

commitment to child safety

CaraBelle School of Dance (CBSOD) is committed to the safety and welfare of all children and young people within our care. All staff and families at CBSOD want to create a safe and encouraging environment that helps children and young people to learn and develop. We want children to be understood, happy and empowered.

Aim of child safety policy

CBSOD aims to support and encourage our students gain confidence, strength, creativity and self-worth as well as developing their self-discipline through the movement of dance.

CBSOD is a family-owned school and we provide a safe, trusting and community feel to our environments.

This policy applies to all below.

- Teachers/Staff
- Students
- Families
- Volunteers

By adopting a Child Safety Policy, we at CBSOD are being proactive and aiming to prevent risk and harm. All families will be informed upon enrolment of the Child Safety Policy at CBSOD. It is a condition that these are read.

Identifying & reporting child Abuse procedure

- If a CBSOD staff member becomes aware of an incident or allegation of abuse or has reasonable grounds to form a belief of abuse, it is the first responsibility to ensure the child/ren are safe and away from further risk of harm.
- If a CBSOD staff member is concerned about the immediate risk to a child, or criminal conduct has occurred, that person must call 000 and report the matter to the Victorian Police immediately. They must also then call the parent to inform.
- If a CBSOD staff member receives information that leads them to believe that an offence has been committed, mandatory reporting requirements must be met, including reporting firstly to Cara. The next steps will be to contact DHHS and they will direct from there.
- Once a complaint or allegation is made to Cara, I then have a duty of care to make a report to DHHS Child Protection unit as soon as possible.
- All complaints and allegations must be documented with proof of receipt of complaint/allegation, and Cara will meet with the complainant in regards to the allegation.

Recruiting of staff members

- CBSOD practices safe recruitment by checking the suitability of teachers to work with children and young people.
- All applications are interviewed by way of verbal interview and observed teaching before starting class works.
- References are always contacted.
- A valid Working With Children and First aid certificate is mandatory
- If an allegation is against a member of staff, the safety of the child is of the utmost importance. The staff member will be removed and stood down from teaching classes while under investigation from the relevant authorities into the seriousness of the allegation.

Duty of care and having a safe environment

- CBSOD DOES NOT tolerate racism and/or bullying of any kind. This is a form of abuse and all appropriate procedures will be followed.
- Teachers are to wear appropriate, non-revealing uniform, dance wear and footwear to classes.
- Teachers will ensure that students are given the opportunity to learn and train in a safe, secure and nurturing environment.
- Teachers are to choose appropriate music for your class and age (absolutely no explicit language).
- Studios to be left in a safe, clean, tidy state with equipment packed away.
- Teachers will start class on time and finish on time.
- Toilets – teachers are to send students to parents (first choice) or use student helpers for preschool and prep classes. Helpers must not go into the toilet with students unless absolutely necessary (where no parent is around and they are too young to go by themselves).
- All injuries big and small must be reported to Cara. Cara will attend to, and complete a report sheet.
- Teachers are not to express personal opinions on race, religion, sexuality, disability or culture.
- Teachers will instruct students regardless of talent or ability and encourage all students to extend themselves and continually improve their individual performance.
- Teachers are a role model for many students and will set good examples in classes.
- Teachers always need to use appropriate language, at all times. Language needs to be positive and respectful and give constructive feedback and criticism to all students, impartially and without prejudice.
- Teachers are not to answer their phone or text while in class (unless in an emergency situation)
- First Aid kits are kept in each studio.
- CBSOD studios have adequate air flow, lighting, heating and cooling.
- When maintenance problems arise please contact Cara who will then promptly ensure safety of all members.

Social media

- CBSOD uses social media platforms for marketing and member resource purposes. Photos and videos will occur during classes and concerts, and then published on social media platforms. Consent must be given by all members to have their photograph taken. Consent is given on the enrolment form.
- All members of CBSOD, who are not staff, are not allowed to take photos or videos during classes and place images on social media that contain children or young people within them, even in the background.
- CBSOD staff are to always make sure that any interaction on social media, email or phone with students or parents is kept professional.
- All communication related CBSOD needs to go through the CBSOD accounts (social media, email, phone). Staff are to inform Cara if parents are not adhering to this policy.

Music, Routines & costume choice guidelines

- All music played in any class at CBSOD must not contain any explicit language.
- Routines in all dance classes must not be overtly sexual or have suggestive sexual movements, to reduce the possibility of abuse or comments. Teachers must plan their routines accordingly so that children and young people feel comfortable and confident within CBSOD.
- Any complaints or feedback in regard to a teacher's choice of music or routine must be presented to Cara, so that correction can be made.
- At CBSOD all students must feel comfortable in their costumes. They must not be overly sexual. When providing costumes to the students, CBSOD will make sure both parent and child/ren are comfortable and happy to perform in them.



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