

# SIMPLY BALLET CHILD SAFE POLICY



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## Safe Environments for Children and Young People

Simply Ballet is committed to the safety and wellbeing of children through a friendly, inclusive and a supportive environment. We encourage and support the voices and rights of the children and young people and act to ensure Simply Ballet is a child-safe environment.

This policy is designed to protect children and young people who participate in activities at Simply Ballet. In accordance with the National Principles (NP) the policy and procedures that follow document how Simply Ballet will protect and safe guard children and young people.

In this respect, this policy complies with our obligations under the:

- *Children and Young People (Safety) Act 2017 (SA)*
- *Child Safety (Prohibited Persons) Act 2016 (SA)*
- *National Principles for Child Safe Organisations (Updated 2019, C'th)*

## Scope of Policy

This policy is intended to cover interactions between;

1. Children and Young People at Simply Ballet
2. Employees and Volunteers of Simply Ballet
3. The Parents, Carers and Families of students at Simply Ballet
4. Any other individual who, from time to time may be involved in Simply Ballet.

Our first priority for any child that participates at Simply Ballet's programmes is to have the right to feel safe, supported, valued and respected.

At Simply Ballet, we oppose all forms of harassment, discrimination, bullying or other mistreatment of children or young people.

Staff (paid and volunteer) who are in a role directly providing a service to children or young people at Simply Ballet are required to sign a copy of this policy document to indicate they have read, understood, and will act on its contents when necessary.

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## Children and Young People Participation

We take great care to ensure that the welfare and safety of children and young people is always our highest priority.

In accordance with National Principle 2 (“NP 2”) children and young people are informed of their rights (and obligations) when joining Simply Ballet, and that they are able to participate in decisions affecting them through age-appropriate consultation and discussion and their voices and viewpoints are respected and given serious consideration.

Similarly, in accordance with National Principle 3, the families and communities of children and young people are informed by appropriate means of their rights and responsibilities, and are involved in promoting the safety and wellbeing of the children.

Staff at Simply Ballet encourage children and young persons who participate in our programmes (as well as their family and care-givers) to express their views in person, in hard copy or electronically, particularly about matters that are important to them in a non-threatening environment, confident that their views will be treated seriously and evaluated objectively. This may include formal email communication, surveys, or informal communication. Children and young people in particular are encouraged to participate verbally in discussions with their teacher/s during class time.

Consistent with National Principle 4, we value and model equity and diversity in all matters, and staff are instructed not to engage in or tolerate any discriminatory practices, and to report any such incidents of which they become aware.

## Reporting Procedures

We are strongly opposed to any child or young person coming to harm, or being put at risk of harm and will ensure that in accordance with NP 6 and the *Children and Young People (Safety) Act 2017* (SA), all employees and volunteers are alerted to and understand their legal obligation as mandatory reporters.

All teachers and volunteers at Simply Ballet who provide services directly to children or young people are Mandated Notifiers. Staff is made aware of their obligations during their induction training.

In order to ensure that the reporting obligations are clearly understood and reinforced, staff is encouraged to attend “*Safe Environments – Through Their Eyes*” training. New staff will be issued with a copy of “*Safe environments for children and young people Mandatory notification information booklet*” and a copy of the booklet is available in studio.

We also ensure that staff has access to other relevant information resources, including:

National Principles for Child Safe Organisations: <https://childsafe.humanrights.gov.au/national-principles>

Guidelines for Mandated Notifiers: <https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>

Department for Child Protection reporting website: [www.reportchildabuse.families.sa.gov.au](http://www.reportchildabuse.families.sa.gov.au)

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## Obligations of Mandated Notifiers

Mandated Notifiers are required to make a report to the Department for Child Protection as soon as practical if they suspect on reasonable grounds that a child or young person is, or may be at risk of harm via;

- the Child Abuse Report Line on **13 14 78** or
- Via **eCARL** for non-serious concerns or
- in an emergency, the South Australian Police on **000**

A Mandated Notifier should not refer their own suspicion to another staff member to determine if it is a reportable matter, but rather directly report their suspicion themselves using one of the above channels.

Staff and Volunteers who are Mandatory Reporters at Simply Ballet must be aware of how to recognise potential “harm” as defined in Chapter 3 Section 17 of the *Children and Young People (Safety) Act 2017*, to mean “*physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or risk or harm*” as detailed in Appendix A.

If a child or young person discloses harm to an employee or volunteer at Simply Ballet who is a Mandatory Notifier the notifier should;

- listen carefully;
- tell the child or young person that they believe them;
- reassure the child or young person that it is not their fault they have been placed at risk;
- tell the child or young person that the notifier is pleased to have been told of the problem.

When talking to the child or young person it is important that staff and volunteers:

- don’t make promises that cannot be kept, such as promising that the notifier will not tell anyone;
- don’t push the child or young person into giving details. Their role is to listen to what the child or young person want to tell them. Similarly, the notifier is not to ask leading questions or attempt to investigate what they have been told.

A Mandatory Notifier at Simply Ballet must also notify management when a report is made to CARL about a child or young person involved with activities at Simply Ballet. Employees must also report to management any reasonable suspicion that they form that a child has been or is at risk of being harmed by another employee or person engaged at or involved with Simply Ballet as required by NP 6. If the report made relates to a staff member of Simply Ballet, the Reporting Procedure detailed in Appendix D must be followed.

We recognise that even after a report has been made, Simply Ballet may still have a role in supporting the affected child or young person, and we also ensure that support is also provided to:

- the staff member making the report;
- the child in respect of whom the report was made.

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This support may include debriefing or counselling for staff, or referring staff, children or families to ongoing support providers or assistance groups.

Staff and volunteers at Simply Ballet are reminded that they also have a duty of care to report any concerns about the behaviour of a staff member to management even if they are not Mandated Notifiers under the *Children and Young People (Safety) Act 2017*.

Staff and students are made aware (in the case of students in an age-appropriate way) via notices in common areas of the school such as dressing rooms and kitchens that we support their right to draw matters which are causing them concern to the attention of the school management. Information on services available to children and young people (eg Kids Help Line) is also displayed in student accessed areas.

As with other complaints, we accord all parties procedural fairness when responding to or investigating any concern and take a child focussed approach which prioritises the safety and well-being of the child or young person.

### Complaints and Concerns

Simply Ballet recognises that even in a well-run programme, there may be matters which cause some participants concern. We take all complaints and expressions of concern with such matters very seriously and in accordance with NP 6, encourage children and young people and their families who believe that their child or another person has been harassed, discriminated against or bullied, or otherwise mistreated to raise this issue as soon as possible with their teacher, or Mrs Helen Cooper, Director of Simply Ballet. Mrs Cooper's contact details are made known to students, teachers and others through the "Welcome Pack" and emails.

Our approach is child-focussed, and we are sensitive to the particular problems and issues that can be encountered when (young) children wish to lodge a complaint or concern. Children or Young People are therefore able to report their concerns by any appropriate means, including expressing a concern verbally to a teacher who will then notify the Director. Where a child verbally reports a concern, the teacher receiving the report should listen openly, document the details of the concern as soon as possible, and decide if any interim action is required to ensure the safety of the child, including making a report to CARL or SA Police if required.

Where a complaint or concern ("complaint") is received, an appropriate person will contact the complainant to obtain full details of the issue and will record the nature and details of the complaint. If the complaint is found to be trivial or misconceived, no further action will be taken, but the record of the incident will be retained in a secure place.

Where the complaint appears to have some substance, the matter will be investigated with any necessary interim action being taken to ensure the safety and welfare of the child or young person involved and to minimise any stress to them. The conduct of the investigation will ensure that all parties are accorded procedural fairness.

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If the complaint is found to be established an appropriate sanction may be imposed on the offender, ranging from an informal caution to termination of employment, depending upon such matters as the seriousness of the incident and the degree of fault involved.

All parties will be advised of the outcome of the investigation, and where appropriate a report will be made to the Child Abuse Report Line and/or the South Australian Police. At all times complaints will be dealt with in a prompt, sensitive and fair manner including respecting the privacy of those involved.

### Recruitment

Simply Ballet assesses carefully any risks from the activities and actions of dance teachers, volunteers and other related staff who will be in regular direct contact with children and young people.

In accordance with NP5, we take great care in the selection, appointment and ongoing activities of our staff (be that volunteers or employees), including in person staff inductions covering relevant policies and procedures, physical copies of all policies and procedures, follow up to enquiries and complaints, analysis of record keeping data and telephone contact.

We are aware of the important role that staff have in dealing with sometimes very young children and others, and the resultant opportunities, obligations and risks that this entails in a context where, particularly with younger children, given the very nature of dance teaching and learning, which means that there may need to be physical contact with the child or young person e.g. When demonstrating or correcting technique, assisting with hair or costumes, or administering first aid.

In accordance with NP5, we take all reasonable steps to ensure that staff we employ or provide volunteer services are the most suitable and appropriate people to work with children.

These steps include:

- Clear job descriptions detailing role and duties;
- Face to face interviewing;
- Conducting referee checks on potential employees and volunteers;
- Ensuring all staff (employed or volunteer) are aware of what is appropriate and inappropriate behaviour;
- Ongoing monitoring of performance and feedback from students;
- Ensuring all employees and volunteers have the relevant DHS Working with Children checks and the outcome is not prohibited from working with children, and are monitored for any change in status using the DCSI notification feature.

In the event that an employee, volunteer or applicant in a prescribed position is not willing to consent to a DHS Working with Children check, they will not be permitted to work with children in a prescribed position.

Simply Ballet applies directly to DHS Screening Unit to initiate new WWCC on potential or new staff or volunteers without a current WWCC. All current and ongoing employees and volunteers are monitored for a change in status of their WWCC by being listed on Simply Ballet's register of Interest

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under the organisations DCSI screening and background checks login. All new staff must sign a Working with Children Check declaration (Appendix I) detailing their personal details and WWCC reference number.

As part of the process of creating and maintaining a child safe environment (NP7), we seek to:

- Attract and retain staff who are suitable for this important role, both in terms of their technical excellence and their character and integrity;
- Support those staff through education and training to maintain and improve their performance and thus promote the establishment and maintenance of a child safe environment. We seek to achieve this by conducting staff meetings at which, among other things, issues relating to dance teaching, dance more generally, and issues relating to the School and its operation are discussed;
- And by encouraging and assisting staff to undertake technical and general training sessions and other appropriate learning opportunities;
- All persons who have physical contact have read and understood the RAD's 'Safe Touch' factsheet (Appendix F).
- Monitor on an ongoing basis the performance of all people who work with children, and seek to provide them with support so that their performance is developed and enhanced, and promotes a child safe environment.

## Staff Obligation

Among the particular strategies we have implemented to minimize and control risks to children and young people are:

- All staff are required to implement and apply Simply Ballet's child safe policy;
- Staff are made aware of and are required to respond appropriately to the particular needs and vulnerabilities of children and young people (such as age, language barriers, culture, developmental capabilities, disability, mental health, trauma) – particularly where, children require assistance in dressing where no parent or carer is present;
- Staff are required to provide clear age or developmentally appropriate explanations to children and young people about proposed activities (such as, e.g. taking of photos or videorecording of performances at concerts, parent viewing days and the like);
- Simply Ballet responds quickly, appropriately, sensitively and fairly to any concerns that children, or their families or carers may raise. We ensure that the keeping of children and young peoples' records, is securely managed and stored in accordance with policy and relevant legislative requirements;
- As part of a continuous improvement process, these risk minimisation and prevention strategies are reviewed regularly to ensure that risks are identified minimised and controlled, and that any additional risks have been taken into account as part of the ongoing risk assessment strategy and management process;
- To assist staff in meeting these obligations, and consistent with NPs 5 and 7, we provide ongoing support in education and training for staff with the aim of equipping them with the ability to reflect child safety and wellbeing values in practice.

Simply Ballet opposes all forms of harassment, discrimination, bullying or other mistreatment.



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### Supervision and Training for Employees & Volunteers

As part of NP 5.4, and NP7, Simply Ballet provides support and training to employees and volunteers to maintain a child safe environment. Strategies to achieve this include;

- WHS safety induction for all employees including Child Protection Policy training (Appendix I);
- Annual staff training days including matters related to creating a child safe environment;
- Providing opportunity for staff to attend “*Safe Environments: Through their eyes*” training on a regular basis;
- Displaying posters and notices related to Child safe environments in staff areas such as kitchens;
- Maintaining child safety as a standing point on staff meeting agendas.

Simply Ballet seeks to remain up to date and maintain awareness of relevant developments in relation to the protection and nurturing of children and young people by:

- Monitoring relevant materials accessed online via search engines;
- Providing relevant materials such as Child safe environments: Guidelines for mandated notifiers and information for organisations to staff;
- Completing the SMART (Strategies For Managing Abuse Related Trauma) training’ and encouraging staff to attend child safe environments training sessions.

### Risk Management

In accordance with NP8, Simply Ballet:

- Regularly monitors the physical environment in which its activities are conducted to identify and evaluate physical and other risks to children and young persons and then acts promptly to remove or mitigate any risks to children and young people from the physical environment, including any problems arising from the state of dance areas (the floor, walls, stage barre and other facilities), as well as other risks identified as per Simply Ballet’s WHS Policy (Appendix E);
- Ensure appropriate checks are made on new and existing staff and volunteers as per recruitments procedures;
- Ensure new and existing staff have completed a WHS Induction and have read and understood Simply Ballet’s Child Protection Policy;
- Monitors the organisational culture to identify any other risks to children and young people, such as inappropriate behaviour by Simply Ballet employees, and act promptly to identify and deal with any such risks when and if they arise. Staff are required to read and work within the RAD’s ‘Safe Touch: Good Practice Guideline’ (Appendix F) and follow the staff Code of Conduct;
- Any filming or photographs of students are permitted only at the Directors discretion and must not be made on a staff member or volunteers’ personal device unless authorised by the Director. Any filming or photography of students must directly relate to learning or performance activities at Simply Ballet;



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- Monitors class plans and syllabus with attention to cultural appropriateness for all students, and the general physical capabilities of students at various ages;
- Keeps personal details of children and young people confidential wherever possible.

Should a risk be identified involving a staff member of Simply Ballet in regards to their conduct towards children or young people, the reporting procedure in Appendix D must be followed.

We also monitor closely the activities of volunteers, external contractors and others in relation to physical facilities and in relation to the online environment, including the management systems we use require occasional contact with IT specialists and contractors, and

we also have intermittent contact with the local Council which leases the venue where our programmes run, as well as occasional contact with other government departments,

However, contact with “external” bodies is generally quite limited and is monitored by the Director of Simply Ballet.

As noted above, as part of a continual improvement approach, we review our risks regularly and take all reasonable steps to minimise any current risks to children and young people, and to identify and take appropriate action to deal with any new or emerging or foreseeable risks in order to maintain a safe enjoyable and high-quality environment for children and young people.

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## Communication & Review

Simply Ballet takes seriously its obligation to produce on request a copy of this and related policies to a person to whom it provides a service.

Our policies are available and easily accessible on our website. Nevertheless, we are happy to provide a copy of our policies to any person who requests them under Chapter 8, Section 114 (5) of the *Children and Young People (Safety) Act 2017* (SA)

More generally, our policies and procedures are communicated to staff, students and others through:

- The induction pack which is provided to every new student and staff member at Simply Ballet;
- An up-to-date hard copy at the current venue and
- The copy online in our website.

Parents and Guardians of children and young people are given of the Terms and Conditions of enrolment, including Simply Ballet's Photography and Media Policy and Privacy Policy, and are required to accept these Terms and Conditions as part of enrolment either electronically or in hardcopy.

In accordance with NP9, Simply Ballet policies and procedures are regularly reviewed (Every 1-3 years, rather than once in every five years as mandated) in an ongoing process of continuous improvement. In particular, this policy will be reviewed after any incident or when a new risk is identified involving Simply Ballet which may require a change to the policy.

We ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy and to raise any issues or concerns from time to time.

In accordance with NP2 and NP3 we strongly encourage staff, children, young people, carers & families to have input to the policy over time to help keep the policy current and relevant.

As part of this process, we require staff (employees and volunteers) to sign a written statement indicating that they have read, understand and will abide by this child-safe policy. We retain copies of these signed statements.

**I acknowledge that I have read and understood Simply Ballet's Child Safe Policy and will act on its contents as necessary.**

**I understand my role to report any harm or neglect (or suspicion thereof) under the *Children and Young People (Safety) Act 2017*.**

Name

Signed

Date

## Appendices

### Appendix A - Indicators of Harm

When looking at indicators of harm, adults need to be aware that if any of the below do exist it does not automatically mean harm is happening. This is where professional judgment is vital.

Some indicators of Physical harm:

- Bruises, burns, sprains, dislocations, bites, cuts, welts.
- Symptoms indicating poisoning.
- Fractured bones
- Internal injuries
- Shaking injuries
- Evidence of strangulation
- Refuses to talk about injuries or implausible reasons given for injuries
- Wary or distrustful of adults
- Expresses little or no emotion when hurt
- Is scared of returning home or of their parents being contacted.
- Withdraws from physical contact
- Is aggressive towards others or alternately can be very passive or complaint
- Wears winter clothing that covers their arms and legs in warmer weather.
- Self-destructive behaviour
- Regular “running away” incidents
- Is fearful when other children cry or shout

Some indicators of Sexual harm:

- Itchiness, soreness, discharge or unexplained bleeding from genital areas
- Injury to genital or rectal area
- Discomfort in urinating or defecating
- Frequent urinary tract infections
- Sexually transmitted diseases
- Pregnancy in adolescence where the identity of the father is vague or secret
- Bruising and other injuries to breasts, buttocks, lower abdomen and thighs
- Torn, stained or bloodied underwear
- Difficulty walking or sitting
- Anxiety related illnesses like anorexia or bulimia
- Shows persistent and age-inappropriate sexual activity
- Very attentive to adults of a particular sex or fearful of a particular sex
- Display an unusual interest in the genitals of others
- Acting out sexual behaviour with adults, dolls or other children.
- Open displays of sexuality

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Some indicators of Emotional harm:

- Delayed development in one or more areas
- Speech disorders
- High anxiety
- Low self-esteem
- Very aggressive or passive behaviour
- Difficulties in relating to adults or peers
- Inappropriate behaviour for their age eg. overly adult such as parenting other children to overly Infantile eg. thumb-sucking.
- Fear in new situations
- Excessive running away or drug/alcohol abuse.
- Compulsive stealing

Some indicators of Neglect include:

- Regularly tired and/ or hungry and as a result may steal food or fall asleep in class
- Poor hygiene
- Low self-esteem
- Left unsupervised for long lengths of time or abandoned by parents/caregivers.
- Regularly wears clothing that is not suitable for the weather
- Medical needs that have not been attended to.
- Frequently away from school or arriving very late
- Drug or alcohol abuse
- Poor social relations or indiscriminate with affection
- Hangs around at school or other programs outside their regular hours.

## Appendix B – Web Links

National Principles

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

Child Safety (Prohibited Persons) Act 2016

[https://www.legislation.sa.gov.au/lz/c/a/child%20safety%20\(prohibited%20persons\)%20act%202016/current/2016.49.auth.pdf](https://www.legislation.sa.gov.au/lz/c/a/child%20safety%20(prohibited%20persons)%20act%202016/current/2016.49.auth.pdf)

Children and Young People (Safety) Act 2017

[https://www.legislation.sa.gov.au/lz/c/a/children%20and%20young%20people%20\(safety\)%20act%202017/current/2017.25.auth.pdf](https://www.legislation.sa.gov.au/lz/c/a/children%20and%20young%20people%20(safety)%20act%202017/current/2017.25.auth.pdf)

National Principles for Child Safe Organisations:

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

Guidelines for Mandated Notifiers

<https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>

Department for Child Protection reporting website:

[www.reportchildabuse.families.sa.gov.au](http://www.reportchildabuse.families.sa.gov.au)

Simply Ballet Policies & Terms and Conditions:

<https://simplyballet.com.au/policies/>

## Appendix C – The National Principles (NP)



The infographic features a light blue background with a grid of 10 numbered principles. Each principle is in a blue box with a white number and a white text box. At the bottom, there is a colorful illustration of diverse children playing. The text 'For information and resources, go to' is followed by the URL 'https://childsafef.humanrights.gov.au'.

**Child Safe Organisations National Principles**

### National Principles for Child Safe Organisations

- 1 Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2 Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3 Families and communities are informed, and involved in promoting child safety and wellbeing.
- 4 Equity is upheld and diverse needs respected in policy and practice.
- 5 People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6 Processes to respond to complaints and concerns are child focused.
- 7 Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8 Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9 Implementation of the national child safe principles is regularly reviewed and improved.
- 10 Policies and procedures document how the organisation is safe for children and young people.

For information and resources, go to <https://childsafef.humanrights.gov.au>



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### Appendix D - Reporting Procedure for a Staff Member (paid or voluntary) to report any harm or neglect (or suspicion thereof)

Simply Ballet has the following guiding principles in relation to responding to concerns about a child or young person's safety and welfare. Simply Ballet recognises that any allegation of harm involves:

- The right of the child /young person to be listened to, protected and supported;
- The right of the child/young person and their families to have their concerns acted on and resolved ;
- The right of the alleged perpetrator to a fair process (procedural fairness);
- Everyone's right to privacy;
- The responsibility of Simply Ballet to ensure all concerns are dealt with promptly and in a respectful manner.

#### Procedures for all staff (paid or voluntary):

- Report your suspicion or observance of harm or neglect to CARL, by phone or eCARL, or to SA Police in an emergency;
- The Director must be immediately informed;
- At all times the confidentiality and privacy of those involved must be respected;
- Staff must debrief with the Director as required;
- It is the responsibility of any staff member paid or voluntary who has raised a concern about a child or young person's welfare to ensure their concerns have been acted upon by the Director.

#### Procedures for the Director

Once notified of a report to CARL or SA Police the Director will then proceed to manage the case confidentially.

- Steps should be taken to immediately ensure the child or young person's emotional and physical safety. If appropriate the child or young person's parents or caregivers will be notified;
- The Director will keep confidential written documentation of any concerns raised including steps taken in follow up. All documentation should be dated and signed;
- Any support required by the child, young person, their family or staff of Simply Ballet is to be arranged by the Director;
- If the alleged perpetrator of the harm is a staff member (paid or voluntary) of Simply Ballet, the Director must initially remove this person from contact with the children and young people. This may include "standing down" the person until investigations are complete;
- The Director must ensure their concerns about a child or young person's welfare are being acted upon. This may mean in some circumstances reporting again to CARL or SA Police if required;
- All parties involved should be kept up to date throughout the investigation, and notified of the outcome of any finalised investigation. The Director will respond to any media or external enquires regarding the situation.

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## Appendix E – Simply Ballet WHS Policy

This policy shows our commitment to:

- our worker's and students health and safety;
- removing or reducing risks to the health and safety of all workers, contractors and visitors to this workplace and anyone else who may be affected by our operations;
- ensuring all work activities are done safely;
- a collaborative approach to identify and solve health and safety issues with our workers;
- continuously improving work health and safety by addressing hazards and reviewing outcomes.

As the Person Conducting a Business or Undertaking (PCBU), we must:

- ensure our responsibilities under the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA) are met;
- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers and students;
- provide ways for workers to be informed about and involved in health and safety issues at work;
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety;
- conduct regular workplace inspections;
- ensure this policy and all safe work procedures are kept up-to-date.

Our workers must:

- take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace;
- follow reasonable instructions given by the PCBU to protect their health and safety;
- identify and report any workplace incidents or hazards to their supervisor;
- not wilfully interfere with or misuse items or facilities provided.

Our visitors and contractors must:

- not put themselves or any other person at the workplace at risk;
- comply with our safety policy and procedures.



## Appendix F - Safe Touch: Good practice guidance (RAD)

### SAFE TOUCH: Good practice guidance

#### About this factsheet

This factsheet is for teachers registered with the RAD and members who own schools. It provides guidance on appropriate physical contact with young people and vulnerable adults.

Physical instruction which involves safe touch is sometimes essential to aid teaching and learning. It may also be appropriate where a child is in distress and needs comforting, when, giving first aid, or as a positive reinforcement.

Some pointers for good practice when dealing with children, young people and vulnerable adults:

- **Always take care that any necessary physical contact is welcome and does not give cultural offence, fear of harm or arouse sexual feelings or expectations.**
- **All touch should have a clear and legitimate purpose.**
- Treat everyone with dignity and respect, and never touch a child in a way that would be considered indecent. Always put their welfare first.
- Ensure that the intention behind all physical contact is professional and unambiguous.
- When physical contact is made, this should be in response to their needs, of limited duration and appropriate to their age, stage of development, gender, ethnicity and ability (use your professional judgement at all times, and be sensitive to reactions or feelings).
- Physical contact which occurs regularly with an individual is likely to raise questions and be open to scrutiny.
- Physical contact should take place in an open environment avoiding private unobserved situations.
- Open communication, with no secrets, should be encouraged.

- Recognise that not everyone is comfortable with physical contact. Always explain why it is necessary and what form it will take.
- Do not indulge in 'rough and tumble play' or allow physical or sexually provocative games.
- Always be prepared to report and explain your actions as a teacher, and accept that all physical contact is open to scrutiny.
- Know who to contact if you have a concern about any inappropriate contact.

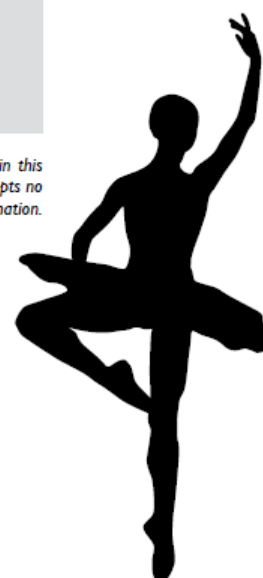
This guidance should be read in conjunction with the Royal Academy of Dance Safeguarding Policy and Procedures, which contains a Code of behaviour and good practice. This should be followed by anyone organising or involved in activities on behalf of the RAD for children or vulnerable adults.

*Prepared in consultation with the NSPCC and Education Safeguarding Advisor for Wandsworth.*

Royal Academy of Dance  
36 Battersea Square, London SW11 3RA, UK  
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*Every care has been taken to ensure that all information in this factsheet is correct at the time of publication. The RAD accepts no responsibility for any harm resulting from the use of this information.*

Members' factsheet 13



ROYAL ACADEMY OF  
DANCE

## Appendix G – Simply Ballet WHS Induction Checklist

### *1. Roles and responsibilities*

The work health and safety (WHS) of participants or students in class, rehearsal and performance is a shared responsibility involving teachers/leaders, visitors, business owners, venues and contractors. Anyone teaching dance must make sure that, as much as possible, their activities and equipment are not likely to result in damage, either physical or psychological, to themselves, to others or to their working environment.

Teachers must:

- Work in a healthy and safe manner, and encourage others to do the same;
- Ensure they do not endanger any other person through any act or omission at work
- Follow WHS policies and procedures;
- Cooperate, consult on and promote WHS and welfare in the studio, classroom or performance space;
- Report and work to rectify (where possible) any hazards in the studio, classroom or performance space;
- Report any injuries or incidents to the senior teacher/business owner/venue operator as soon as possible after the incident;
- Ensure that all equipment is used correctly including first aid supplies;
- Ensure that they are not in a state that may endanger their own safety or the safety of any other person in the dance environment;
- Report any harm or neglect (or suspicion thereof) of a child or young person to CARL, eCARL or SA Police (in an emergency) as required;
- Cooperate with any investigating authorities.

### *2. Reporting accidents, injuries or incidents*

If you, a participant or a student has an accident, or gets injured during a lesson, rehearsal or performance, you should:

- report the incident to the senior teacher, business owner or venue manager and, if appropriate, to a parent of the student.
- record all details of the incident. An injuries register is available to all teachers and employees.
- not disturb the scene of the accident unless you judge that it may jeopardise the safety of other people in the area.
- For incidents involving members of the public, an 'incident form' should be filled out by the senior teacher/business owner/venue manager.
- If you witness an accident, inform senior teacher/business owner/venue manager.

# SIMPLY BALLET

## CHILD SAFE POLICY



### *3. Safety induction*

All employees and volunteers will be given an induction at each studio/space/classroom in which they will perform duties.

This includes;

- location of safe access and exit points
- location of facilities and amenities
- location of WHS equipment including personal protective equipment
- identification of first aid and emergency equipment
- information about evacuation procedures
- recognition and use of fire extinguishers
- information about any crucial workplace-specific procedures
- location of Emergency Contacts and Procedures instructions

#### **In an Emergency – dial ‘000’**

When telephoning for assistance during an emergency, state:

- that it is an emergency
- your name and exact location
- as much detail as possible about the accident or situation.

And make sure that the information has been received correctly and will be acted upon immediately.

### *4. Risk assessment*

Simply Ballet and teachers should do a risk assessment, considering every aspect of a dance lesson, rehearsal or performance, and every person involved. You must document any risks identified and the agreed measures for eliminating or decreasing any risk.

If an identified risk or hazard cannot be eliminated or removed:

- substitute a less hazardous activity/object/substance
- rearrange the activity/training to reduce exposure/risk
- use personal protective equipment/clothing (e.g. knee pads, ankle strap).
- minimise the hazard through re-design

A teacher or choreographer should know which exercises or movements are safe to teach and which are potentially harmful, particularly if a student is suffering from an injury, a health issue or is at particularly vulnerable stage of physical or psychological development.

It is good practice for teachers to ask their students if there are any injuries they should be aware of before a class commences.

# SIMPLY BALLET CHILD SAFE POLICY



## **Teachers need to be aware of a range of potential risk factors:**

- Has there been adequate warming up time?
- Has the participant or student had sufficient training to undertake a particular movement?
- Is this exercise or movement potentially harmful?
- How many times has the participant or student executed the movement?
- Have there been adequate rest/drink breaks?
- Is the environment safe/suitable?

## **Risk management in classroom activities**

As well as employing risk-management procedures, teachers of dance must:

- include appropriate warm-up and warm-down activities
- adapt the exercises or activities to match students' age, strength, flexibility and coordination
- ensure that the floor surface is appropriate and does not present unnecessary risks
- check that the space is clean and clear of obstacles (especially electrical ones)
- ensure adequate ventilation and temperatures that are within the recommendations.

## **Be Aware - In dance classes or rehearsals, the potential (risk) for injury tends to increase:**

- during sessions in which students experiment with movement that requires a high degree of control, strength or coordination (e.g. lifts, jumps).
- when students are tired, stressed or ill.
- if the floor or floor surface is substandard.
- if a student is wearing jewellery.
- if a student is chewing gum or food.
- if the space is insufficient for the number of students.
- when students have been over-worked.
- when wearing loose clothing, incorrect shoes or using unsuitable props.

# SIMPLY BALLET

## CHILD SAFE POLICY

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### 5. Checklist

As a teacher, you acknowledge that you will;

- know the safety aspects of your studio/classroom/workplace
- observe all warning signs and instructions
- observe restrictions on smoking, alcohol and other drugs
- have read and understood the safety induction information you have been given
- only use equipment you are authorised and competent to use
- wear and use appropriate clothing, footwear and safety equipment
- take appropriate measures in emergencies
- ensure first aid is provided promptly
- report all incidents, injuries and other emergencies
- be aware of any disability, injury or any other factors that may affect the capacity of students or yourself, and implement appropriate modifications
- strictly observe policies regarding children and your role in the absence of parents i.e. Duty of Care
- understand that wilful damage to equipment and disobeying health and safety regulations could result in grounds for dismissal
- understand that communication is important—between students, parents, colleagues, senior staff

I \_\_\_\_\_ acknowledge that I have completed my safety induction and have received any policies and/or safety equipment as required.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SIMPLY BALLET

## CHILD SAFE POLICY



### Appendix H – Simply Ballet Hot Weather Policy

## Simply Ballet Hot Weather Policy



This policy covers classes and activities conducted in hot weather.

During the summer months, temperatures can be unpredictable and extreme. Simply Ballet aims to keep you dancing during these times but acknowledges further actions are required to keep students safe and classes enjoyable. Please read the policy below and contact us if you have any further questions.

### General Hot Weather:

- Simply Ballet will make use of any existing cooling devices in studio such as air conditioning and fans
- Activity levels in class may be reduced at the teacher's discretion
- Students will be allowed extra breaks during class and encouraged to hydrate
- Students may choose to wear devices such as cooling towels (or similar) to aid personal comfort
- Students may adapt uniform to allow for cooling such as substituting ballet tights other suitable items like socks or shorts

### Forecast Temperatures between 35-45 degrees:

Simply Ballet will follow all General Hot Weather policy steps and in addition will;

- Require **all** students participating in class to have their own individual drink bottle from which they can hydrate
- Students with medical conditions affected by heat must advise staff before the commencement of class.
- Significantly reduce the activity level in classes and incorporate low intensity activities such as stretching, conditioning or educational videos.
- Students must notify staff immediately if they feel ill, light headed, or dizzy.
- Students may choose not to participate in any activity during class at their own discretion.

### Forecast Temperatures above 45 degrees:

- All classes will be cancelled on days where the [official forecast for Adelaide](#) is above 45 degrees Celsius.
- Make-up classes may be taken at an alternate time or day at the student's current level, or an appropriate level as determined by Simply Ballet staff



# SIMPLY BALLET

## CHILD SAFE POLICY



### Appendix I – Simply Ballet Working with Children Check declaration

## Working with Children Checks

All Staff and Volunteers engaged at Simply Ballet require a current Working with Children Check.

A Working with Children Check (WWCC) is an assessment of whether a person poses an unacceptable risk to children. As part of the process the Screening Unit will look at criminal history, child protection information and other information. WWCC's are valid for 5 years and are constantly reviewed.

Staff must apply for and pay for their own WWCC through the Department of Human Services Screening Unit <https://screening.sa.gov.au/applications>. Once approved a copy of the individuals' details and WWCC reference number must be provided to Simply Ballet.

Volunteers must also either provide evidence of a current WWCC, and/or give permission for Simply Ballet to apply for a check on their behalf. For new checks, you will be emailed login and password details from the Screening Unit and must login to complete and submit the application. There is no charge for a Volunteer WWCC

By signing below you indicate you have provided proof a valid WWCC check and/or authorise Simply Ballet to conduct a check using your personal information.

For more information on screenings go to <https://screening.sa.gov.au/>

### Individuals Details for Screening

First Name	
Middle Name/s:	
Last Name:	
Date of Birth:	
Email address:	
Contact number:	
WWCC Reference #	

Signed

Date

Print Name