

UNLIMITED FEET DANCE STUDIOS
CHILD PROTECTION POLICY AND PROCEDURE

YEARS 2014/2015

ADDRESS PO BOX 134 WOODCROFT SA 5162

CROSS REFERENCES:

United Nations Convention on the Rights of the Child
Family Law Amendment (Child Protection Convention) Act 2002
(Commonwealth)
Family and Community Services Act 1972 (South Australia)
Children's Protection Act 1993 (South Australia)
Child Protection Review (Powers and Immunities) Act 2002 (South Australia)

Policy

Unlimited Feet Dance Studios (UFDS) is committed to the safety and welfare of children and their right to live free of abuse and neglect. UFDS will uphold this goal in all its child-related activities. The primary consideration in planning any activity for children will be the overriding importance of ensuring that it contributes to their well being and does not expose them to harm, including the risk of injury, sexual, physical or emotional abuse.

Scope

UFDS staff and students may work with children in situations where another organisation and its staff have primary responsibility for the children involved. Examples include when UFDS students undertake placements in schools, or industry and when children visit other institutions with their teachers to use theatre facilities or to attend other events. This policy does not apply in such situations where UFDS staff and students are required to act in accordance with the relevant agency' s or host organisation's child protection protocols.

However, there will be instances where UFDS students and staff undertaking research with children, or supervising children on other grounds or in camps or other activities not on UFDS property, will be in loco parentis' and will have primary responsibility for the welfare of the children involved. This responsibility extends to any informal continuation of an activity or any related activity, which may be construed by the public as an UFDS activity.

This policy is intended primarily to provide a child protection framework for such

situations.

While all UFDS activities will be conducted in accordance with the intent of this policy and the related procedures, the policy is not applicable in the following situations:

- a) Where children are involved as students of another establishment.
- b) Where a staff member, student or member of the community brings a child under their care onto an UFDS venue other than for an activity which will involve another student or staff member of UFDS accepting responsibility for the welfare of the child.
- c) Where staff or students are involved in a practicum, field placement or similar activity and the child protection protocols of the host organisation or relevant agency are in effect.

Definitions

The following definitions apply to this policy:

- 'abuse' refers to sexual, physical or emotional abuse.
- 'child/children' refers to a person or persons under 18 years of age.
- 'parent' refers to a parent or legal guardian.
- 'in loco parentis' ¹ - Latin for "in place of a parent". A person or institution that assumes parental rights and duties for a minor.
- 'supervisor' refers to any staff member or student of UFDS who has responsibility for the welfare of children during an activity which the staff member or student is in charge of or is participating in.
- 'student' refers to a person enrolled in a program or class at UFDS

Procedures

Where the Principal, teacher or relevant manager believes the requirements of this policy are not being met, the activity should be terminated or any children involved in the activity should be withdrawn from that activity.

All UFDS staff that are engaged in activities to which this policy applies will have a current national police check which has been confirmed by the relevant body authorised to make this judgement to be free of any record of offences which would be of concern in relation to working with children.

All UFDS staff that are engaged in activities to which this policy applies will have completed mandatory reporting training.

(Advice on this can be sought from the Principal or Administrator).

UFDS staff or students responsible for any activity involving children must ensure that they meet their obligations under the Children's Protection Act, and any other relevant legislation.

(Advice on this can be sought from the Principal or Administrator).

All UFDS staff and student supervisors must at all times observe protocols for child protection, and in particular:

- a) Must not be alone with a child where other UFDS staff or students, or parents of the children involved or other responsible adults, cannot observe their interaction with children.
- b) Must not transport children to and from places other than as detailed in a consent note.
- c) Must avoid any situation, which might give rise to suspicion or complaint, such as the unnecessary touching of children, showing favouritism or contacting children involved in UFDS activity outside of that activity where this would not occur naturally as part of community life.
- d) Must not make or use audio, photographic or visual representations of children not directly related to the purpose of the activity or which may encourage prurient interest.

All proposed activities involving children must be approved by the Principal or a registered teacher prior to their conduct.

Approval is also necessary for any informal continuation of UFDS activity or any related activity which may be construed by the public as an UFDS activity and which falls within the scope of this policy.

In approving such an activity the Principal or registered teacher should have regard to this policy and in particular to the level of training of staff or students in a supervisory role that is necessary for the activity to be conducted safely.

All activities covered by this policy should be clearly described to all participants as an UFDS activity.

In order for a child to be involved in an UFDS activity that falls within the scope of this policy, before the event UFDS must provide the child's parent(s) or guardian with an information sheet describing the nature of the activity, the measures to be taken to ensure children's safety and well being, contact details for the staff or students responsible for the child in the course of the activity and information on whom to contact if they have any concerns.

While parents of children involved in events may also participate, they must not be placed in a supervisory role in relation to other children unless they meet all the requirements for staff or student supervisors specified in this policy, or are in turn under supervision.

No child will be permitted to be involved in an UFDS activity unless the staff member or student in charge of the activity is in possession of an authority (note) signed by the child's parent(s) or guardian(s) consenting to the child's involvement in that activity. (Registration Form) (Consent Note)

Notes of consent or other authorities must give details of the proposed activity and the activity must be conducted as described in the consent note.

The ratio of adults to children in any UFDS activity must be adequate to ensure the proper supervision of children at all times and to be in accord with State, Federal and Territory Licensing regulations, requirements and in keeping with normal early childhood practice.

In any activity, that may involve children using a toilet, washing or sleeping, supervision is to be provided in accord with State, Federal and Territory Licensing regulations and requirements and in keeping with normal early childhood practice.

In all UFDS activities involving children the staff member or student supervisor must be mindful of the safety of the children at all times, and must not conduct any activity for which they do not have the appropriate training.

One or more UFDS supervisors must have appropriate first aid training or ready access to a First Aid Officer.

An appropriate First Aid Kit should be readily accessible.

UFDS staff and students involved in activities with children must comply with mandatory reporting legislation which requires that suspicions of child abuse be reported directly to the Child Abuse Reportline (Tel 13 14 78). Concerns about the behaviour or intent of any person involved in the activity must be reported to the supervisor of the activity or to the senior member of UFDS staff whose contact details are given in the information sheet.

Any complaint about an UFDS activity involving children should be directed to the Principal identified in the information sheet provided to parents, who must seek advice from the Director: Department of Families and Community Child Safe Environment or their nominee in dealing with the complaint.

Young children must be accompanied to class by an authorized parent or guardian and will remain with the staff of UFDS until collected by an authorised parent or guardian. UFDS staff must be notified if the collecting adult is other than the usual parent or guardian. e.g. Grandparent, other relative or family friend. Should there be special circumstances where there is a delay in collecting a child, the child will stay with UFDS staff until alternative arrangements are made.

Secondary School students may leave unattended provided prior parental permission has been communicated with UFDS staff.

A relevant body approved to make judgement on a national police check includes: -

The Principal JAYSON SMART or Administrator of UFDS
External organisations such as the Teachers' Registration Board or the South Australian Medical Board, The Royal Academy of Dance, SA Regional Advisory Panel or the RAD Head Office Sydney NSW.

Prepared date

Principal's name

JAYSON SMART

Principal