ALDGATE DANCE CHILD-SAFE CHILD-FRIENDLY POLICY and GUIDELINES

Aldgate DANCE

www.aldgatedance.com.au

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This policy has been introduced and developed to guide staff, volunteers, students and parents to create a safe, positive, inclusive and enjoyable environment for all at Aldgate Dance. This policy is will be reviewed annually or as required.

Aldgate Dance:

- Will provide a safe participatory space for its students, staff and volunteers.
- Promotes positive values of kindness, safety, respect, fairness, enjoyment and equality for all.
- Promotes and encourages active involvement in any matters or issues of concern in order to ensure an inclusive, safe and respectful environment.
- Believes in the importance of Parents/Guardians and Students views and opinions being heard and listened to.
- Aims to ensure that our decisions take into consideration the needs of our students.
- Undertakes a thorough recruitment process for all staff employed with Aldgate Dance including ensuring staff have undertaken a DHS Working with Children Check, valid current First Aid certification, required qualifications or experience, provision of detailed work history, reference checks and theoretical questions on child safety, teaching techniques and emergency/medical response.
- Undertakes an Induction and training process with any new staff or volunteers which includes a child-safety and welfare component.
- Will handle any child safety complaints or concerns in an honest, fair and confidential manner. Students, Parents/Guardians, volunteers and staff should be confident reporting complaints or concerns regarding child safety to the Aldgate Dance owner, Kimberley Iversen. Child Safety complaints to be reported can include: abuse, bullying, inappropriate verbal language, inappropriate physical contact, suspicion of abuse or harm. A Complaints Form can be completed and submitted directly to the Aldgate Dance owner for review and further action.
- Will hold regular information sessions will be held for staff and volunteers.
- Will retain, review (annually or as required) and maintain copies of this Policy, Code of Conduct and Complaints Form.
- Will be receptive to policy amendments as suggested by Students, Parents/Guardians, staff or volunteers.