



SHILLEENA'S DANCE ACADEMY PTY LTD  
t/a SHILLEENA'S DANCE ACADEMY

Principal: Shilleena Collins

Address: PO Box 29  
Camp Hill Qld 4152

Phone: 0439 763 082

Blue Card: 54737/7 Expiry: 18/04/2020

ABN: 81 161 370 743

## RISK MANAGEMENT STRATEGY FOR CHILD PROTECTION

### Commitment

Shilleena's Dance Academy aims to –

- provide a high standard of tuition in ballet, jazz, tap, creative dance, contemporary, hip hop, Irish, musical theatre and acrobatics.
- nurture a love of dance.
- provide encouragement and support to the individual.
- provide a well-rounded dance training program.
- provide a fun and creative class environment.

Shilleena's Dance Academy is committed to the safety and wellbeing of all children attending this dance school. Shilleena's Dance Academy is committed to providing services to children and young people to assist them to fulfil the aims listed above.

To ensure children and young people are kept safe from harm, I will conduct my business activities in accordance with the following risk management strategies. I will:

- ensure that all employees/volunteers responsible for students are unaffected by the use of substances which may compromise the appropriate supervision of children at all times,
- gain consent from parents or carers before photographing or videoing any child,
- gain consent from parents or carers before communicating by phone or email with any child,
- not support bullying or harassment by anyone to anyone, including among children,
- ensure that no visitors or outsiders have contact with the children, and
- notify parents/carers if I am unable to conduct classes.

### Code of Conduct

The SDA community will:

- foster mutual respect between teachers, children and young people regardless of cultural identity and cultural practices/behaviour,
- understand children and young people, their ages, stages of development, special circumstances and special needs,
- use language which is age/stage appropriate, clear, non-threatening and non-sexual,
- use physical contact only where it is completely necessary during the course of business-related duties and where permission from the child and the child's parent/carer has been gained in that instance,
- willingly listen to a child or young person's concerns/issues,
- willingly use a variety of methods to motivate a child,
- openly listen to parent/child suggestions, feedback and complaints, and
- employ corrective practices which are not punitive, humiliating or aggressive.

Children also have responsibilities. They will demonstrate:

- a willingness to learn,
- a willingness to listen and receive instructions,
- respect for other children, young people and adults who may be waiting for lessons,
- safe and appropriate behaviour while waiting for lessons to commence, or while waiting to be collected by parents/carers, and
- responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm.

Parents and caregivers should:

- drop off and pick up children and young people in a timely fashion, leaving the child in their teacher's care only,
- accept feedback regarding their child's progress,
- focus on, and encourage, the child's efforts and performance,
- provide the necessary clothing and footwear relevant to the dance style as requested,
- alert me to any concerns as soon as they arise when possible,
- give constructive feedback on my policies and procedures,
- provide information to teachers regarding medication/injuries/life events that may affect their child's performance in class,
- be aware that personal information will be treated confidentially and privacy will be respected, and
- remember that their child participates in activities for their own enjoyment, not the parents/carers.

As the Principal of SDA, I have the right to:

- cease teaching a child or young person who is consistently non-compliant or obstructive, in which case the parent/guardian will be contacted immediately,
- raise any concerns I may have with child and/or parent,
- expect that any child/parent will make concerns known to me as soon as they arise so that a resolution can occur as quickly as possible,
- allow only a parent, guardian or other nominated person to pick up a child from my place of business, and
- report disclosures and suspicions of harm.

As a member of Ausdance Queensland, teachers at SDA employ injury prevention and management strategies, in accordance with the Australian Guidelines for Dance Teachers. The importance of correct warm-up and cool-down is emphasised and applied in all classes.

There may be instances where physical contact is necessary between a student and a teacher. Examples include injury prevention and management, particularly during acrobatics classes, to demonstrate a skill or for instructional purposes as part of an activity, or to assist with toileting of young children. Inappropriate physical contact will not be tolerated and will be reported, including, but not limited to, violent or aggressive behaviour such as hitting, kicking, slapping or pushing, kissing, or touching of a sexual nature.

Employees of SDA may be required to provide first aid to students as required. This may include calling an ambulance if necessary. All efforts will be made to contact parents/caregivers in this instance.

Teachers at SDA will be encouraged to develop appropriate relationships with children and young people under their tutelage. We encourage an open and friendly environment that communicates freely and inclusively. Friendships with students, including those on social media, are at the discretion of the teacher. It is the teacher's responsibility to ensure that appropriate security and privacy measures are in place for the posting of content. It is the student's responsibility to ensure that appropriate professional boundaries are respected. At all times, both teachers and students must follow the guidelines for age limitations specified by the social media platform.

All teachers must be able to provide an appropriate Blue Card for working with children, as well as appropriate training and experience for the level being taught. Ongoing training, support and guidance are provided to staff and volunteers at staff meetings held regularly throughout the year.

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## **Use of Technology and Social Media**

The use of cameras, smartphones, computers, mobile phones, video cameras and other electronic devices by students and parents is strictly prohibited in the studio. The use of these devices in the studio will result in their confiscation by the teacher for the duration of the class.

The exception of this rule is during Parent Watching Week when parents/carers may photograph and/or video their child during their lesson. Please be mindful that other parents/carers may not want their child photographed, and you should try to gain permission before posting on social media if this is the case.

Teachers are permitted to record dancers for demonstration and/or choreographic purposes. SDA reserves the right to use photography and video taken during class by teachers for advertising and social media purposes unless specifically denied the right to do so in writing.

## **Procedure for Making Complaints**

If you have a concern or complaint, please contact me as soon as possible so I can respond as quickly as possible. Arrange a time either at the beginning or end of the lesson or at a time convenient to both parties when there is sufficient time to discuss any issues. Ensure only relevant parties are present when a complaint is being discussed. If possible, it should not be discussed within hearing range of the child or young person.

## **Reporting Guidelines and Directions for Handling Disclosures and Suspicions of Harm**

If confronted with a disclosure of harm from a child or young person, I will respond professionally and in the best interests of the child or young person subjected to the alleged harm. I will ensure that children know it is their right to feel safe at all times, and take anything a child or young person says seriously and follow up their concerns.

Reporting of disclosures and suspicions of harm will be made in accordance with procedures recommended by the Commission for Children and Young People and Child Guardian.

In summary:

- I will document the disclosure or suspicion of harm in a non-judgemental and accurate manner as soon as possible,
- I will notify the Department of Child Safety if I suspect or am told that your child is being harmed at home,
- I will notify the Queensland Police Service if I suspect or am told that your child is being harmed outside the home,
- I will notify the Department of Child Safety/Queensland Police Service if I am concerned that your child is self-harming, and
- any reports or documentation on disclosures of harm will be kept confidential and secure, with access strictly limited and on a 'need to know' basis.

## **Policy for Managing Breaches of the Risk Management Strategy**

Breaches of this risk management strategy by parents/carers or children, specifically in terms of breaching a code of conduct, may result in:

- changes to future class arrangements
- termination of further tuition, and/or
- notification to external authorities if a breach is considered critical.

## **Policies and Procedures for Compliance with Blue Card Legislation**

I will review this strategy at least annually and record the date of review on the current version of this strategy.

## **Risk Management Plans for High-Risk Activities and Special Events**

Where a high risk activity (one requiring extra planning/supervision) or special event takes place, parents/guardians will be provided with the relevant information regarding:

- the purpose of the event and its intended outcome for your child,
- the venue,
- the organiser's risk management strategy where possible/relevant (if the event is to take place at a venue other than my place of business),
- any potential risks unique to the special event and how they will be prevented,
- location of venue and its reputation for conducting special events,
- bathroom locations,
- estimated attendance numbers,
- supervision arrangements, and
- transportation arrangements.

A 'risk register' for my general business activities will be used to plan for/calculate the likelihood of unsafe situations for my business and determine the necessary action if that situation were to eventuate.

## **Strategies for Communication and Support**

A copy of my current risk management strategy will be displayed at my place of business, and a copy will be provided to each parent/guardian.

Parents/guardians will be notified of any changes and will be provided annually with a new copy of this risk management strategy.

Parents/guardians will also be kept informed of changes to risk management/blue card legislation, through written or verbal communication.

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## Appendix 1: Risk Register

Risk	Likelihood	Consequences	Level of risk	Treatment to prevent or reduce harm
Parent does not arrive to pick up child	Possible	Moderate	Moderate	<ul style="list-style-type: none"> <li>~ Procedure for drop off and pick up provided to parent and discussed</li> <li>~ Parent provides two other contacts if unable to pick up child</li> <li>~ Child to be in sight at all times until parent arrives</li> </ul>
Child says that he/she does not want to go home with parent	Unlikely	Major	High	<ul style="list-style-type: none"> <li>~ Ask child for reason</li> <li>~ If answer suggests harm to child from someone at home, report to relevant authorities</li> <li>~ If not, discuss issue with parent</li> </ul>
Injury to child in the course of ordinary class	Possible	Moderate/Major	Moderate	<ul style="list-style-type: none"> <li>~ A stocked first aid kit is accessible to all classes at all times. Teachers also carry updated lists of emergency telephone numbers. In the event of a medical emergency, the teacher will endeavour to contact parents immediately. If parents are uncontactable, the teachers reserve the right to call for ambulance service if deemed necessary.</li> </ul>
Child discloses that he/she is being physically harmed by parent/family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>~ Ring Department of Child Safety to clarify, and to potentially report disclosure</li> </ul>
Child discloses that he/she is being sexually abused by parent or family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>~ Report to Department of Child Safety</li> <li>~ Provide support to child through Crisis Care if necessary</li> </ul>
Child discloses that he/she is being sexually abused by someone outside their own family	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>~ Report to police</li> <li>~ Provide support to child and notify parents</li> </ul>
Child complains to parent that he/she was verbally abused at my place of business	Unlikely	Major	High	<ul style="list-style-type: none"> <li>~ Provide parent with a copy of Code of Conduct and refer to Statement of Commitment to protect children from harm</li> <li>~ Provide procedures for making complaint</li> <li>~ Request that parent observe future interactions between child and myself</li> </ul>

## Appendix 1: Risk Register cont...

Risk	Likelihood	Consequences	Level of risk	Treatment to prevent or reduce harm
Child complains to parent that he/she was physically or sexually abused at my place of business	Unlikely	Major	Extreme	<ul style="list-style-type: none"> <li>~ Provide parent with a copy of teacher's Code of Conduct and refer to Statement of Commitment to protect children from harm</li> <li>~ Advise parent of their right to report these claims after having clarified issue(s) with child</li> <li>~ Parent to inform teacher of any issue that the child has in relation to a lesson to clarify issue</li> </ul>
Child show signs of depression, sadness and/or talks/shows signs of self-harm	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>~ Depending on the information given, discuss concerns with parent/guardian</li> <li>~ If a reference to abuse is made by parent/guardian or child, report to relevant authorities</li> </ul>
Child's behaviour makes interaction untenable and could potentially result in harm to child or myself	Possible	Moderate	High	<ul style="list-style-type: none"> <li>~ Refer child to Code of Conduct</li> <li>~ Speak with parent about child's behaviour, ensuring child is involved in discussion</li> <li>~ Request parent immediately picks up child from my place of business</li> <li>~ Require parent to attend any future sessions</li> </ul>

In developing this risk management strategy, I have used a number of risk management-related resources offered by the Commission for Children and Young People and Child Guardian. These resources can be viewed at the Commission's website, at <https://www.bluecard.qld.gov.au/risk-management.html>.

**If you have any concerns about my risk management strategy for child protection, please contact me on 0439 763 082 to discuss.**

Shilleena Collins

1 January 2019

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