

Child Safeguarding Policy

For Classique Dancentre

Policy Owner: Studio Owner / Organisation Leader

Designated Child Safety Officer: Alexandra (Alex) Peters

Effective Date: 20.08.2026

Review Date: As required

Version: 3.0

1. PURPOSE

Classique Dancentre is committed to providing a safe, inclusive, respectful and nurturing environment for all children and young people who participate in our classes, rehearsals, performances, competitions, events and other activities.

This Child Safeguarding Policy outlines Classique Dancentre's commitment to the safety, welfare and wellbeing of children and young people and establishes the responsibilities and expectations of everyone involved with the Dance School.

The policy is intended to prevent and respond appropriately to child abuse, neglect, grooming, sexual misconduct, physical violence, emotional or psychological harm, discrimination and other conduct that may place a child or young person at risk of harm.

Classique Dancentre recognises that child safety is not achieved by policies alone. Child safety must be embedded into everyday practice, decision-making, relationships, supervision, training, recruitment and organisational culture.

2. POLICY OBJECTIVES

This Policy provides the framework for:

- creating a safe, supportive and child-focused environment;
- establishing and maintaining a positive and robust child-safe culture;
- ensuring children and young people understand their rights and are encouraged to speak up;
- listening to and taking seriously the views, concerns and experiences of children and young people;
- involving families and the wider dance community in promoting child safety;
- respecting diversity, inclusion and the individual needs of children and young people;
- ensuring people who work with children are suitable, appropriately screened, trained and supported;
- establishing clear professional boundaries and expectations for behaviour;
- providing accessible, child-focused processes for complaints, concerns and disclosures;
- ensuring appropriate reporting and escalation of child-safety concerns;
- maintaining safe physical and online environments;
- complying with applicable Tasmanian child-safety legislation, regulations and standards; and
- regularly reviewing and improving Classique Dancentre's child-safe practices.

3. STATEMENT OF COMMITMENT

Classique Dancentre is committed to providing dance education to students of all ages and helping them develop confidence, skills, resilience and positive connections within the dance community.

The safety, protection and wellbeing of children and young people is our highest priority.

Classique Dancentre is committed to protecting children and young people from:

- physical abuse;
- sexual abuse and sexual misconduct;
- grooming;
- emotional or psychological harm;
- significant neglect;
- physical violence;
- discrimination;
- bullying and harassment;
- inappropriate or unsafe physical contact;
- inappropriate online communication or behaviour; and
- any other conduct that may place a child or young person at risk of harm.

Classique Dancentre has zero tolerance for child abuse or behaviour that compromises the safety, dignity or wellbeing of children and young people.

We recognise that children and young people have the right to feel safe, to be heard, to be respected and to participate in decisions that affect them.

4. CHILD AND YOUTH SAFE STANDARDS

Classique Dancentre is committed to implementing the Tasmanian Child and Youth Safe Organisations Framework.

The Framework contains ten Child and Youth Safe Standards designed to promote child safety and wellbeing, prevent harm and embed child-safe practices into an organisation's day-to-day operations.

Classique Dancentre will implement the following Standards:

Standard 1

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

Leadership will demonstrate that child safety is a priority and will ensure appropriate policies, procedures, training, risk management and accountability arrangements are in place.

Standard 2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

Children and young people will be informed that they have the right to feel safe, respected and heard. Their views will be considered in matters affecting their safety, taking into account age, maturity and developmental capacity.

Standard 3

Families and communities are informed and involved in promoting child safety and wellbeing.

Families and carers will be provided with accessible information about Classique Dancentre's child-safety commitments, reporting pathways and expectations.

Standard 4

Equity is upheld and diverse needs respected in policy and practice.

Classique Dancentre will respect and respond appropriately to children's diverse needs, including disability, communication needs, age, developmental stage, cultural background and individual circumstances.

Standard 5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Classique Dancentre will undertake appropriate screening, recruitment, induction, supervision and training of staff, volunteers and contractors.

Standard 6

Processes to respond to complaints and concerns are child focused.

Children and young people will be able to raise concerns safely and will be listened to and taken seriously. Complaints will be responded to promptly, respectfully and appropriately.

Standard 7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Appropriate child-safety training and education will be provided and maintained.

Standard 8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Classique Dancentre will identify and manage risks in its physical and online environments.

Standard 9

Implementation of the Child and Youth Safe Standards is regularly reviewed and improved.

Child-safe practices will be reviewed regularly and following significant incidents, complaints, changes in legislation or identified areas for improvement.

Standard 10

Policies and procedures document how the organisation is safe for children and young people.

Classique Dancentre will maintain appropriate policies, procedures and records demonstrating how child safety is implemented in practice.

The Standards are principle-based and focused on organisational outcomes and culture rather than requiring one particular set of documents.

5. UNIVERSAL PRINCIPLE FOR ABORIGINAL CULTURAL SAFETY

Classique Dancentre recognises the right of Aboriginal and Torres Strait Islander children and young people to cultural safety.

In implementing all Child and Youth Safe Standards, Classique Dancentre will:

- respect Aboriginal and Torres Strait Islander children's cultural identity;
- support children to maintain connections with family, community, culture and Country;

- promote an environment free from racism and discrimination;
- respond appropriately to concerns about cultural safety; and
- consider Aboriginal Cultural Safety when developing, implementing and reviewing child-safety practices.

The Universal Principle for Aboriginal Cultural Safety applies across all ten Child and Youth Safe Standards.

6. CHILDREN'S RIGHTS AND PARTICIPATION

Classique Dancentre recognises that children and young people have the right to:

- feel safe and respected;
- be treated fairly and without discrimination;
- have their views listened to and taken seriously;
- speak up about something that makes them feel unsafe or uncomfortable;
- seek help from a trusted adult;
- be protected from abuse and harm; and
- participate in decisions affecting their safety, where appropriate to their age and developmental capacity.

Children will not be required to prove that something has happened before their concern is taken seriously.

7. CHILD PROTECTION AND CHILD SAFETY VALUES

Classique Dancentre's child-safe culture is based on the following principles:

1. The wellbeing and best interests of children and young people are our highest priority.
2. Child safety is a shared responsibility.
3. Children and young people have a right to participate and be heard.
4. Children will be treated with dignity and respect.
5. Families and carers are important partners in child safety.
6. Professional boundaries must be maintained at all times.
7. Concerns about child safety can be raised without fear of retaliation.
8. Concerns will be taken seriously and responded to appropriately.
9. Appropriate confidentiality will be maintained while recognising that child-safety concerns may need to be reported.
10. Classique Dancentre will continually review and improve its child-safety practices.

8. RESPONSIBILITIES

8.1 Organisation Leader / Leadership

Leadership is responsible for:

- implementing and promoting this policy;
- ensuring child safety is embedded in organisational culture;
- ensuring appropriate child-safety policies and procedures are maintained;
- ensuring staff, volunteers and contractors are appropriately screened;
- providing appropriate training and induction;
- maintaining appropriate supervision and risk-management arrangements;
- ensuring complaints and concerns are appropriately recorded and responded to;
- managing actual, potential and perceived conflicts of interest;
- ensuring appropriate external reporting occurs;
- maintaining appropriate records;
- reviewing child-safe practices regularly; and
- ensuring continuous improvement.

Where Classique Dancentre is subject to the Tasmanian Reportable Conduct Scheme, the organisation's leader/head holds the statutory responsibility for reporting and investigating reportable conduct.

8.2 Staff, Teachers, Volunteers and Contractors

All staff, teachers, volunteers and contractors must:

- comply with this policy and the Child Safe Code of Conduct;
- maintain professional boundaries;
- provide appropriate supervision;
- complete required child-safety training;
- maintain required WWVP registration where applicable;
- respond appropriately to children who raise concerns;
- report child-safety concerns promptly;
- comply with reporting obligations;
- maintain appropriate confidentiality;
- maintain accurate records; and
- cooperate with appropriate investigations and regulatory processes.

8.3 Parents and Carers

Parents and carers are expected to:

- support Classique Dancentre's child-safe practices;
- treat children, staff and volunteers respectfully;
- raise concerns about child safety;
- encourage their child to speak up if they feel unsafe;
- provide relevant information about their child's safety, communication, medical or support needs; and
- comply with reasonable studio requirements relating to supervision and safety.

8.4 Students

Students are expected to:

- follow reasonable safety instructions;
- treat others respectfully;
- avoid behaviour that may place another person at risk;
- tell a trusted adult if they feel unsafe or concerned; and
- respect the boundaries and personal space of others.

9. CHILD SAFETY OFFICER

Classique Dancentre has appointed a Child Safety Officer (CSO) as an internal point of contact for child-safety concerns.

Name: Alexandra (Alex) Peters

Phone: 0419 759 108

Email: agpeters2702@outlook.com

The CSO may:

- receive concerns;
- support children, families and staff to raise concerns;
- assist with recording concerns;
- assist with identifying appropriate reporting pathways;
- provide information about Classique Dancentre's child-safety procedures; and
- assist leadership with child-safety matters.

The CSO does **not** replace the statutory responsibilities of the organisation's leader or any legal reporting responsibility held by an individual.

Alex has completed:

- Australian Childhood Foundation Safeguarding Children Accreditation;
- ChildSafe Limited Level 1 ChildSafe Course;
- Australian Centre for Child Protection Foundations of Child Safety Training Course 1: Understanding Child Safety; and
- Australian Centre for Child Protection Foundations of Child Safety Training Course 2: Understanding and Identifying Child Abuse and Neglect.

10. REPORTING CHILD SAFETY CONCERNS

Any child, young person, parent/carer, staff member, volunteer, contractor or community member can raise a child-safety concern.

A concern can be raised verbally or in writing.

A person does not need to establish or prove that abuse has occurred before raising a concern.

Concerns should be reported to the Child Safety Officer or organisation's leader as soon as possible.

Where a person believes a concern requires immediate external reporting, they may contact the relevant authority directly.

Immediate danger

Whenever a child or young person is in immediate danger, call **000**.

Child protection concerns

Where there are concerns about the safety or wellbeing of a child, the appropriate Tasmanian child protection reporting pathway must be considered.

Criminal conduct

Where conduct may constitute a criminal offence, Tasmania Police must be contacted as appropriate.

Reportable Conduct

Where an allegation may constitute reportable conduct involving a worker, the organisation's leader must assess the matter in accordance with the Reportable Conduct Scheme and comply with applicable statutory reporting and investigation requirements.

WWVP

Where required, concerns involving a person who holds a Working with Vulnerable People registration will be referred to the relevant regulator.

Other regulators

Professional regulators and other relevant authorities will be notified where required.

The Reportable Conduct Scheme does not replace other reporting obligations. More than one authority may need to be notified about the same matter.

11. REPORTABLE CONDUCT SCHEME

Where Classique Dancentre is an organisation required to comply with Tasmania's Reportable Conduct Scheme, it will comply with the obligations imposed by the Child and Youth Safe Organisations Act 2023.

Reportable conduct is broader than suspected criminal behaviour and may include:

- significant emotional or psychological harm;
- significant neglect;
- physical violence;
- sexual offences;
- sexual misconduct;
- grooming; and
- other relevant conduct specified by legislation.

The Reportable Conduct Scheme applies to conduct involving adult workers, which may include employees, volunteers, contractors and other people engaged by an organisation.

11.1 Responsibility of the Organisation Leader

Where the Scheme applies, the organisation's leader/head is responsible for:

- notifying the Independent Regulator of reportable conduct within the statutory timeframe;
- commencing an investigation as soon as possible;
- providing required updates;
- providing investigation findings and reasons for findings; and
- ensuring appropriate action is taken.

Current OIR guidance provides that notification must occur within **three business days** of becoming aware of a reportable allegation or reportable conviction. The leader must investigate as soon as possible and provide an update within **30 days**.

A report to the Independent Regulator does not mean that the allegation has been substantiated.

The threshold for reporting is a **reasonable suspicion**. The purpose of reporting is not to make a finding of guilt but to ensure the appropriate regulatory process occurs.

12. RESPONDING TO DISCLOSURES

When a child or young person makes a disclosure:

Staff should:

- remain calm;
- listen;
- take the child seriously;
- reassure the child that they have done the right thing by speaking up;
- explain that information may need to be shared to keep them safe;
- use simple, age-appropriate language;
- record the child's words as accurately as possible; and
- report the concern promptly.

Staff should not:

- promise secrecy;
- express disbelief;
- blame or criticise the child;
- ask unnecessary or leading questions;
- conduct their own investigation;
- confront the person alleged to have caused harm; or
- attempt to determine whether the allegation is true.

13. COMPLAINTS AND CONCERNS

Classique Dancentre is committed to maintaining a child-focused complaints process.

Children and young people must be able to raise concerns in a way that is accessible, understandable and appropriate to their age and circumstances.

Complaints may be made to:

Child Safety Officer: Alexandra (Alex) Peters

Phone: 0419 759 108

Email: classiquedancewear21@outlook.com

Complaints may also be raised with another trusted adult or staff member.

All complaints will:

- be taken seriously;
- be recorded appropriately;
- be assessed promptly;
- be managed with the child's safety as a priority;
- be referred externally where required;
- be handled as confidentially as reasonably possible; and
- be managed without victimisation or retaliation.

A person who raises a genuine child-safety concern will not be disadvantaged for doing so.

14. CONFLICTS OF INTEREST

Classique Dancentre will identify and manage actual, potential and perceived conflicts of interest in relation to child-safety complaints, concerns and investigations. A person must not manage or investigate a complaint about their own conduct.

Where a concern involves:

- the Child Safety Officer;
- the Studio Owner;
- the organisation's leader;
- a person responsible for managing the complaint; or
- another person with an actual, potential or perceived conflict,

that person must not manage the complaint or investigation.

An appropriately independent person will be appointed to manage the matter and, where appropriate, an independent investigator may be engaged. This requirement is intended to protect children, complainants, workers and the integrity of the process.

15. PROCEDURAL FAIRNESS

Classique Dancentre will respond to allegations in a manner that prioritises child safety while also ensuring procedural fairness.

The person who is the subject of an allegation will not be presumed to have engaged in wrongdoing merely because a concern or report has been made.

Where appropriate and lawful, the person will:

- be informed of the allegation;
- have an opportunity to respond;
- be treated respectfully;
- have relevant information considered; and
- be informed of the outcome to the extent permitted.

Procedural fairness will not prevent Classique Dancentre from taking immediate steps necessary to protect a child or young person.

16. PROFESSIONAL BOUNDARIES

Dance teachers hold a unique position of influence, authority, trust and power in relation to students. Professional boundaries must be maintained at all times.

A breach of professional boundaries includes, but is not limited to:

- flirtatious behaviour with students;
- dating or romantic relationships with students;
- sexual relationships with students;
- sexual comments or jokes;
- sexualised behaviour;
- grooming behaviour;
- inappropriate personal communications;
- excessive disclosure of private adult information;
- inappropriate gifts;
- creating secret or special relationships;
- meeting students privately without appropriate authorisation;
- inappropriate socialising with students;
- inappropriate photography or filming; and
- exposing students to inappropriate material.

Teachers must not use their position of authority to develop personal, intimate or inappropriate relationships with students.

17. PHYSICAL CONTACT

Classique Dancentre recognises that physical contact can be a legitimate and necessary part of dance instruction.

Physical contact must always be:

- for a legitimate instructional, safety or first-aid purpose;
- appropriate to the child's age and development;
- brief and proportionate;
- professional;
- respectful; and
- undertaken in an open and observable environment wherever practicable.

Teachers should explain the reason for physical contact and seek the student's consent wherever practicable.

Students may communicate that they do not want physical contact verbally or through body language.

Where physical contact is not necessary, alternative instructional methods should be used.

Physical contact must never be:

- sexualised;
- punitive;
- excessive;
- intimidating;
- used to create inappropriate intimacy; or
- used for the personal gratification of an adult.

18. ONE-TO-ONE INTERACTIONS

One-to-one interactions between adults and students should occur in open and observable environments wherever practicable.

Where individual instruction or support is required:

- the interaction should be capable of being observed;
- doors should remain open where appropriate;
- other staff should be aware of the interaction where practicable;
- unnecessary secrecy must be avoided; and
- communication with parents/carers should occur where appropriate.

Individual circumstances, age, developmental needs and the nature of the activity will be considered.

19. TRANSPORTATION OF STUDENTS

The preferred methods of student transportation are:

- parent/carer transportation;
- transportation arranged by a parent/carer;
- approved group transportation; or
- other appropriate arrangements.

Private transportation by a staff member or volunteer should be avoided wherever possible.

Where private transportation is necessary:

- appropriate parent/carer consent must be obtained where practicable;
- approval from the Studio Owner/organisation leader must be obtained;
- the driver must hold a current licence;
- the vehicle must be registered and appropriately insured;
- seatbelts must be worn;
- road rules must be followed;
- students should sit in the rear seat wherever feasible; and
- the organisation must be informed of the arrangement.

In an emergency, the safety of the child is the priority.

No staff member is obligated to transport a student.

20. ONLINE SAFETY AND COMMUNICATION

Classique Dancentre recognises that child safety extends to online environments.

Staff, volunteers and contractors must:

- use professional and appropriate communication;
- use approved communication channels wherever practicable;
- keep communications transparent;
- avoid unnecessary private communication with students;
- avoid secret or disappearing communications;
- avoid inappropriate personal social media relationships with students;
- not ask students to keep communications secret;
- not send inappropriate content to students;
- report concerns about online grooming, bullying, sexualised communication or inappropriate images.

Personal social media accounts must not be used to develop inappropriate personal relationships with students.

21. PHOTOGRAPHS AND VIDEO

Photography and video of students must be undertaken in accordance with Classique Dancentre's consent, privacy and child-safety requirements.

Adults must not:

- take inappropriate photographs or videos of children;
- request inappropriate images;
- store inappropriate images;
- share inappropriate images;
- photograph children in compromising circumstances; or
- use images for unauthorised purposes.

Images of children must be handled respectfully and securely.

22. RECRUITMENT AND SCREENING

Classique Dancentre is committed to ensuring that people who work with children are suitable and supported.

Recruitment and screening processes will include, where appropriate:

- identity verification;
- Working with Vulnerable People registration;
- reference checks;
- consideration of relevant qualifications and experience;
- assessment of suitability;
- child-safety questions during recruitment;
- child-safety induction;
- acknowledgement of the Child Safe Code of Conduct; and
- ongoing supervision and support.

WWVP registration will be obtained and maintained where required by Tasmanian law.

Screening requirements will be monitored and reviewed when circumstances change.

23. EQUITY, DIVERSITY AND INCLUSION

Classique Dancentre recognises that children have different needs and circumstances.

Child-safe practices will take into account:

- age;
- developmental stage;
- disability;
- communication needs;
- cultural background;
- Aboriginal or Torres Strait Islander identity;
- language;
- family circumstances; and
- other individual needs relevant to safety and participation.

Reasonable adjustments will be considered where necessary to ensure children can participate safely and meaningfully.

Discrimination, racism, bullying and harassment will not be tolerated.

24. SUPERVISION AND DUTY OF CARE

Classique Dancentre and its teachers owe a duty of care to students while they are participating in studio activities. The duty is to take reasonable care to protect students from risks of harm that could reasonably be foreseen.

The level of supervision required will take into account:

- the age of students;
- developmental stage;
- experience and capabilities;
- disability or additional support needs;
- medical conditions;
- the nature of the activity;
- the environment; and
- identified risks.

Staff must provide appropriate supervision and instruction and respond promptly to safety concerns, incidents and injuries.

25. PHYSICAL ENVIRONMENT

Classique Dancentre will take reasonable steps to ensure its physical environments are safe and suitable for children.

Risks will be identified and managed in areas including:

- studios;
- entrances and exits;
- waiting areas;
- toilets and changing areas;
- performances;
- competitions;
- excursions;
- rehearsals;
- events; and
- other locations where students participate in Classique Dancentre activities.

26. RECORDS AND CONFIDENTIALITY

Child-safety concerns, complaints, disclosures, incidents, referrals, decisions and actions will be documented accurately and securely.

Records should:

- be factual and objective;
- distinguish observations from information provided by others;
- include relevant dates and times;
- record actions taken;
- identify external referrals;
- identify decision-makers; and
- be stored securely.

Information will be shared on a need-to-know basis and in accordance with legal obligations.

Classique Dancentre will not promise absolute confidentiality where information must be shared to protect a child, comply with law or meet reporting obligations.

27. SUPPORT FOR CHILDREN AND FAMILIES

Where a child-safety concern is raised, Classique Dancentre will consider the child's immediate and ongoing wellbeing.

Where appropriate, the organisation will:

- identify a trusted adult for the child;
- consider communication or accessibility needs;
- provide age-appropriate information;
- minimise the need for the child to repeat their account;
- communicate with parents/carers where appropriate and lawful; and
- provide information about relevant external support services where appropriate.

28. SUPPORT FOR STAFF AND WORKERS

Classique Dancentre recognises that child-safety concerns can also be difficult for staff and workers involved in responding to them.

Appropriate support, guidance and supervision will be considered for staff involved in complaints, disclosures, reporting or investigations.

Support will not compromise the integrity or independence of an investigation.

29. CONTINUOUS IMPROVEMENT

Classique Dancentre is committed to continually improving its child-safety practices.

The organisation will consider:

- feedback from children and young people;
- feedback from parents and carers;
- complaints and concerns;
- incidents and near misses;
- staff feedback;
- training outcomes;

- risk assessments;
- changes in legislation;
- guidance from the Office of the Independent Regulator; and
- findings or recommendations arising from investigations.

Improvements will be recorded in a Child Safety Improvement Action Plan where appropriate.

30. POLICY REVIEW

This policy will be formally reviewed **as required**.

It will be reviewed following:

- a significant child-safety incident;
- a significant complaint;
- a reportable conduct matter;
- a change in relevant legislation;
- a change in the Child and Youth Safe Organisations Framework;
- a significant change to Classique Dancentre's activities or operations; or
- an identified opportunity for improvement.

The review will consider whether the policy remains effective in practice and whether further controls, training or procedures are required.

31. RELATED POLICIES AND PROCEDURES

This Policy should be read together with:

- Child Safe Code of Conduct;
- Child Safety Complaints and Concerns Procedure;
- Reportable Conduct Procedure;
- Child Safety Concern/Incident Record Form;
- relevant emergency, first-aid, privacy and incident-management procedures.

32. LEGAL AND REGULATORY FRAMEWORK

This policy is informed by and should be implemented consistently with applicable Tasmanian legislation and guidance, including:

- **Child and Youth Safe Organisations Act 2023 (Tasmania);**
- **Tasmania's Child and Youth Safe Organisations Framework;**
- **Child and Youth Safe Standards;**
- **Universal Principle for Aboriginal Cultural Safety;**
- **Registration to Work with Vulnerable People Act 2013 (Tasmania);**
- **Children, Young Persons and Families Act 1997 (Tasmania), where applicable;**
- **Family Violence Act 2004 (Tasmania), where applicable;**
- relevant requirements concerning Tasmania Police;
- relevant professional registration requirements; and
- guidance issued by the Office of the Independent Regulator.

This policy does not replace any statutory reporting obligation.

33. ACKNOWLEDGEMENT

All staff, teachers, volunteers and contractors engaged by Classique Dancentre must confirm that they have:

- received this policy;
- read and understood it;
- understood their responsibilities;
- been informed of the reporting pathways; and
- agreed to comply with the policy and related procedures.

Name: _____

Position: _____

Signature: _____

Date: _____

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