

The Caprice School of Ballet  
Child Safe Standards Policy 2017

### **TCSB Child Protection and Safety Policy**

The Caprice School of Ballet has established the following Child Protection and Safety Policy which outlines our fundamental approach to the protection of children from abuse. It will be communicated through the School's website to the public, to our students and their families / guardians and to our staff and volunteers.

All student families are required to acknowledge that they have read the School's policies and code of conduct rules on enrolment via the School's online Student Enrolment Form. All key School Staff will undertake the appropriate training to educate them about the School's Child protection and Safety Policies and Procedures.

The following Child Protection and Safety Policy is in place to meet the guidelines set out in Standard 2 of the Victoria Child Safe Standards.

### **Our Child Protection and Safety Policy**

#### **Statement of Commitment to Child Safety**

Child abuse includes sexual offences, grooming for sexual abuse, physical abuse of a violent nature, damaging emotional or psychological harm, serious neglect and exposure to family violence.

The School is committed to protecting children from all forms of abuse and has implemented a Child Protection Program to keep children safe. The School is committed to acting in the best interests of its students, their safety and well-being and to keep them from harm.

The School commits to providing the resources and training required for compliance of child protection laws and regulations and to promote a safe culture within the School.

#### **Child Safe Principles**

The School is committed to child safety and the following values guide the development and review of our organisational work and teaching, practices, policies and procedures to protect children from abuse.

1. All children have the right to be safe
2. The welfare and best interests of the child are the priority.
3. The views of the child and a child's privacy must be respected
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct and Staff and Student Professional Boundaries Policy
5. The safety of children is dependent upon the existence of a child-safe culture.
6. Child safety awareness is promoted and openly discussed within our School community
7. Procedures are in place to screen all staff, direct contact volunteers, third party contractors and external education providers who have direct contact with children
8. Child safety and protection is everyone's responsibility
9. Child protection training is mandatory for all staff and Direct Contact Volunteers

The Caprice School of Ballet  
**Child Safe Standards Policy 2017**

10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the School community on the School's website
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.

Direct Contact Volunteers provide support and supervision directly to students and on occasion have direct unsupervised contact with students during the normal course of providing a volunteer service. This includes parent / guardian volunteers involved in Dance Competitions, School Concerts and Dance Workshops or other excursions / dance related activities organised by the School.

### **Objectives**

This policy provides the structure for:

- the development of work practices, policies and procedures that promote child protection within the School
- a positive and strong child protection culture within the School
- the promotion and open discussion of child protection issues and
- legal, regulatory and standards compliance relevant to child protection as required in Victoria

### **Child Protection Program**

The School will endeavour to ensure its Child Protection Program is implemented and commit to review and update as required.

We will be proactive in identifying child safety risks based on the nature of our industry, physical environment and online platforms.

Our Child Protection Program relates to all aspects of protecting children from abuse and establishes work practices, policies and procedures to protect children from abuse. It includes:

- clear information as to what counts as child abuse and related key risk indicators
- clear procedures for responding to and reporting child abuse allegations
- strategies to support, encourage and empower staff, volunteers (direct and indirect), third party contractors (E.g. costume designers / dance tour organisers), external education providers, parents and students to understand, identify, discuss and report child protection matters
- procedures for recruiting and screening staff and Direct Contact Volunteers;
- policies with respect to cultural diversity and students with disabilities
- a child protection training program
- information regarding the prescribed process after a disclosure of abuse to protect, support and assist children
- record keeping and confidentiality guidelines
- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards); and

The Caprice School of Ballet  
Child Safe Standards Policy 2017

- a system for continuous improvement and review

All new staff and Direct Contact Volunteers are required to undertake induction training on the content of our Child Protection Program.

All staff and Direct Contact Volunteers will be provided with additional, ongoing child protection training annually.

Staff, volunteers (direct and indirect), third party contractors and external education providers are supported and supervised by the School's Child Safety Officers to ensure that they are compliant with the School's approach to child protection.

### **Responsibilities**

All members of the staff, as well as direct and indirect volunteers, have a shared responsibility for contributing to the safety and protection of children.

### **The School Principal**

The School Principal will ensure appropriate resources are made available to allow the School's Child Protection and Safety Policy and the Child Protection Program to be effectively implemented within the School and is responsible for holding the staff accountable for effective implementation.

The Caprice School of Ballet  
Child Safe Standards Policy 2017

**Staff Members**

All School staff are required to be familiar with the School's Child Protection and Safety Policy and our Child Protection Program as well as their legal obligations regarding reporting child abuse. Staff members are required to recognise key risk indicators of child abuse, be vigilant and watchful and report any concerns to one of the School's Child Safety Officers.

**Direct Contact Volunteers**

All Direct Contact Volunteers are required to be familiar with the School's Child Protection and Safety Policy and our Child Protection Program as well as their legal obligations regarding reporting child abuse. Staff members are required to recognise key risk indicators of child abuse, be vigilant and watchful and report any concerns to one of the School's Child Safety Officers.

**Indirect Contact Volunteers**

Indirect Contact Volunteers (or 'indirect volunteers') are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students. Indirect contact volunteers are not responsible for supervising students and would not have "unsupervised" contact with students during the normal course of providing the volunteer service.

Examples of Indirect Contact Volunteer activities may include assisting with School events such as workshops, or the School Uniform Shop and fundraising initiatives such as sausage sizzles or cake stalls.

Indirect Contact Volunteers are required to be familiar with the School's Child Protection and Safety Policy and our Child Protection Program as well as their legal obligations regarding reporting child abuse. Staff members are required to recognise key risk indicators of child abuse, be vigilant and watchful and report any concerns to one of the School's Child Safety Officers.

**Third Party Contractors**

All Third Party Contractors (service providers) engaged by the School are responsible for contributing to the safety and protection of children in the School environment and are required to be familiar with the School's Child Protection and Safety Policy and our Child Protection Program as well as their legal obligations regarding reporting child abuse. Staff members are required to recognise key risk indicators of child abuse, be vigilant and watchful and report any concerns to one of the School's Child Safety Officers.

The Caprice School of Ballet  
Child Safe Standards Policy 2017

### **External Education Providers**

An external education provider is any organisation or individual that the School has engaged to deliver a specified course of study that is part of the School teaching program, to a student or students enrolled at the School. For example, VCE VET Dance. The delivery of such a course may take place on School premises or elsewhere.

All external education providers engaged by the School are responsible for contributing to the safety and protection of children in the School environment. All external education providers are required to be familiar with the School's Child Protection and Safety Policy and our Child Protection Program as well as their legal obligations regarding reporting child abuse. Staff members are required to recognise key risk indicators of child abuse, be vigilant and watchful and report any concerns to one of the School's Child Safety Officers.

### **Reporting Concerns**

Our Child Protection Program provides detailed guidance for the School Principal, staff and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of the School's nominated Child Safety Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Third party contractors, external education providers, indirect contact volunteers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the School's Child Safety Officers. Communications will be treated confidentially on a "need to know basis".

**Whenever there are concerns that a child is in immediate danger the Police should be called by dialling 000.**

### **Policy & Program Review**

The School is committed to the continuous improvement of our Child Protection Program. The Program will be regularly reviewed for overall effectiveness and compliance.