

**CHILD SAFE
STUDIO**

HANDBOOK



www.n2dance.com.au

Overview

Purpose

The N2 Dance Productions Child Safety and Wellbeing Policy demonstrates our studio's commitment to creating and maintaining a child-safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy informs our dance school community of everyone's obligations to act safely and appropriately toward children and guides our processes and practices for the safety and well-being of students across all areas of our work.

Scope

This policy:

- Applies to all dance school staff, volunteers and contractors whether or not they work in direct contact with students.
- Applies to parents and carers of children in our community.
- Applies in all physical and online dance school environments used by students during or outside of dance class hours, including other locations provided by for a student's use (for example, a dance camp) and those provided through third-party providers
- Should be read together with our other child safety and wellbeing policies, procedures, and codes - refer to the related school policies section below.

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HANDBOOK INCLUSIONS



01

OUR COMMITMENT

02

CHILD SAFE POLICY

03

CODE OF CONDUCT

04

TRAINING & RECRUITMENT

05

DIVERSITY AND
INCLUSIVITY POLICY

06

COMPLAINTS MANAGEMENT

07

LISTENING - COMMUNICATION
- PRIVACY

1. OUR STATEMENT OF COMMITMENT

At N2 Dance Productions every child has the right to be safe and feel safe. We commit to the safety and wellbeing of every child in our care.

To keep children safe, we commit to:

- Implementing the 10 Child Safe Standards
- Providing a safe and supportive environment for all children
- Making sure that children are not exposed to any form of harmful conduct or abuse
- Empowering children to participate in decisions that affect them and share any concerns they may have
- Making sure children know who to approach if they feel unsafe or have any child safety concerns.

As a child safe organisation, we commit to:

- Educating everyone involved in our organisation about what it means to be a child safe organisation, so that we can prevent, detect and effectively respond to child abuse
- Making sure everyone involved in our organisation knows how to appropriately respond to complaints, allegations, disclosures and breaches to our Child Safe Code of Conduct
- Welcoming feedback to continuously improve our child safe policies, procedures and practices
- Making sure that when family and community members interact with our organisation, they are aware that child safety is everyone's responsibility, and their behaviour aligns with our child safe practices.

The Child Safety Standards And National Principles

- Standard 1: Child Safety is embedded in organisational leadership, governance and culture.
- Standard 2: Children participate in decisions affecting them and are taken seriously.
- Standard 3: families and communities are informed and involved.
- Standard 4: Equity is upheld, and diverse needs are taken into account.
- Standard 5: People working with children and young people are suitable and supported.
- Standard 6: Processes to respond to complaints of child abuse are child focused
- Standard 7: Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through continual education and training.
- Standard 8: Physical and online environments minimise the opportunity for abuse to occur.
- Standard 9: Implementation of the Child Safe Standards is continuously reviewed and improved.
- Standard 10: Policies and procedures document how the organisation is safe for children and young people.

How Do We Address And Meet These National Principles At N2 Dance Productions?

At N2 Dance Productions, we are committed to ensuring the safety and well-being of all children in our care. We actively assess risks, implement effective safety measures, and continuously monitor our procedures to uphold best practices. Our management, staff, and volunteers share the responsibility of meeting the National Child Safety Principles, ensuring that all child safety measures are effectively implemented and regularly reviewed. Below, we outline how N2 Dance Productions upholds these standards.

2. OUR CHILD SAFE POLICY

Responsibilities for children's safety

Everyone in our organisation is expected to carry out the requirements specific to their role to keep children safe. This includes:

- Upholding our organisation's commitment to child safety
- Reading, signing and upholding the behaviours set out in our Child Safe Code of Conduct
- Meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management
- Taking part in our regular reviews of our child safe documents
- Reporting all breaches of our policies or any allegations of child harm or abuse, and meeting all external reporting obligations
- Completing all child safe training.

Please contact our director, Isabella Nikodinovski, with any of your child-safety related questions or concerns.

Active participation of children, families and communities

- All our child-related policies and procedures are easily accessible on our website and offline for everyone who accesses our services and events, including children, parents, carers and community members.
- Children, parents and carers from diverse backgrounds and circumstances are encouraged to provide feedback on our child-related policies and procedures, including our Child Safe Code of Conduct that describes acceptable and non-acceptable behaviours and our Child Safe Risk Management Plan.
- We provide opportunities for children to provide feedback to our management, board or committee on what makes them feel safe, supported and included.

What the policy covers

Transporting children

Best practice is to always have two adults travelling with children. If this is not possible, a suitable arrangement must be made between the organisation and the parents of the children. If a child is alone with an adult in a car they must sit on the back seat. Every child should be accounted for at the end of a journey.

Social media use and online communication

Staff and volunteers must never communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence.

Photography and the use of images

Photos and videos of children can only be taken with the permission of parents or carers. It is unacceptable for staff or volunteers to take photos or videos of children, other than their own, on personal devices, or to share images without permission.

2. OUR CHILD SAFE POLICY

Physical contact

Physical contact with children should be kept to a minimum. Everyone involved in the organisation is expected to have healthy physical boundaries with children.

Gifts and benefits

Staff and volunteers must never give gifts to children, or bestow benefits of any kind to a child, unless they have direct permission from the child's parents or carers.

Secondary employment

Staff members must declare any secondary employment and make sure there are no conflicts of interest associated with the employment. Staff and volunteers are not allowed to babysit children in our care unless they know the family or carer outside the organisation. If this is the case, they must let the organisation know that this arrangement is in place so it can be documented.

Out of hours contact with children

Staff and volunteers must let us know about any out-of-hours contact they have with children in our care. It is unacceptable for staff or volunteers to participate in the lives of children outside the organisation without a valid reason. Professional boundaries with the children in our care must be maintained at all times.

Illness and injury management

Injuries must be reported to the first aid officer on duty and first aid administered in a safe space within lines of sight of other adults.

Reporting requirements for different types of concerns or incidents

Child Safe Reporting Policy

Our Child Safe Reporting Policy sets out requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations. It can be found below or accessed at www.n2dance.com.au/policies

Staff Code of Conduct

I will:

- Treat everyone with respect (including staff, volunteers, students and parents)
- Act as a positive role model to all students
- Uphold the rights of the child and always prioritise their needs
- Make sure the needs of all children remain the paramount focus of any decision-making
- Listen to and value the ideas and opinions of all children, and respond to them appropriately
- Actively promote safe and inclusive practices for all children, including those with diverse needs, circumstances and backgrounds, including children with disability
- Adhere to the organisation's child safe policies, procedures and practices and participate in all compulsory child safe training
- Include a child's parent or carer in any direct online communication or correspondence.
- Let the Director of the organisation know about any out-of-hours contact with any children who interact with our services, and make sure there is a valid reason for this contact and parents or carers are also aware of this contact.
- Take all reasonable steps to protect children from harm and abuse, and report and act on any concerns or allegations (see reporting obligations below)
- Report any conflicts of interest such as a relationship with a child that is outside the organisation
- Raise concerns with the leadership team if risks to child safety are identified
- Take a child seriously if they disclose harm or abuse and follow the correct procedures for responding to a disclosure
- Make sure breaches of the Child Safe Code of Conduct and any instances of concerning behaviour from adults are reported immediately
- Respect the privacy of children, and their families, and keep all information about child protection concerns confidential.
- Implement inclusive practices that respond to the diverse needs of students.
- Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives

I won't:

- Condone or participate in unsafe, harmful or abusive behaviour towards children, including psychological, physical and sexual abuse, grooming, misconduct or lack of appropriate care
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Exaggerate or trivialise child abuse issues
- Persistently criticise or denigrate a child
- Use hurtful, discriminatory or offensive behaviour or language with children, verbally assault a child, or create a climate of fear
- Deliberately prevent a child from forming friendships

Staff Code of Conduct (cont'd)

- Engage in unwarranted and inappropriate touching involving a child
- Encourage a child to communicate with me in a private setting, including online or on social media
- Give personal gifts or benefits of any kind to a child unless direct permission has been given from the parent or carer
- Use sexual language or gestures in the presence of children
- Show sexual, violent or other inappropriate images to a child
- Take videos or images of children interacting with the organisation or under the care of the organisation on a personal device without permission from the organisation
- Share videos or images of children on social media without consent
- Fail to report information to police or other relevant authorities if I know a child has been harmed or abused (see reporting obligations below).

Student Code of Conduct

I Will:

- Be respectful and courteous to teachers, staff, peers & parents in the classroom as well as out of the classroom.
- Treat others how I would like to be treated and not bully, harass or intimidate any other student.
- Wear correct uniform, shoes and take pride in my grooming.
- Be supportive and helpful towards each other and not deliberately exclude others during class.
- Listen attentively during instruction and ask questions when needed
- Maintain a positive attitude and be open to constructive feedback
- Support fellow dancers and celebrate their achievements
- Report any concerns, injuries, or issues to teachers promptly
- Inform teachers of any injuries or health conditions before class

I Won't:

- Post photos, videos or messages on any form of social media without permission of the subject/studio or of a derogative nature in regards to any student, teacher or visitors to our studio.
- Engage in behaviours that do not align with our studio values of inclusivity

Parent & Carer Code of Conduct

I Will:

- Be respectful and courteous to teachers, staff & students in the waiting areas as well as at performances, events & concerts.
- Trust in and support the dance curriculum as implemented by the teachers.
- Support students to comply with classroom expectations, behaviour expectations & practice expectations as set out by the teacher.
- Treat others how I would like to be treated and not bully, harass or intimidate any other student, parent, teacher or staff member.
- Communicate any concerns directly with N2 Dance Productions management
- Respect staff time by emailing, calling or scheduling appointments outside of class sessions
- Respect the privacy and personal boundaries of staff and other families
- Remain financial and be aware that unpaid fees may result in restrictions on participation in classes and/or performances
- Ensure my emergency contact information is up to date at all times
- Contribute to the development of child safety policies within the studio when invited to do so. Having a say ensures I am taking responsibility of my child within their studio setting.

I Won't:

- Post photos, videos or messages on any form of social media without permission of the subject/studio or of a derogative nature in regards to any student, teacher or visitors to our studio.
- Engage in negative discussions about N2 Dance Productions, its staff, or other students/families. This includes verbal discussions or online on any form of social media.

Training Policy

At N2 Dance Productions we are committed to regular team training throughout the year as well as individual personal development training, workshops and guest teachers who visit our studio. We place a big emphasis on child safety, leadership and the essential skills required for 'effective teaching'. Each team training day is planned and constructed to cover various and relevant topics. Training include group discussions, role play, practical components, self-awareness analysis and safe dance practices.

The studio will ensure during the review process that any mandatory training as set out by the Office of The Children's Guardian (OCG) is undertaken and that relevant information is relayed to staff, parents and students accordingly.

Recruiting & Interviewing Policy

When engaging staff or volunteers to perform child-related work, N2 Dance Productions will:

- Sight, verify and record the person's Working with Children clearance
- Collect and record:
 - Proof of the person's identity and any professional or other qualifications
 - The person's history of working with children including mandatory Working With Children Check verification as required by the OCG
 - Reference checks from previous employers and character references

Staff Induction

All newly appointed staff will be expected to participate in our onboarding process which includes review of;

- Teacher's Handbook
- Codes of Conduct
- All Child Safe Policies

5. DIVERSITY AND INCLUSIVITY POLICY

At N2 Dance Productions, we believe that dance is for everyone. We are committed to fostering a welcoming, respectful, and inclusive environment where individuals of all backgrounds, identities, and abilities feel valued, supported, and empowered to express themselves through movement.

Our Commitment to Diversity & Inclusion:

Respect & Representation

- We celebrate diversity in all its forms, including race, ethnicity, gender, sexual orientation, age, ability, and socio-economic background.
- Our classes, performances, and events reflect the richness of our community and ensure all dancers feel seen, heard, and valued.

Gender Diversity & Identity

- We encourage students to express and celebrate their individuality, irrespective of gender stereotypes.
- We use inclusive language

Equal Opportunity & Accessibility

- We provide an inclusive space where every dancer, regardless of experience or background, has equal access to opportunities for growth, training, and performance.
- Our classes are non-selective, with exceptions only for specialised groups like showgroups
- All students are given the chance to perform, with stage time determined by factors such as attendance, skill level, and safety considerations.
- We strive to make dance accessible by accommodating different needs, offering flexible learning options, and ensuring our spaces are as inclusive as possible.

Safe & Supportive Environment

- We are dedicated to maintaining a space free from discrimination, bullying, or harassment.
- All students, staff, and families are expected to uphold our values of kindness, respect, and inclusivity.
- We foster a culture where children feel safe, independent, and confident in their abilities.

Staff Training & Professional Development

- Our team undergoes ongoing education on diversity, inclusion, gender equity, and accessibility to ensure a supportive and informed environment.

5. DIVERSITY AND INCLUSIVITY POLICY

Individualised Support & Communication

- We engage with students and families to understand individual needs and provide additional support where necessary.
- We communicate class details, skill levels, costs, expectations, and outcomes clearly to dancers and their families.

Equitable Teacher-Student Interactions

- Our teachers ensure that all students receive equal time, attention, and support in class.
- We listen to students' interests and concerns, adapting our teaching to meet their needs.

Class Planning & Safety

- Classes are structured to align with health and safety policies, minimising injury risks and supporting physical development.
- We design our curriculum to reflect the needs and interests of our students while maintaining technical progression.

Promotion of Collaborative Relationships

- We encourage teamwork, helping students develop friendships and learn to collaborate with others.
- We actively teach children that unfair treatment of others is unacceptable and empower them to stand up for their peers.

At N2 Dance Productions, we believe that diversity strengthens our community and that every dancer deserves to feel seen, heard, and valued. Together, we create a space where creativity thrives, friendships flourish, and dance becomes a celebration of all.

6. COMPLAINTS MANAGEMENT POLICY

All complaints should be reported. This includes:

- criminal conduct
- disclosures or reports of abuse
- risk of significant harm (ROSH)
- reportable allegations (an allegation that an employee has engaged in conduct that may be reportable conduct)*
- unacceptable behaviour around children and young people that breaches our Child Safe Code of Conduct.

Making an external complaint/report

Who must make an external report

It can be a criminal offence for adults not to report to police if they know, believe or ought reasonably believe that a child abuse offence has been committed against another person. In addition, it can be a criminal offence for people employed in an organisation that provides child-related services if they fail to reduce or remove the risk of a child becoming a victim of child abuse.

Mandatory Reporting

Mandatory reporting is the requirement by law for selected classes of people to report suspected child abuse and neglect to government authorities. In NSW, mandatory reporting is regulated by the Children and Young Persons (Care and Protection) Act 1998 (the Care Act). The NSW Mandatory Reporter Guide lists concerns that are reportable for Mandatory Reporters.

The NSW Mandatory Reporter Guide (MRG) is designed to guide you through the process of mandatory reporting.

Making an internal complaint/report

Child safeguarding officer(s) in our organisation

Isabella Nikodinovski

Director of N2 Dance Productions

Isabella@n2dance.com.au | 0422 939 749

Overview of the complaint-handling process

Once an allegation or complaint has been made, use this step-by-step process to make sure it is appropriately followed up:

- 1.steps are taken to identify and address any risks
- 2.the incident is recorded
- 3.reporting obligations are met, if necessary
- 4.an investigation is conducted, keeping everyone involved up to date with what is happening
- 5.ongoing support is offered to the child or young person as needed
- 6.the incident is reviewed and our child safe documents are updated, if necessary. This includes reviewing our Risk Management Plan.

Risk management on receiving an allegation or disclosure

It is the responsibility of N2 Dance Productions to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of any potential investigation.

Complaints & Incident Report

1. Your name and position:

2. Name of child or young person involved:

3. Name of person making the complaint:

4. Name of the person who the complaint is made against:

5. Nature of the complaint:

Time:

Date:

Location:

What happened (this can include observations of the child's behaviour):

6. Details of any injuries and if the child received medical attention:

7. Accurately record what the child said when describing what happened:

Complaints & Incident Report

COMPLAINTS & INCIDENT RECORD FORM Cont.

8. Details of anyone who saw what happened (include phone number):

9. Does this complaint indicate the possibility of child abuse, ie physical abuse, sexual abuse, or neglect?

10. If yes, provide details of your report to the appropriate Child Safety Office in your state:

11. If complaint relates to inappropriate behaviour, details of internal discipline process followed:

12. Any follow up required?

13. If Yes, provide details:

Signed:

Print name:

Date:

7. LISTENING, COMMUNICATION AND PRIVACY POLICY

STATEMENT We commit to listening to our students and ensuring any concerns or complaints are dealt with accordingly. We encourage all of our students to have a voice and keep the lines of communication open between teachers, staff and each other.

The ways in which we protect our student's information include:

1. Personal information is collected in the correct manner and for a specific purpose.
2. Ensure we ask permission prior to obtaining personal information.
3. We ensure that after we have collected student information, it is stored securely.
4. Personal information can only be accessed by an authorised person (for example your studio's principal or management)
5. Ensure personal records aren't altered or forged.
6. Policy is in place for disclosing information to others.