

## Child Safety

At Planet Dance, we are dedicated to helping children aged 2 - 18 years explore their creativity and self-expression through the art of dance. With over 20 years of experience, it is no wonder Planet Dance Menai has become a beloved dance studio in the community.

### Our Vision

At Planetdance, we aim to ignite a passion for the performing arts while equipping students with essential life skills for their future. We are dedicated to nurturing young dancers through exceptional training, experienced instructors, and state-of-the-art facilities.

Our vision is to foster an environment that inspires commitment to excellence, encouraging each student to grow not only as a performer but also as a creative thinker and artist.

We strive to create a welcoming community for dancers, teachers, and parents, ensuring that every aspect of the dance experience is fulfilling. Our goal is to instill positive values, so that whether students pursue a career in dance or another path, they emerge as confident individuals with strong character.

### Commitment to Child Safety

At Planetdance, all staff and volunteers are dedicated to ensuring the safety and well-being of every child in our care. We prioritize a safe, supportive environment where children can thrive and express themselves through the performing arts.

All staff and volunteers will undergo comprehensive background checks and screening processes to ensure the safety of our children. Hiring practices will prioritize individuals who demonstrate a commitment to child safety and must hold a current Working with Children Check. Planetdance is registered with the New South Wales Government Office of The Children's Guardian and follows the strict guideline as set by the governing body.

#### Definition of Child Abuse and Harm

Child abuse is any action or failure to act that causes harm to a child. It includes:

- Physical Abuse: Hurting a child through hitting or other forms of violence.
- Emotional Abuse: Actions that damage a child's self-esteem, such as constant criticism.
- Sexual Abuse: Any inappropriate sexual activity with a child.
- Neglect: Failing to provide basic needs like food, shelter, medical care, and emotional support.



Harm refers to any damage done to a child, including:

- Physical Harm: Injuries from abuse or neglect.
- Emotional Harm: Effects on a child's mental health, like anxiety or low self-esteem.
- Developmental Harm: Any actions that negatively affect a child's growth and development.

**Our Commitment Includes:**

- The implementation of a comprehensive CCTV camera system throughout our premises. This system enhances our ability to monitor activities in real-time, providing an additional layer of security for our students, staff, and families.
- Child-Centered Practices: We create an inclusive and nurturing atmosphere where every child feels valued and respected. Our policies are designed to promote the physical and emotional safety of all students.
- Rigorous Safety Standards: We implement comprehensive safety measures, including regular facility assessments and emergency protocols. Our commitment extends to maintaining a clean and secure environment for all activities.
- Thorough Staff Screening and Training: All staff members undergo extensive background checks and receive training in child protection policies. We ensure our team is well-equipped to recognize, respond to, and prevent any potential risks to children.
- Open Communication Channels: We encourage a culture of transparency where students, parents, and staff can share concerns without hesitation. Our commitment includes establishing clear procedures for reporting any issues related to safety.
- Empowerment Through Education: We provide age-appropriate education to students about their rights and personal safety. By fostering awareness, we empower children to speak up about any situations that may concern them.
- Collaboration with Families: We believe in working hand-in-hand with parents and guardians to ensure a united approach to child safety. Regular communication helps keep families informed and engaged in our safeguarding efforts.
- Continuous Improvement: We are committed to regularly reviewing and updating our policies and practices to align with best practices in child safety. We actively seek feedback from our community to enhance our programs and ensure the highest standards of care.

At Planetdance, the safety of our students is paramount. We are dedicated to creating a secure environment where every child can explore their creativity, build confidence, and develop essential life skills. Together, we can foster a community grounded in trust, respect, and safety.

To uphold this commitment, all staff will:

- Promote child safety at all times and work to eradicate or minimize risks wherever possible.
- Respect the cultural and religious beliefs and practices of Planetdance families.
- Respond appropriately to any concerns raised by a child, ensuring their voice is heard and acted upon.
- Report any concerns in a timely manner directly to studio directors. Complaints are taken seriously and responded to promptly.

# Harassment & Bullying

At Planetdance, we are committed to providing a safe and supportive environment for all students, staff, and families. Harassment and bullying in any form are unacceptable and will not be tolerated.

This policy outlines our commitment to preventing harassment and bullying and the procedures for addressing incidents should they occur.

## Definition of Harassment and Bullying

- Harassment refers to any unwelcome behaviour that creates a hostile or intimidating environment. This includes verbal, physical, or emotional abuse, and can be based on race, gender, sexual orientation, disability, or any other characteristic.
- Bullying is a repeated aggressive behaviour that involves an imbalance of power. This can include physical violence, verbal abuse, social exclusion, and cyberbullying.

## Policy Statement

- **Zero Tolerance:** Planetdance has a zero-tolerance policy for harassment and bullying. All members of our community are expected to treat one another with respect and kindness.
- **Reporting Incidents:** We encourage all students, staff, and parents to report any incidents of harassment or bullying. Reports can be made to any instructor, staff member, or through a designated reporting system. All reports will be taken seriously and investigated promptly.
- **Confidentiality:** We will respect the confidentiality of all individuals involved in a reported incident to the extent possible while ensuring a thorough investigation.
- **Investigation Process:** All reported incidents of harassment and bullying will be investigated promptly and thoroughly. The investigation may involve interviews with the involved parties and witnesses.
- **Consequences:** If harassment or bullying is confirmed, appropriate disciplinary actions will be taken, which may include warnings, suspension, or expulsion, depending on the severity of the behaviour.
- **Support for Affected Individuals:** We will provide support for those affected by harassment or bullying, including counselling resources and strategies for coping with the situation.
- **Prevention and Education:** Planetdance is committed to preventing harassment and bullying through education. We will provide training for staff and workshops for students on recognizing and addressing bullying, fostering a culture of respect and inclusivity.
- **Ongoing Review:** This policy will be reviewed annually to ensure its effectiveness and to make any necessary updates in line with best practices.

At Planetdance, we believe that every individual has the right to learn and grow in a safe and supportive environment. By promoting a culture of respect and addressing harassment and bullying proactively, we can ensure that our community remains a positive space for all.

# Code of Conduct

At Planetdance, we are dedicated to fostering a safe, supportive, and inclusive environment for our students and community. As a member of our staff, you are expected to uphold the following principles:

## Professionalism

- Conduct yourself in a professional manner at all times.
- Arrive on time for classes, meetings, and events, and be prepared for each session.

## Respect and Inclusivity

- Treat all students, parents, and colleagues with respect and dignity.
- Embrace diversity and foster an inclusive environment for all participants.

## Safety and Well-being

- Prioritize the safety and well-being of students at all times.
- Adhere to all safety protocols and guidelines, reporting any concerns immediately.

## Communication

- Maintain open and respectful communication with students, parents, and fellow staff members.
- Address concerns promptly and professionally, and encourage feedback.

## Support and Encouragement

- Provide constructive feedback and encouragement to help students grow and develop their skills.
- Create a positive learning environment that promotes confidence and creativity.

## Confidentiality

- Respect the privacy of students and families by keeping personal information confidential.
- Only share information with relevant staff members when necessary for safety or well-being.

## Ethical Behavior

- Avoid any form of discrimination, harassment, or bullying.
- Refrain from engaging in any inappropriate relationships with students.

## Commitment to Learning

- Continuously seek opportunities for professional development and improvement.
- Stay informed about best practices in teaching and child safety.

## Collaboration

- Work collaboratively with colleagues to enhance the studio environment and student experience.
- Participate in team meetings and contribute positively to group discussions.

## Uphold Studio Policies

- Follow all studio policies, including those related to attendance, behavior, and performance.
- Understand that failure to adhere to this code may result in disciplinary action.

## Passion for Dance

- Share your love for dance and inspire students to explore their creativity.
- Encourage a lifelong appreciation for the art of dance.

By adhering to this code of conduct, we can ensure a positive, respectful, and nurturing environment for all members of the Planetdance community.

# Communication Policy

At Planetdance, our Communication Policy outlines our commitment to fostering a safe, respectful and professional environment in all forms of communication between staff, students and parents.

## Professionalism and Respect

- All communication, whether verbal, written or digital, must be conducted in a professional, respectful and age-appropriate manner
- Staff should use clear, positive and constructive language when interacting with students, parents and colleagues.

## Boundaries in Communication

- Staff must maintain clear professional boundaries at all times. Personal relationships between staff and students are discouraged to avoid conflicts of interest and to maintain a professional environment
- Communication with students must only occur through official studio platforms (such as studio email, website or designated communication apps). Personal contact information such as private phone numbers, personal emails or social media platforms should not be used to communicate with students.
- In cases of necessary direct communication between staff and students, a parent or guardian must be included (e.g., in group chats or emails).

## Digital Communication and Social Media

- All social media interactions between staff and students should occur through official studio accounts. Direct messaging between staff and students via personal social media accounts is prohibited.
- Parents should monitor their child's use of social media platforms related to the studio to ensure appropriate interactions are maintained
- Staff may share positive, studio related updates, class information or promotional content, but must avoid any form of communication that could be perceived as inappropriate or overly personal.

## Communication with Parents and Guardians

- Open and transparent communication with parents and guardians is encouraged. Parents will be informed of class schedules, updates or changes via official studio communication channels.
- For any concerns regarding student's progress, behaviour or attendance, staff will communicate this with the parent via official studio communication channels.

## Reporting Inappropriate Communication

- Any concerns or reports of inappropriate communication between staff, students or other individuals associated with the studio will be taken seriously and addressed according to the studio's child protection policies.
- Parents, students and staff are encouraged to report inappropriate communication immediately to the Studio Directors or other designated staff member.
- In situations where inappropriate communication is suspected or confirmed, the matter may be escalated to external authorities including the Office of the Children's Guardian for further investigation.

## Training and Awareness

- All staff members will receive training on appropriate communication practices and professional boundaries as part of their induction and ongoing development.
- The communication policy will be reviewed regularly to ensure alignment with current child safety standards and guidelines



Parental Involvement

- Parents are encouraged to stay involved in their child's dance journey by participating in studio events, reviewing communications and discussing any concern with staff in a constructive manner.

By following this Communication Policy , Planetdance ensures a safe, supportive , and respectful environment where students can thrive in their dance training.



# Child Safe Standards as recommended by the Royal Commission

This policy aims to establish a framework for ensuring the safety and well-being of all children involved with Planet Dance, in alignment with the 10 Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse.

## 1. Child safety is embedded in organisational leadership, governance and culture

At Planet Dance, we prioritize child safety in our mission and values. We are committed to creating an environment where child safety is integral to every aspect of our organization, ensuring that all staff and volunteers understand its importance.

## 2. Children participate in decisions affecting them and are taken seriously

We promote a child-centered approach that respects and values the voices of all children. We will create an environment where children feel safe, respected, and empowered to express their views and concerns.

## 3. Recruitment, Selection, and Supervision

All staff and volunteers will undergo thorough recruitment and selection processes, including background checks and reference checks. We will ensure ongoing supervision and support for staff to promote a safe environment for children.

## 4. Training and Education

All staff and volunteers will receive regular training on child safety, recognizing signs of abuse, and understanding their responsibilities in protecting children. This training will be updated regularly to reflect best practices.

## 5. Implementation of Child Safe Policies and Procedures

Planet Dance will develop and maintain clear policies and procedures for preventing and responding to child abuse. This includes accessible reporting mechanisms for concerns and incidents.

## 6. Participation and Feedback

We actively encourage children to participate in decisions affecting them. Feedback from children will be sought regularly and used to improve our programs and practices.

## 7. Monitoring and Compliance

We will regularly monitor and evaluate our child safety practices to ensure compliance with this policy and the Child Safe Standards. Continuous improvement will be prioritized to enhance the safety of our environment.

## 8. Families and communities are informed and involved

Planet Dance will provide support services for children and their families, ensuring they have access to resources that promote safety and well-being. We will offer guidance and assistance as needed.

## 9. Equity is upheld and diverse needs are taken into account

We will collaborate with external agencies and stakeholders to enhance child safety practices. Information sharing will be prioritized to ensure a holistic approach to child protection.





## 10. Risk Management

Regular risk assessments will be conducted to identify and mitigate potential risks to children. Safety measures will be continuously updated to address emerging risks and ensure a safe environment.

Planetdance is committed to creating a safe, nurturing environment for all children. By implementing this policy in line with the Child Safe Standards, we aim to uphold the rights of children and protect their well-being at all times. We encourage open communication and collaboration with our community to achieve these goals.