



**TDC THE DANCE COMPANY 2025**  
**CHILD SAFETY POLICY**

## **Commitment to Child Safety**

TDC The Dance Company is committed to ensuring that all children attending our establishment have the right to feel and be safe, their values respected and protected from harm. All children should be made aware of and feel confident in their rights and responsibilities.

At TDC, we continually strive to promote and provide an environment in which children, staff, and volunteers are encouraged to speak up when they feel uncomfortable or concerned. The welfare of all children entrusted in our care is of optimum priority, and we have zero tolerance for any type of child abuse.

TDC The Dance Company is strongly committed to the safety and wellbeing of all children that interact with our organisation—whether students, siblings, friends of students, or audience members of a TDC performance. We take all necessary steps to prevent abuse and protect children from:

- **Physical abuse:** Purposefully injuring or threatening to injure a child
- **Emotional abuse:** An attack on a child's self-esteem through bullying, threatening, ridiculing, or isolation.
- **Neglect:** Harming a child by failing to provide basic physical or emotional necessities
- **Grooming behaviour:** Any form of grooming in person or online.
- **Sexual abuse:** Any sexual act or sexual threat imposed upon a child

We ensure all children, families, staff, and volunteers know what to do and who to tell if they observe abuse, are a victim, or notice inappropriate behaviour. We are committed to identifying risks early and taking steps to mitigate them.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident has occurred. Parents are an important part of our dance community and should always feel their children are safe. We expect all parents and carers to uphold the child safe standards and code of conduct.

We maintain a zero-tolerance policy for bullying and work regularly with staff, teachers, and students to embed this in our culture. Our strict anti-bullying policy supports our commitment to child safety.

### **This Policy Applies To:**

- Teachers, both full-time and guest teachers
- Directors, Managers, and Admin staff

- Volunteers, including at performances and outside venues
- Parents who are involved with and/or attend TDC The Dance Company

### **Valuing and Respecting Diversity**

TDC The Dance Company supports diversity and does not tolerate discriminatory behaviour or practices from staff, volunteers, or other students. We are committed to protecting children engaged with our organisation from abuse, neglect, ridicule, hatred, or negativity based on their race, culture, religion, gender, sexual orientation, or disability.

We are committed to the cultural safety of Aboriginal children, children from culturally and linguistically diverse backgrounds, and children with disabilities, ensuring a safe environment for all.

### **Our Staff and Volunteers**

TDC The Dance Company applies best practice standards in recruiting new staff. A valid Working With Children Check (WWCC) is mandatory for all staff, who must also pass our screening and recruitment process before commencing employment. This includes:

- Addressing and signing the Child Safety Policy and Code of Conduct
- Providing appropriate references
- Director/peer observations during initial classes

All staff and volunteers complete KKSID training before commencing employment and attend child safety sessions to stay up to date with legislation and best practices.

If a confirmed allegation is made against a staff member, the safety of the child is the utmost priority. The staff member will be stood down while under investigation by relevant authorities.

Volunteers are required to have a valid WWCC, and there will always be First Aid-accredited staff present at performances/events.

### **Reporting a Safety Complaint, Allegation, or Concern**

We take child safety very seriously. Anyone can raise a complaint, allegation, or concern about our organisation's child safety practices. Complaints will be treated respectfully and investigated thoroughly by trained staff.

We are committed to ensuring appropriate authorities are notified of any concerns related to the safety, abuse, or potential abuse of children.

### **Participation**

TDC is committed to providing an environment where all young people feel valued and supported, regardless of their skill level. Clear expectations for behaviour in class will be communicated to students. Discipline will never involve demeaning, isolating, threatening, bullying, or victimising students.

Parents and students are encouraged to provide feedback on any issues related to staff behaviour or participation in TDC classes.

### **Code of Conduct**

All staff and volunteers must abide by our Code of Conduct, which outlines expectations for appropriate behaviour with children. A copy of the Code of Conduct is available below and in our Terms and Conditions document.

### **Policy Promotion and Review**

The Child Safety Policy is made available to all parents and guardians and displayed in the studio. It is reviewed biennially by TDC management, with feedback welcome from parents, staff, and volunteers.

### **Risk Management**

TDC proactively identifies and mitigates risks to children in physical and online environments within our control. Eg. TDC chat groups. This includes managing occupational health and safety risks and risks of child abuse.

If a risk is identified, the Child Safety Officer—Director Lisa Hammer—will be notified. The relevant families, authorities, or individuals will also be informed to prioritise the child's safety.

### **Legislative Responsibilities**

TDC The Dance Company complies with all Victorian child safety laws, including:

- **Failure to Disclose**
- **Failure to Protect**

## **General Health & Safety Information**

At TDC The Dance Company, the safety and well-being of students is our top priority.

### **Injuries:**

- Parents/guardians must inform TDC of any illnesses or injuries before enrolment or classes. First Aid treatment will be administered if needed. Ambulance costs are the responsibility of the parent/guardian.

### **Supervision and Leaving Premises:**

- Children must be accompanied by an adult when leaving TDC premises. Emergency evacuation guidelines ensure safety.

### **CCTV:**

- CCTV is used to provide a secure environment. Footage is accessible only to authorised staff and is not used for performance evaluation.

### **Allergies:**

- Students with anaphylaxis risks must provide an EpiPen, which will be administered if necessary under emergency instructions.
- Parents must inform TDC if their child has any medical issues and must provide TDC with a full medical plan.

## **Waiver and Release**

While on TDC premises, personal safety and property are at the individual's own risk. TDC is not liable for incidents and losses except in cases of gross negligence.

## **Photography/Filming Policy**

Photography or filming during classes or performances requires permission. Students and parents consent to promotional use of images unless otherwise stated upon enrolment. Enrolment at TDC is an expression of consent to the use of the students image in promotional use. If you do not consent to this please let reception know asap.

## **Social Media Policy**

Social media should be used positively and respectfully. While TDC supports its students online, limited interaction by TDC does not reflect a lack of commitment.

\*Please refer again to our code of conduct for our policies around social media.

## **Behaviour, Conduct & Grievance Policy**

TDC does not tolerate inappropriate behaviour, bullying, or harassment in any form. Grievances will be handled professionally and respectfully, ensuring no disadvantage to the complainant.

\*Please refer again to our code of conduct for our expectation around behaviour.

## **Record Keeping and Information Sharing**

TDC maintains full and accurate records of child-related complaints or safety concerns for the legislated amount of time. Information is shared only when necessary to prioritise child safety.

## **Review**

This Child Safety Policy will be reviewed biennially or in response to any incidents or near misses, ensuring continuous improvement of our child safety practices.

## **CONDUCT POLICY**

### **Student Conduct Policy**

#### **1. Respect for Staff and Peers**

- Students must treat instructors, staff, and fellow students with kindness, patience and respect.
- Any form of bullying, gossiping, exclusion, or intimidation (verbal, physical, or online) will not be tolerated. This includes:
  - Making hurtful or offensive comments.
  - Spreading rumours or creating a negative atmosphere.
  - Excluding others from groups, conversations, or activities.
  - Mocking, teasing, or undermining another dancer's ability or appearance.

- If bullying is observed or experienced, students are encouraged to report it to an instructor or staff member immediately.
- Students must celebrate and encourage each others' progress and successes, creating a positive and uplifting environment.

## **2. Respectful Communication**

- Speak to instructors and peers politely, without shouting, arguing, or using inappropriate language.
- Accept constructive feedback graciously and avoid interrupting or talking back to instructors.
- Disagreements or conflicts must be resolved respectfully, with the guidance of studio staff if necessary.
- Demonstrating empathy and active listening when interacting with others is expected of all students.

## **3. Creating a Safe and Inclusive Environment**

- Students must show kindness to dancers of all levels, ages, and abilities.
- Everyone deserves to feel safe and valued in class.
- Any discriminatory remarks or actions based on race, gender, body type, or ability will result in immediate disciplinary action.

## **4. Bullying Prevention and Consequences**

- A zero-tolerance policy is in place for bullying, and any such behaviour will lead to the following:
  1. A **verbal warning** and private discussion with the student.
  2. A **meeting with the parents** to address the issue.
  3. Temporary or permanent **suspension from classes** for repeated offenses.
- The studio provides resources and an open-door policy for students to discuss any challenges they are facing.

## **Parent Conduct Policy**

### **1. Respectful Communication with Staff and Other Parents**

- Parents must model respectful communication in all interactions with staff, students and other families. This includes:
- Speaking calmly and avoiding raised voices or aggressive language.
- Using appropriate language, even when discussing sensitive issues or concerns.
- Listening to staff with an open mind, trusting their professional expertise and decisions.

### **2. Respect for All Families and Students**

- Parents must treat all children and families in the studio with **kindness and respect**, regardless of skill level, experience, or personal relationships.
- Any form of gossiping, spreading rumours, or negative commentary about other children, families, or staff members is strictly prohibited.

### **3. Bullying and Social Behaviour**

- Parents must not engage in or encourage bullying behaviours, including:
- Speaking negatively about other children, staff, or the studio in public or private conversations.
- Excluding other parents or students from events, groups, or discussions.
- Using social media to spread negativity or gossip about the studio or its members.
- If bullying behaviour is reported among parents, the studio director will address the issue directly and confidentially.

### **4. Positive Representation of the Studio**

- Parents are ambassadors of the studio and must represent it positively in their words and actions, both in person and on social media. If you have any issues please speak with TDC directly.

Please speak with any of our reception staff if you have any questions or concerns.