse needs and cultural backgrounds. We recognise and respect the cultural safety of Aboriginal children and young people.</p> <p>We are committed to aligning our policies and practices with Tasmanian child safety laws and the guidance of the Commissioner for Children and Young People Tasmania, making child safety a natural and essential part of everything we do.</p> |
| Scope | <p>This policy applies to all Encore Dance staff, teachers, volunteers, student mentors, contractors, and anyone engaged in studio activities. It covers all physical locations, online environments, and off-site events, including performances, rehearsals, and fundraising activities.</p> |

| Title | Content |
|-------------------------|--|
| Responsibilities | <p>Everyone in our studio is expected to carry out the requirements specific to their role to keep children safe.</p> <p>Studio Director</p> <ul style="list-style-type: none"> • Promote a strong culture of child safety and respect • Provide regular training and updates on child safety obligations • Ensure policies and procedures are followed and reviewed regularly • Ensure compliance with the Child and Youth Safe Organisations Framework and Reportable Conduct Scheme • Report any concerns or breaches in accordance with reporting procedures, including reportable allegations to the Independent Regulator where required <p>Staff & Contractors</p> <ul style="list-style-type: none"> • Report any concerns or breaches in accordance with reporting procedures • Complete any mandatory child safety training • Uphold our studio's commitment to child safety • Read, sign and comply with the behaviours set out in our Child Safe Code of Conduct • Meet requirements across all other child safe policies and procedures <p>Volunteers & Studio Community</p> <ul style="list-style-type: none"> • Comply with the Child Safe Code of Conduct • Follow and support our commitment to child safety |

| Title | Content |
|--------------------------------------|--|
| Definitions of harm and abuse | <p>General Definitions</p> <p>Child, Young Person or Student Anyone under the age of 18 in our studio community.</p> <p>Psychological abuse (also known as emotional abuse) This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.</p> <p>Physical abuse This includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.</p> <p>Sexual abuse This includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.</p> <p>Grooming This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of ‘trust’ so they can then later sexually abuse the child.</p> <p>Misconduct This is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of an organisation’s Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.</p> <p>Lack of appropriate care This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care. Please refer to our Child Safe Code of Conduct for a full list of acceptable and unacceptable behaviours at our organisation.</p> <p>Reportable Conduct Definitions As a relevant entity, our organisation must also report reportable conduct. Under <i>Tasmania's Child and Youth Safe Organisations Act 2023</i>, reportable conduct includes:</p> <ul style="list-style-type: none"> • Sexual offences against a child • Sexual misconduct involving a child • Physical violence against a child • Behaviour that causes significant emotional or psychological harm to a child • Significant neglect of a child |

| Title | Content |
|--|--|
| Relevant Legislation | <p>Encore Dance is required to understand and comply with a number of Tasmanian child protection laws and schemes.</p> <p>These include:</p> <ul style="list-style-type: none"> • <i>Child and Youth Safe Organisations Act 2023 (Tas)</i> • <i>Children, Young Persons and Their Families Act 1997 (Tas)</i> • <i>Child Safety Reform Implementation Monitor Act 2024 (Tas)</i> • <i>Family Violence Act 2004 (Tas)</i> • <i>Working with Vulnerable People (Risk Management and Screening) Act 2013 (Tas)</i> • <i>Personal Information Protection Act 2004 (Tas)</i> • <i>Criminal Code Act 1924 (Tas).</i> • <i>Child and Youth Safe Standards (Tasmania)</i> • <i>National Principles for Child Safe Organisations.</i> • <i>United Nations Convention on the Rights of the Child (UNCRC)</i> |
| Related Organisational Policies and Procedures Policy Review and Compliance | <ul style="list-style-type: none"> • Statement of Commitment to Child Safety • Encore Dance Child Safety Code of Conduct • Encore Dance Child Safety Reporting Procedure <p>This Code of Conduct is reviewed annually by the Studio Director and following any significant incidents to ensure continued effectiveness and legislative compliance.</p> <p>Approved by: Sharon Shirley</p> <p>Contact Person: Studio Director, Sharon Shirley</p> <p>Next Review Date: January 2027</p> |

Implementation of the National Principals

Encore Dance is committed to embedding child safety principles into every aspect of our operations. This framework is implemented through ongoing training, regular review, and integration into daily practice to ensure that child safety remains a shared and active responsibility.

This framework is implemented through:

- Annual training for all staff and volunteers.
- Regular review and updating of procedures.
- Ongoing monitoring and evaluation of effectiveness.
- Integration into all organisational activities and decision-making processes.

All staff, volunteers, and contractors share responsibility for upholding these standards and ensuring child safety is prioritised in every action and decision. The Studio Director is responsible for overseeing implementation, monitoring compliance, and supporting continuous improvement in child safety practices.

| National Principal | Our Approach |
|---|--|
| Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture. | Our Commitment to Child Safety and Wellbeing Encore Dance demonstrates a strong commitment to child safety and wellbeing through clear actions and established practices. Organisational Leadership and Culture: <ul style="list-style-type: none">• Our commitment to child safety is publicly displayed throughout our studio and on our website• Child safety considerations are integrated into all decision-making processes• Leadership regularly communicates the importance of child safety to all personnel• We maintain a zero tolerance approach to any form of child harm or abuse Policy Implementation: <ul style="list-style-type: none">• All personnel sign our comprehensive Child Safe Code of Conduct annually• We regularly review and update our policies based on best practice and legislative changes• Clear accountability structures ensure effective policy implementation• Child safety is integrated into all operational procedures |

| National Principal | Our Approach |
|---|--|
| <p>Principal 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</p> <p>Principal 3: Families and communities are informed and involved in promoting child safety and wellbeing.</p> | <p>Child Participation and Empowerment We ensure children and young people are informed about their rights and can participate in decisions that affect them.</p> <p>Education and Empowerment:</p> <ul style="list-style-type: none"> • Children are encouraged to speak up if they feel unsafe, uncomfortable, or worried • Clear information is provided about how to seek help when needed <p>Participation in Decision-Making:</p> <ul style="list-style-type: none"> • We actively listen and respond to student voices in safety matters <p>Rights-Based Approaches:</p> <ul style="list-style-type: none"> • We respect children's autonomy and dignity in all interactions • Children's developmental capacity is considered in all participation activities • Culturally appropriate engagement strategies are used for diverse student populations <p>Family and Community Engagement We actively engage families and communities in promoting child safety and wellbeing.</p> <p>Communication</p> <ul style="list-style-type: none"> • Child safety information is provided to families in clear and accessible formats • We encourage and welcome feedback and questions • Family feedback is actively considered in policy reviews and updates <p>Community</p> <ul style="list-style-type: none"> • We participate in community child safety initiatives and networks • All programs used at Encore Dance align with our child safety views and values |

| National Principal | Our Approach |
|---|---|
| <p>Principal 4: Equity is upheld and diverse needs respected in policy and practice.</p> | <p>Equity and Diversity We create an inclusive environment that recognises and responds to the diverse needs of all children.</p> <p>Anti-Discrimination and Inclusion:</p> <ul style="list-style-type: none"> • Our policies actively counter discrimination and exclusion • We create welcoming environments for children from all backgrounds • Cultural diversity within our programs is recognised and celebrated • We implement proactive strategies to address barriers to participation <p>Support for Vulnerable Groups:</p> <ul style="list-style-type: none"> • Culturally safe practices are maintained for Aboriginal and Torres Strait Islander children • Accessibility measures and support are provided to the best of our abilities for students with additional needs • Inclusive practices support children from culturally and linguistically diverse backgrounds • We maintain a safe and supportive environment for LGBTI+ children and young people <p>Staff Training and Awareness:</p> <ul style="list-style-type: none"> • Skills development covers inclusive communication and engagement techniques, including identifying and responding to diverse needs |

| National Principal | Our Approach |
|--|---|
| <p>Principal 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice</p> | <p>Recruitment and Staff Support All personnel reflect our child safety values through recruitment and support systems.</p> <p>Staff Screening:</p> <ul style="list-style-type: none"> • Current working with children checks are required for all positions within the studio • Working with children check renewals are regularly monitored <p>Training and Support:</p> <ul style="list-style-type: none"> • Training includes our child safety policies, procedures, and Code of Conduct • Professional development opportunities related to child safety are accessible • Support systems exist for staff who may need to make difficult reports or disclosures <p>Professional Standards:</p> <ul style="list-style-type: none"> • Regular review of staff compliance with child safety requirements occurs • Disciplinary procedures exist for breaches of child safety standards • Recognition and reward systems value child safety excellence |

| National Principal | Our Approach |
|---|--|
| <p>Principal 6:</p> <p>Processes to respond to complaints and concerns are child focused.</p> | <p>Child-Focused Complaints and Response</p> <p>We maintain accessible and responsive complaints management processes that prioritise children's needs.</p> <p>Accessible Complaints Process:</p> <ul style="list-style-type: none"> • Clear communication outlines what happens when concerns are raised <p>Child-Focused Response:</p> <ul style="list-style-type: none"> • Complaints processes prioritise the safety and wellbeing of children • Children's voices and experiences are considered throughout the process <p>Investigation and Response:</p> <ul style="list-style-type: none"> • Investigation processes are fair and thorough while maintaining appropriate confidentiality <p>External Reporting and Legal Compliance:</p> <ul style="list-style-type: none"> • Clear procedures exist for reporting to external authorities when required • Mandatory reporting obligations are fully complied with • Appropriate record keeping and information sharing protocols are followed • Legal and professional advice is sought when necessary |
| <p>Principal 7:</p> <p>Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p> | <p>Staff Knowledge, Skills and Awareness</p> <p>We promote ongoing education and training to ensure all personnel have the knowledge and skills to keep children safe.</p> <p>Ongoing Professional Development:</p> <ul style="list-style-type: none"> • Regular professional development opportunities related to child safety are available • Access to current research and best practice information is provided • Opportunities exist to develop specialised skills relevant to specific roles |

| National Principal | Our Approach |
|--|---|
| <p>Principal 8:</p> <p>Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> | <p>Safe Physical and Online Environments</p> <p>We create and maintain environments that promote safety while minimising opportunities for harm.</p> <p>Risk Assessment and Management:</p> <ul style="list-style-type: none"> • Regular assessment of physical environments includes studios, changing areas, and common spaces • Online platforms and digital communication tools are evaluated for safety features • Risks arising from organisational activities and interactions are assessed • Ongoing monitoring and review of environmental risks occurs <p>Physical Environment Safety:</p> <ul style="list-style-type: none"> • Appropriate supervision arrangements ensure visual oversight of activities, including security cameras in all studios. • Facilities are secure and appropriate, including safe changing and bathroom areas • Workplace health and safety measures consider child safety implications <p>Online Safety Measures:</p> <ul style="list-style-type: none"> • Clear protocols govern online interactions and digital communication • Privacy settings and monitoring systems are implemented for online platforms <p>Supervision and Interaction Guidelines:</p> <ul style="list-style-type: none"> • Clear expectations exist for appropriate physical contact during dance instruction • Guidelines ensure adults are not alone with children in private spaces • Protocols for one-to-one interactions include location and visibility requirements • Age-appropriate supervision levels are maintained for different activities and age groups |

| National Principal | Our Approach |
|---|---|
| <p>Principal 9:</p> <p>Implementation of the national child safe principles is regularly reviewed and improved.</p> | <p>Regular Review and Continuous Improvement</p> <p>We are committed to continuously improving our child safety approaches through regular review and enhancement.</p> <p>Regular Policy Review:</p> <ul style="list-style-type: none"> • Annual review of all child safety policies and procedures occurs • Updates are made based on legislative changes, best practice developments, and organisational learning <p>Continuous Improvement Culture:</p> <ul style="list-style-type: none"> • Leadership demonstrates commitment to ongoing enhancement of child safety practices • Innovative child safety improvements are recognised and rewarded • Open communication about challenges and areas for improvement is encouraged • Child safety considerations are integrated into all organisational improvement processes |
| <p>Principal 10:</p> <p>Policies and procedures document how the organisation is safe for children and young people.</p> | <p>Policies and Procedures</p> <p>We ensure comprehensive documentation and accessibility of our child safety framework.</p> <p>Accessibility:</p> <ul style="list-style-type: none"> • Documents are written in clear, accessible language appropriate for diverse audiences • Multiple formats are available including visual and digital options <p>Consultation:</p> <ul style="list-style-type: none"> • Cultural safety considerations are incorporated into document development • Regular feedback is sought on document usefulness and accessibility • Regular updates maintain currency and relevance • Continuous improvement occurs based on user feedback <p>Implementation Monitoring</p> <ul style="list-style-type: none"> • Regular assessment of staff and volunteer understanding of policies and procedures occurs • Training effectiveness is evaluated and improved |