



Encore Dance & Theatre School

Child Safe Code of Conduct

Title	Content
Purpose	<p>The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by all individuals involved in the delivery of programs, services, or activities at Encore Dance. It aims to ensure the safety and wellbeing of all children and young people by outlining acceptable and unacceptable behaviours and by guiding adult interactions with children in a respectful, safe, and inclusive manner.</p> <p>This Code of Conduct aligns with the requirements of the Child and Youth Safe Organisations Act 2023 (Tas) and supports the implementation of the 10 Child Safe Standards.</p>
Scope	<p>This Code applies to all employees, contractors, teachers, student mentors, volunteers, and any other individuals engaged with Encore Dance in any capacity, whether in-person, online, or during off-site activities.</p>
Our Commitment to Child Safety	<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>

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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.</p> <p>Reportable Conduct Definitions As a relevant entity, our organisation must also report <u>reportable conduct</u>. 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

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Acceptable Behaviours	<p>Acceptable Behaviours</p> <p>As Encore Dance staff, volunteers, contractors, and any other member of our school community involved in child connected work, we are responsible for supporting and promoting the safety and wellbeing of children and young people by:</p> <ul style="list-style-type: none"> • Always Uphold Encore Dance’s Commitment to child safety • Uphold the rights of each child and young person, prioritise their needs and ensure that all decision making is child focussed. • Treat all students and families with respect, in both the dance studio and wider community settings. • Welcome and value the diverse backgrounds, strengths, and needs of all children and young people. • promote the cultural safety, participation and empowerment of all children, young people and families, no matter their background. • Listen to and respond to the concerns or disclosures of children and young people with sensitivity and care. • Encourage children to speak up if they feel unsafe, uncomfortable, or worried. • Use positive behaviour support strategies and provide clear, age-appropriate expectations. • Disclose any out of hour contact with students and ensure parental consent and a valid reason for contact. • Only communicate with students online via the “Band App” or Official Encore accounts, only when necessary. • Always work within professional boundaries: <ul style="list-style-type: none"> - ensure physical contact is appropriate, explained, and consented to (e.g. for dance correction). - ensuring, as far as practical, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space, in line of sight of another adult or in view of security cameras. - Engage with students in a kind age-appropriate manner. • Take all reasonable steps to protect children and young people from harm or abuse. • Report any concerning behaviour or suspected harm in line with our reporting procedures. • Always Follow Encore Dance’s child safety policies and procedures. • Respect the privacy of children, young people and their families and keep all information about child safety concerns confidential. • Work collaboratively with families and caregivers to support the wellbeing of each child.

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Unacceptable Behaviours	<p>Staff, volunteers and adult members of our community must not:</p> <ul style="list-style-type: none"> • Condone or participate in unsafe, harmful, or abusive behaviour towards children and young people, including psychological, physical and sexual abuse, grooming, misconduct or lack of appropriate care. • Persistently criticise or denigrate a child or young person. • Develop personal or sexual relationships with children or young people. • Use hurtful, discriminatory, shaming, threatening language or behaviour or create a climate of fear. • Deliberately isolate or prevent a child or young person from forming friendships. • Condone or participate in bullying or exclusion of any kind. • Be alone with a child in a private space unless authorised and unavoidable (e.g., emergency or injury). • Have contact after hours with a child or young person without disclosing. • Encourage a child to communicate in a private setting, including online or social media. • Engage with children or young people outside of the “BAND APP” or Official Encore accounts using electronic communication, including personal social media and messaging apps (Text, Instagram, Facebook messenger) • Photograph or film students without appropriate consent. • Share images/videos of students to own personal social media account. With the exception of posts shared by Encore Social Media Accounts. • Share personal contact details (including phone, email, or social media) with students. • Give personal gifts or benefits of any kind to a child or young person unless direct permission has been given from Studio Director. • Share details of sexual experiences, use sexual language or gestures or show sexual violent or inappropriate images or videos to a child or young person. • Ignore or fail to report any disclosures, signs of harm, or breaches of this Code. • Consume alcohol or be under the influence of drugs while responsible for the care of children.

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Breaches of the Child Safety Code of Conduct	<p>Breaches of this Code will be taken seriously. All Encore Dance staff, volunteers, contractors, and any other members of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary action. This action will be carried out in accordance with their employment agreement, applicable award, professional code, or terms of engagement.</p> <p>All breaches and suspected breaches of this Code of Conduct must be reported to the Studio Director. If the breach or suspected breach relates to the Studio Director, contact the Strong Families Safe Kids Advice and Referral Line on 1800 000 123.</p> <p>In instances where a reportable allegation is made, the matter will be managed in accordance with the obligations under the Child and Youth Safe Organisations Act 2023 (Tas). Where the allegation involves suspected criminal behaviour, it may also be referred to Tasmania Police.</p>
Upholding this Code	<p>All Encore Staff are required to review and sign this Code of Conduct annually</p> <p>Signed:</p> <p>Name: _____</p> <p>Role: _____</p> <p>Signature: _____</p> <p>Date: _____</p>

This Code of Conduct is reviewed annually by the Studio Director and following any significant incidents to ensure continued effectiveness and legislative compliance.

Approved by: Sharon Shirely

Next Review Date: January 2027