



# CHILD SAFE POLICY

Version 5, Dec 2023



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# 1. INTRODUCTION

1.1. Bom Funk Dance Studio (BFDS) aims to create a supportive, safe and fun- filled learning environment for all child dancers, from the serious competitive dancer to those are looking for fun, fitness and creativity in their life.

1.2. We are proud of our very high standard of technical and performance training but we cater for all types of dance and performing arts, including but not limited to classical ballet, contemporary dance, jazz, tap, jazz funk, hip hop, musical theatre, cabaret, lyrical, stretch/flex/acro and song and dance. <sup>[1]</sup><sub>[SEP]</sub>

1.3 The purpose of this policy is to:

1.3.1 Demonstrate the strong commitment of BFDS to child safety and establish and maintain a child safe culture and child friendly environments.

1.3.2 Ensure that BFDS meets its responsibilities for the safety, welfare and well- being of children and young people.

1.3.3 Guide all staff in appropriate conduct for contact with children and young people in the workplace.

1.3.4 Provide clear procedures to staff, students, and parents/guardians related to: Risk Management, Complaints Management and Reporting, and Recruitment <sup>[1]</sup><sub>[SEP]</sub>

1.4 This policy applies to all people involved in the organisation, including: BFDS staff, Dance teachers/instructors, Guest teachers, Students, Volunteers, Parents/Guardians, Visitors, Contractors and any other individuals who become involved with the organisation.

1.5 Definitions of key terms and concepts referred to in this policy can be found in Appendix 1.

## 2. CHILD SAFE POLICY

5.1 Child Safe culture – BFDS is committed to promoting a culture of safety, welfare and well-being for children and young people that are clients of BFDS.

5.2 Children’s participation – BFDS supports the active participation of children in the programs, activities and services provided. Children and young people have a right to:

5.2.1 Be actively listened to

5.2.2 Be supported to express their views, opinions and feelings

5.2.3 Have their views, opinions and feelings taken into account and recorded

5.2.4 Be involved in decision making processes about issues which directly affect them

5.3 Child Safe training – BFDS is committed to providing annual child safe training for staff, volunteers, students and parents/guardians.

5.4 Diversity – BFDS values diversity and does not tolerate any discriminatory practices.

5.5 Child Abuse awareness – BFDS promotes a child safe environment free from all forms of abuse of children.

5.5.1 Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust.

5.5.2 BFDS recognises the four main forms of child abuse as being physical, sexual, emotional, and neglect. Refer to Appendix 4.

5.6 Code of Conduct – BFDS’s Code of Conduct provides guidelines for Child Safe behaviour and unacceptable behaviour.

#### 5.7 Physical Contact

5.7.1 Physical contact by an instructor for correctional purposes. Physical contact with a child and young person should be used: only for correctional purposes, with prior consent, and openly in front of other students.

5.7.2 Physical contact between students as part of choreography. Physical contact in choreography between children and young people should occur only in choreography when necessary e.g. lifts, partnering; with prior consent; and openly in front of other students and instructors. Students will always have the ability to opt out of performing choreography which includes physical contact with other dancers.

5.8 Non-sexualisation – BFDS is committed to providing age appropriate programs, activities and services that do not sexualise children and young people. BFDS promotes age appropriate behaviour through the use of:

5.8.1 Age appropriate music

5.8.2 Age appropriate uniforms and costumes

5.8.3 Age appropriate choreography/dance moves

5.8.4 Age appropriate stage make-up (worn at performances only)

5.9 Anti-bullying – BFDS does not accept any bullying of children and young people by any party. BFDS acknowledges that bullying can take place on the premises and also off site through electronic communication such as social media. BFDS does not tolerate bullying of any kind and will take action to rectify any reported bullying including taking legal action if necessary.

5.10 Support for BFDS staff and volunteers – BFDS provides support and supervision to staff and volunteers:

5.10.1 All new staff and volunteers receive a copy of the Child Safe policies and procedures, and receive induction training in Child Safety and Child Protection.

5.10.2 All staff and volunteers receive annual refresher training in Child Safety and Child Protection.

### 3. CHILD SAFE PROCEDURES

6.1 Risk Management – BFDS follows a Risk Management Process that implements strategies to minimise and control risks to children and young people.

6.1.1 BFDS’s risk management process identifies, analyses and evaluates risks, and develops interventions. <sup>[SEP]</sup>

6.1.2 The Risk Management tools are the Risk Matrix tool, Risk rating table, and the Risk Management template. Refer to Appendix 9. <sup>[SEP]</sup>

6.2 Complaints Management and Reporting – Staff, children, volunteers, parents/guardians and visitors should:

6.2.1 Report any concerns about the safety or welfare of a child or young person in accordance with the Complaints Procedure. Refer to Appendices 2 and 3 <sup>[SEP]</sup>

6.2.2 Be confident that Complaints will be dealt with honestly and fairly. <sup>[SEP]</sup>

6.3 Recruitment – BFDS takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children and young people. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees, contractors and volunteers. We interview and conduct referee checks on all employees.

6.3.1 Working With Children Checks - Staff and volunteers must apply for a Working with Children Check clearance prior to working or volunteering with BFDS. Refer to Appendix 10.

## 4. COMMUNICATION

7.1 We will hold regular information sessions for staff, volunteers and students.

7.2 Our policy will be discussed during induction sessions for all new staff, volunteers and students.

7.3 Children, young people, parents and guardians enrolling in our studio will receive a copy of the Student & Parent Policy Handbook, Intensive Dance Handbook (if relevant), Code of Conduct and Dealing with Complaints process.

## 5. GUIDING REFERENCES

8.1 In developing the Child Safe Policy and Procedures, BFDS has been guided by the following:

- [Child Safety \(prohibited Persons\) Act 2016](#)
- [Child Safety \(Prohibited Persons\) Regulations 2019](#)
- [Children and Young People \(Safety\) Act 2017](#)
- [National Principles for Child Safe Organisations](#)
- UN Convention on the Rights of the Child
- The Child Protection (Working with Children) Act 2012
- The Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care & Protection) Act 1998
- Commission for Children and Young People Act 1998
- Children and Young Persons (Care and Protection)(Child Employment) Regulation 2015 Guiding Documents/Website
- National Framework for Creating Safe Environments for Children: Organisations, Employees and Volunteers, 2005
- Australian Children's Commissioners and Guardians Submission, in response to Royal Commission into Institutional Responses to Child Sexual Abuse, Issues Paper 3 – Child Safe Institutions, 2013
- Ausdance Child Protection Factsheet 21

## 6. REVIEW OF CHILD SAFE POLICY

9.1 This policy and guidelines will be reviewed every two years and incorporate comments and suggestions from children and young people, BFDS staff, Dance teachers, Guest teachers, Students, Volunteers, Parents/Guardians, Visitors, Contractors and any other individuals who become involved with the organisation.

# APPENDIX 1 - DEFINITIONS

**Allegation** - Allegation means a statement or assertion that has yet to be substantiated or proven.

**Bullying** - Deliberate and repeated verbal, physical, aggressive, social or psychological behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear. Bullying may be:

- Physical (hitting, kicking, slapping, shaking, shoving, grabbing, throwing equipment)
- Verbal (racist or homophobic remarks; critical or humiliating remarks about a student's weight, dance attire or physical appearance)
- Emotional or psychological (tormenting, ridiculing, humiliating, ignoring, intimidating, yelling, punishing or isolating the student from the group).

**Child** - A child is defined as a person under the age of 18 years.

**Child Abuse** - Any form of physical, emotional or sexual mistreatment or neglect that leads to injury or harm. Refer to Appendix 4.

**Child Protection** - The measures taken to safeguard children from intentional and unintentional harm.

**Code of Conduct** - A set of rules outlining expectations and standards of appropriate types of behaviour for various stakeholders within an organisation (including staff, volunteers, parents, visitors and children).

**Complaints Management** - The systems and procedures in place to handle complaints. **Disclosure** - A report or indication from another person that child abuse or grooming has occurred. A disclosure about abuse or neglect may be:

- Direct (a child tells another person, in words or in writing)
- Indirect (a child hints in words, writing or pictures)
- Third-party (a child or adult tells or hints of abuse or neglect to another child).

**Diversity** - Respect for and appreciation of differences in ethnicity, gender, age, national origin, disability, education and religion.

**FACS** - NSW Department of Family and Community Services, <http://www.facs.nsw.gov.au/>

**Grooming** - Preparing or training a child for sexual activity through behaviour designed to lower inhibitions for child sexual abuse. Grooming can be directed to the child, and also to anyone responsible for the child's care to enable unsupervised access. Grooming may include:

- persistent physical contact beginning non-sexually and escalating over time (tickling, wrestling)
- seeking to spend an unusual amount of time with a child, particularly outside any organised activity
- giving unusual gifts, trips or special favours
- sharing inappropriate personal information
- sharing indecent material or providing an intoxicating substance (an offence under the Crimes Act 1990 (NSW)).

**Risk Management** - The procedures and prevention strategies for minimising exposure to risks.

**Risk of 'Significant harm'** - If concerns exist for the safety, welfare or wellbeing of a child or young person, the child or young person will be deemed as being "at risk of significant harm", under s 23 of the Children and Young Persons (Care and Protection) Act 1998. These indicators include:

- the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met,
- the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care; in the case of a child or young person who is required to attend school in accordance with the Education Act 1990 the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act,
- the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated,
- the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm,
- a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered, or is at risk of suffering, serious psychological harm,
- the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

**Suspicion** - a feeling or thought that a child is at risk of abuse or neglect.

**Unacceptable behaviour** - behaviour that is most likely to fall outside the definition for abuse and may not break any laws, but indicates a lack of understanding about child safety and a poor understanding of acceptable behaviour. This behaviour is disrespectful to children and is age inappropriate. If left unchecked it has the potential to escalate to the legal definition of abuse or neglect. Examples:

- repeated swearing
- suggestive comments or jokes
- intrusive questions about a child's private life
- imposing or promoting personal beliefs, behaviours or practices that are incompatible with BFDS's policies
- use of a camera on premises without express permission of BFDS management
- ignoring bullying
- continual disregard for a child's physical space and boundaries
- behaviour that breaks BFDS's codes of conduct
- humiliating comments and behaviours

Examples of acceptable behaviour

- guiding or comforting a child
- a teacher raising a voice to attract attention or restore order
- conduct that is accidental and not repeated.

**Working With Children Check** - A legal requirement in NSW for individuals engaging in child related work to undergo a national criminal history check and a review of findings of workplace misconduct to ensure such persons are fit and proper to work with children.

**Young person** - Under the Children and Young Persons (Care and Protection) Act 1998 a young person is a person aged 16 years or above but who is under the age of 18 years.

## APPENDIX 2 – COMPLAINTS PROCEDURE

### Reporting **NSW Reporting**

Department of Family and Community Services (FACS)

Anyone who suspects, on reasonable grounds, that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, should report it to FACS.

Reasonable grounds is the standard to use in deciding whether or not to report to FACS. It does not mean that reporters are required to confirm their suspicions or provide solid proof before making a report. A useful rule of thumb is to consider whether another person, when faced with similar information, would also draw the same conclusion.

Reports can be made by phoning the Child Protection Helpline on 132 111 (TTY 1800 212 936) for the cost of a local call, 24 hours a day, 7 days a week. Privacy protections apply to all reporters.

### **ACT Reporting**

Reporting legislation in relation to child protection is different in the ACT. Reports can be made to the General Public line (24 hours): 1300 556 729 or emailed to [childprotection@act.gov.au](mailto:childprotection@act.gov.au)

Mandated Persons line (24 hours): 1300 556728

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### Types of complaints

All complaints should be reported. This includes:

- Allegations, disclosures or suspicion of abuse or harm to a child
- Repeated unacceptable behaviour around children
- Suspicion of grooming

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### Child Safety Officers

All Complaints must be reported to either:

1. Director/Child Safety Officer – Kym Degenhart
2. Business Manager/Child Safety Officer – Kym Mullins
3. Senior Teacher/Child Safety Officer – Michelle Skerry-Wallace

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### Making a Complaint

A child or young person, or any staff member/volunteer/ student can make a complaint or raise a concern by:

- Face to face meeting
  - Contact [info@bomfunk.com.au](mailto:info@bomfunk.com.au)
  - **Reporting Form – Appendix 3**
-



## APPENDIX 3 – REPORTING FORM

Please fill in any details relevant to your report. Reports may be made anonymously. Please use this form to report:

**Child Abuse** An allegation, a disclosure or a suspicion

**Unacceptable Behaviour** A complaint about unacceptable behaviour, or a suspicion of grooming.

**Date of Report:**

**Your Name:**

**Your Phone Number:**

**Your Email Address:**

**Your Role at BFDS:** Staff Student Parent/Guardian Other:

**Record Details** Include: Date, Time, Location, Details of the incident, allegation, disclosure or behavior.

For any disclosure: Record accurately what the child/young person has said or done. You should not interview the child.

Provide details of any witnesses. Attach additional pages if necessary.

**Risk of Significant Harm** Does your complaint indicate a child or young person is at risk of significant harm? (This includes physical, sexual and emotional abuse, and neglect)  
YES NO (If yes, you should report this on 132 111 or TTY 1800 212 936)

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**FACS report**  
**Details** **Person spoken to at FACS:**  
**(If relevant)** **Date of report to FACS:**

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**Other Agencies** **Have other agencies been contacted?** (e.g. NSW Police)  
**YES NO** (If yes, give details below)  
**Agency:**  
**Person Spoken to:** **Date of Contact:**

**For Bom Funk Studio to Complete**

Initial Risk  
Assessment

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**Internal Process** **Detail the internal discipline process for unacceptable behaviour**

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Follow Up  
Required

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<b>Reporter BFDS</b>	<b>Print Name:</b>	<b>Signed:</b>	<b>Date</b>
	<b>Print Name:</b>	<b>Signed:</b>	<b>Date</b>

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# APPENDIX 4 – FORMS OF CHILD ABUSE

## Understanding Child Abuse

### Definitions of Abuse

It is difficult to define “abuse” to children because children can be abused in so many ways depending on the context and culture. They may be abused in a family, an institution, community or faith setting, or via social media/internet. They may be harmed by adult(s) or other child(ren).

The following definitions may be used as a guide:

Physical abuse: Actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or guardian fabricates the symptoms of, or deliberately induces illness in a child.

Sexual abuse: Forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.

Neglect and negligent treatment: Allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child’s basic physical and/or psychological needs, which is likely to result in serious impairment of a child’s healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

Emotional abuse: Persistent emotional maltreatment that impacts on a child’s emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non- physical forms of hostile or rejecting treatment.

# APPENDIX 5 – STUDIO VALUES AND GENERAL CODE OF CONDUCT

## Studio Values

**Passion** - At Bom Funk our teachers and staff are passionate about DANCE – we LOVE what we do! Our Bom Funk faculty loves encouraging all of our students to find what it is about dance that brings them joy also.

**Pride** - At Bom Funk we are proud of who we are, what we present and the difference we can make in ourselves and our community.

**Professionalism** - At Bom Funk we are committed and professional. Our Bom Funk faculty continually train and attend professional development opportunities to maintain high, current industry standards. Our Bom Funk students learn professionalism when they perform and compete so as to represent themselves, the studio and community to the highest degree.

**Community Spirit** - At Bom Funk we are a small community with family spirit and values. We support each other and nurture every member of the community, no matter what their background, ability or physical attributes entail. We respect each other and treat others with respect. We take pride in our local community and where we come from: Jerrabomberra, Queanbeyan, Canberra & the surrounding region!

**Creativity** - At Bom Funk we encourage creativity. Our teachers and students are given the freedom to create choreography that allows for individual expression. They explore movement that is unique to each dancer and allow for artistry and artistic development.

**Growth** - At Bom Funk we continually grow and learn from each opportunity. Dancers are appropriately challenged and encouraged so as to reach their true potential.

## Code of Conduct Guiding Principles

This code applies to all BFDS staff, dance teachers, students, volunteers, parents and guardians, contractors, and visitors.

- All children and young people must be treated with respect and dignity at all times, regardless of their gender, ability, cultural background or religion.
- The safety of children and young people who attend BFDS is paramount.
- All children and young people should be supervised by an authorised person at all times.

## Code of Conduct

- **Supervision and Use of Facilities**
  - Parents and students should only enter the staff-only areas of the school if invited.
  - Please do not interrupt a class in session.
  - We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the waiting room or classroom areas.
  - Parents and Guardians supervise their children and young people who are students before and after class in common areas. No child or young person is to be left unattended by a parent or guardian in studio common areas for extended or repeated time periods.
- **Social Interaction and Appropriate Behaviour**
  - Please only speak positively about teachers, students, or parents from Bom Funk Dance Studio or other schools.
  - All staff, students, parents, guardians, and visitors must show respect, courtesy and for all others at all times. Inappropriate behaviour could result in dismissal from the school and reporting of behavior to appropriate agencies.
  - All interactions must be open, fair, caring and inclusive and also free of discrimination, violence and bullying.
  - Watch through viewing windows or doors with an encouraging attitude, not distracting or communicating with students.
  - Encourage all dancers to dance when they are interested.
  - Direct student focus and effort to improvement towards personal goals and enjoyment of performance opportunities rather than outcomes of competitions, exams or auditions.
  - Demonstrate a cooperative and collaborative approach to all tasks.
  - Applaud and praise all performers
  - Respect, follow and comply with instructions and advice from Director and Staff.
  - Raise any concerns about class teachers with the Director in a private meeting or communication.

- **Inappropriate Behaviour: Staff, dance teachers, students, volunteers, parents and guardians, contractors, and visitors will not engage in any of the following:**
  - Cruel, racist, homophobic, insensitive or defamatory remarks.
  - Repeated swearing or foul/offensive language
  - Engage in gossip and spreading rumours about any individual or dance studio.
  - Physical violence and bullying e.g. hitting, kicking, biting, slapping, shoving, grabbing, shaking or throwing objects.
  - Emotional or psychological bullying or harassment e.g. personal threats, tormenting, ridiculing, humiliation, yelling, intimidating, or deliberate exclusion.
  - Enter a studio or class during a lesson if you are not an enrolled student in that class without the express permission of the Director or class teacher.
  - Question or disparage any competition judge, adjudicator or examiner in public.
  - Force children or young people to dance if they are not willing to.
  - Focus only on winning or being the best.
  - Ridicule any individual based on their performance including making mistakes or not gaining a specific result.
  
- **Class Procedures**
  - Students present to class on time and wearing appropriate uniform, wait until the previous class exits before entering the studio.
  - Students are to advise their supervising teacher before exiting the studio.
  - Students are to advise teachers and/or staff of any injury or incident immediately.
  
- **Safety**
  - Report any concerns about safety or wellbeing to staff and/or the Directors immediately.
  - All associated parties are to take measures to ensure the safety of the people around them, especially through complying with BFDS staff instructions.
  - Long hair must be pulled back and up off the neck and face. No dangling, chunky jewellery or watches are to be worn in class for safety reasons.
  - No smoking or vaping is allowed on the premises. No alcohol may be consumed on the premises unless at a special event with permission(over 18s only).
  - Belongings and valuables should not be left unattended. The studio takes no responsibility for lost items left in the waiting rooms, hallways and bathrooms. Shelves are provided in the studios to store those items during class.
  - Only water is allowed in the studios. No food, drinks, or chewing gum.
  - Do not allow any very young child to leave the studio without immediate adult supervision. Alert staff immediately if assistance is required.

- **Use of Technology and Electronic Communication**

- No mobile phones or computers may be used during class time unless the teacher has given permission to use these for education purposes.
- Phones must be on silent during class.
- Students and parents are restricted from contacting teachers by personal phone, email, text messages, etc. All communication with teachers must go through the director or official studio channels.

- **Use of Social Media**

Use of Facebook, Twitter, Instagram, Snapchat, LinkedIn, Tik Tok, and other online social-media vehicles is commonplace. This policy is intended to provide Bom Funk Dance Studio students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You do not have permission to reveal any information that compromises Bom Funk Dance Studio. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or Bom Funk Dance Studio.
- Students and parents should neither claim nor imply that they are speaking on behalf of Bom Funk Dance Studio.
- Never post anything that could compromise the self-esteem of students who attend Bom Funk Dance Studio.
- Bom Funk Dance Studio owns the copyright to all choreography taught at the school. Do not post any videos of class or rehearsals and choreography without permission from the director.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in the handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in the studio handbook (a copy can be found: [www.bomfunk.com.au/policies](http://www.bomfunk.com.au/policies)).
- It is recommended that teachers/instructors and students/parents keep a professional relationship even online and therefore teachers should not 'friend' any students (especially those under the age of 18) or parents on social media unless the nature of their relationship is family or they were friends before any teaching position at BFDS arose.
- Contact between teachers and students under the age of 18 over social media should only be conducted in official BFDS chats and groups with a child safety representative and/or a parent/guardian is included unless it is deemed an emergency.
- Permission, preferably in writing, must be obtained from a parent/guardian to allow their child to travel in a teacher's car, unless it is deemed an emergency.

- **Use of Cameras & Video cameras**

- Filming and photography in class is only allowed when permission is granted by the teacher/choreographer. Due to strict Privacy and Copyright laws, recorded footage **MUST NOT** be shared in public or on any social media without the consent of the studio, teacher and subjects.
- We understand that one of the best ways to practice routines is to record and watch/rehearse the steps repeatedly. Because of this, we do allow students and occasionally invite parents into class to record routines intended for rehearsal purposes only. Please do not film through windows and make sure permission has been granted before recording.
- Any abuse of this agreement will result in the student/parent being asked to delete all footage and possibly leave the premises.



## APPENDIX 6 – STAFF CODE OF CONDUCT

BFDS Staff must adhere to the Studio Values and General Code of Conduct and ensure adherence by all other parties associated with BFDS. In addition to these responsibilities BFDS Staff:

- Treat all others in the dance environment in a polite, courteous and respectful manner.
- Teach children to set realistic goals based on their individual ability, experience and circumstances.
- Base all instruction on safe dance techniques.
- Ensure the age appropriateness of choreography and music at all times.
- Use a combination of verbal instruction, demonstration and physical contact when teaching posture and technique.
- Ask permission and explain before touching children to adjust their posture and technique or fit costumes, unless prevented by emergency.
- Report to the Director if you are concerned about a relationship a child appears to be developing with you

BFDS Staff Do Not:

- Expose children to age inappropriate dance moves, costumes, make-up or music.
- Leave children, who are in your care, unsupervised at any time or allow any very young child to leave the studio without immediate adult supervision.
- Allow bullying of a child by an adult or another child.
- Allow inappropriate or derogatory language to go unchallenged.
- Ridicule or yell at a child for making a mistake or not passing an examination.
- Use any physical punishment as part of disciplining a child.
- Touch a child if they do not give permission.
- Contact children or young people through private telephone, email, text message, social media, online chat or any other communication medium.
- “Friend” or otherwise contact students on private social media accounts.
- Communicate inappropriate content (language, sexual, adult content) through the use of social media that may be accessed by children or young people e.g. through “friending” on a private account or through public posts/accounts.

## APPENDIX 7 – SAFE DANCE

Adapted from Ausdance Act.

Before you commence your classes, you should tell your teacher about any health condition you have which may have an impact on your fitness for any of the classes, or which could limit your ability to participate fully in those classes.

### **We also expect that in class, you will:**

Take care of your own personal safety, and communicate to your teacher any discomfort you experience or injury you have or may have suffered.

### **Drink water**

Drinking regularly during exercise can improve performance and prevent declines in concentration and ability. Drink plenty of cool water when dancing – don't wait to feel thirsty before you drink. We encourage students to bring a water bottle into the classroom.

### **Fuel your body**

Like an athlete, a dancer must fuel their body for best performance. Fruit, starchy vegetables, bread, rice and pasta are all carbohydrate-rich foods, which your body uses for energy. Eat them 1-4 hours before performance.

### **Warm up - Cool down**

Warming up prepares your body for action. Cooling down should include a light stretch to reduce muscle soreness. A warm up is the best start to a class as it physically and mentally prepares the body. This is why it is important to arrive on time to class.

### **Any body can dance**

Great dancers come in all shapes and sizes. We all perform better when we feel confident and comfortable. Our dance teachers and choreographers encourage diversity of bodies, and promote healthy and safe dance for all people.

For further information about Safe Dance please refer to the Ausdance ACT website

# APPENDIX 8 - RISK MANAGEMENT TOOLS

## Identifying Risks

### 1. What could possibly happen?

Think about anything that could possibly go wrong. This could include things like people hurting themselves, a fire, lack of supervision, negative media coverage of an event.

### 2. How likely is it to happen?

For each risk that you've identified think about how likely it is for it to happen. Consider everything, from the far-fetched to the common, the everyday to the rare.

### 3. How serious would the harm be?

If it did happen, how serious could the harm be? Consider the consequence for your organisation, children, staff, volunteers etc. if harm did occur?

### 4. Have a plan of action for each risk identified.

What would you do in response if the identified risk happened? When the harm is serious, and the problem could arise often, you have a risk that needs immediate attention.

### 1. Risk Matrix Tool

	Minor	Moderate	Severe
Likely			
Possible			
Unlikely			

### 2. Risk rating table

Risk Levels	
Low risk	Can be managed by routine procedures
Medium risk	Need attention and interventions
High risk	Need urgent attention, require further investigation and significant interventions

## Risk management plans for high risk activities and special events

Describe the activity	Identify Risks	Balancing the Risk	Managing the Risk	Analyse the Risk	Responsibility & Review
During Dance classes held on premises	Injury/ Medical Emergency  Risk of slipping	Business relies on safe operations and supportive environment for all students, families and staff  Students, parents and staff are encouraged to report anything that may cause injury (environment) so that it can be dealt with according to risk level.  Students are encouraged to let teachers know immediately if they are injured, unwell or injury themselves during class.	<ul style="list-style-type: none"> <li>• Designated personnel in charge of operations</li> <li>• Organised schedule and areas of use</li> <li>• Icepacks &amp; First aid kit on premises including Asthma Ventolin</li> <li>• Serious Medical alert details kept in class rolls. All other medical information securely stored in staffroom</li> <li>• Teachers use 'Safe Dance' practices as described by Ausdance</li> <li>• Students to warm up before strenuous activities</li> <li>• Staff encouraged to hold first aid certification</li> <li>• Only Qualified staff are permitted to instruct difficult, technical moves such as some acrobatic and flexibility stretches</li> <li>• Students should attend class in appropriate dance clothing and footwear as described when enrolling in each class</li> <li>• Floor is coated with anti-slip polish and reapplied at least twice/term or when deemed necessary</li> <li>• Rosin also provided</li> </ul>	This is a moderate risk that might occur.	<ul style="list-style-type: none"> <li>• BFDS Director/ Assistant Director/ Senior Staff</li> <li>• First Aid officer on duty</li> <li>• Incident report system in place</li> <li>•</li> </ul>
During Dance classes held on premises	Fire	Fire extinguishers & hoses located in prominent	<ul style="list-style-type: none"> <li>• In case of fire, all persons evacuated to the closest car park/open space.</li> </ul>	This is a moderate risk that might	<ul style="list-style-type: none"> <li>• Building Management</li> </ul>

		<p>positions</p> <p>Exit signs lit marking nearest escapes</p> <p>Smoke detectors, sprinklers on site</p> <p>Staff informed of evacuation procedures</p>	<ul style="list-style-type: none"> <li>• Teachers to bring class list/roll with emergency contact. Mark roll and check all students are accounted for</li> <li>• Emergency services contacted</li> </ul>	occur.	<p>(maintenance of fire equipment)</p> <ul style="list-style-type: none"> <li>• BFDS Staff: management of evacuation</li> </ul>
During Dance classes held on premises	Situation occurs outside studio premises that requires a lockdown (eg: person threatens to cause harm)	<p>Staff informed of lockdown procedures</p> <p>Student rolls include emergency contact numbers for individual students if required</p>	<ul style="list-style-type: none"> <li>• Most senior staff member to decide if/when lockdown is required</li> <li>• All doors are lockable from the inside without requiring a key</li> <li>• Areas with several entrance/escape points and where students are kept out of sight are used for highest level alert</li> <li>• Students to remain out of sight of threat</li> <li>• Authorities contacted</li> </ul>	This is a moderate risk that might occur.	<ul style="list-style-type: none"> <li>• BFDS Director/ Assistant Director</li> <li>• Senior Staff</li> <li>• Incident report system in place (for follow up)</li> </ul>
Showcase Performance	<p>Injury</p> <p>Emotional/ stress</p> <p>Students getting lost</p>	<p>Optional In-theatre performance opportunity</p> <p>Staff, parents and students advised of all theatre/building rules before entering</p> <p>Staff on duty supervising throughout the day rehearsals and during the shows</p>	<ul style="list-style-type: none"> <li>• Icepacks &amp; First aid kit on premises including Asthma Ventolin</li> <li>• Teachers encourage students to warm up beforehand if they missed morning &amp; lunch warm ups.</li> <li>• Allocated areas for students to dress and wait</li> <li>• Studio director has ability to make direct announcement to parents in audience if needed.</li> <li>• Emergency contact list is kept on site.</li> <li>• Sign-in sheet completed on entering theatre (in case of fire evacuation)</li> <li>• Supervision in each dressing</li> </ul>	<p>Injury: This is a moderate risk that might occur.</p> <p>Emotional /stress: This is a low risk that might occur.</p> <p>Lost: This is a low risk that might occur.</p>	<ul style="list-style-type: none"> <li>• BFDS Director/ Assistant Director</li> <li>• BFDS Staff</li> </ul>

	Sexual – students getting changed in dressing room / exposure		<p>room provided by same sex</p> <ul style="list-style-type: none"> <li>• Younger students can be accompanied by their same – gender parent in the dressing room at all times.</li> <li>• volunteer parent or BFDS teacher and/or trusted volunteer supervising students in dressing room and backstage</li> <li>• Only BFDS teachers and/or trusted volunteer in the backstage areas.</li> <li>• Clear expectations communicated to parents about pick up, drop off and not having photography in dressing rooms or during the show</li> <li>• Separate gender dressing rooms.</li> <li>• Volunteers/assisting parents will have the opportunity to meet with a BFDS staff member to discuss procedures and safety or policy emailed before event. They will be given a summary of key points regarding safety.</li> </ul>	Sexual or Other Abuse: This is a low risk that might occur.	
Events/ Competitions	<p>Injury</p> <p>Emotional/ stress</p> <p>Students getting lost</p>	<p>Performance opportunities for Intensive Program dancers</p> <p>Staff, parents and students advised of all relevant event/competition rules before attending</p> <p>Staff or volunteer</p>	<ul style="list-style-type: none"> <li>• Event stage area and performance space assessed for safety upon first inspection</li> <li>• Icepacks &amp; First aid kit available or brought if not easily accessible or provided by event organisers</li> <li>• Teachers encourage students to warm up beforehand</li> <li>• Emergency contact list brought to event.</li> </ul>	<p>Injury: This is a moderate risk that might occur.</p> <p>Emotional /stress: This is a low risk that might occur.</p>	<ul style="list-style-type: none"> <li>• Event Organiser</li> <li>• BFDS Director/ Assistant Director</li> <li>• BFDS attending Staff</li> </ul>

		to supervise	<ul style="list-style-type: none"> <li>• Only BFDS teachers and/or trusted volunteer in the backstage areas.</li> <li>• Clear expectations communicated to parents about pick up, drop off and photography</li> <li>• Volunteers/assisting parents will have the opportunity to meet with a BFDS staff member to discuss procedures and safety. They will be given a summary of key points regarding safety.</li> </ul>	Lost: This is a low risk that might occur.	
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**Risk Management Template (for additional activities/events/newly identified risks)**

Activity					
Date & Time					
Location					
Participant numbers	Students	Supervising Staff	Parents	Volunteers	
Interested Parties					
Event Description:					
Describe the activity	Identify Risks	Balancing the Risk	Managing the Risk	Analyse the Risk	Responsibility & Review



## APPENDIX 9 – WORKING WITH CHILDREN CHECK

Working with Children Checks (WWCC) contribute to creating a child-safe environment by protecting children and young people from adults who are deemed unsuitable for child related work by the Office of Children's Guardian.

### Legislation

Child Protection (Working With Children) Act 2012 (NSW); Child Protection (Working With Children) Regulations 2013 (NSW); Child Protection (Working With Children) Amendment (Miscellaneous) Regulation 2013 (NSW).

Bom Funk Dance Studio is registered with the Office of Children's Guardian and verifies the WWCC of all employees and volunteers in child-related roles, unless an exemption applies.

### Child-related roles at BFDS

- Director and Assistant Director
- Dance teachers/Instructors
- Front Desk Administrators

### Non child-related roles at BFDS

- Cleaning staff
- Off-site Administration

### Nominated Contact for the Office of Children's Guardian

1. Kym Degenhart

### Exemptions

- Children (under 18)
- Close relatives volunteering with their own child's class
- Very short term work (less than 5 days a year of supervised work)
- Workers with an interstate WWCC, (no more than 30 days a year).

*For a full list of exemptions:*

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/exemptions>

### Barred Workers

Any current employee who becomes barred under the Working With Children Check will be immediately removed from child related work, regardless of paid or unpaid status, and whether their work is supervised or not. Barred employees will be dismissed from BFDS, or suspended pending any appeal.