BRADSHAW DANCE AND CHEER

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# Child Safe Policy

| Title | Content | |
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| **Purpose** | | Bradshaw Dance and Cheer have a zero-tolerance policy to child abuse and neglect in any form.  We are committed to safeguarding and promoting the welfare of Children in Dance and Cheerleading by providing a safe and inclusive environment and by ensuring that everyone involved in our organisation is educated and informed of their responsibilities to protect and look after Children.  Children have the right to take part in our sport in a safe, positive, and enjoyable environment. Bradshaw Dance and Cheer aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved.  This Policy is part of Bradshaw Dance and Cheers proactive and preventative approach to upholding its commitment to the safety, wellbeing, participation and empowerment of all Children who attend this studio.  This Policy seeks to ensure that everyone involved in in our organisation is aware of their rights and responsibilities in relation to Children.  This Policy sets out the standards of behaviour expected of those involved in our sport and the behaviours that are not acceptable (‘Prohibited Conduct’).  This Policy imposes obligations in relation to responding to allegations of Prohibited Conduct, including by reporting suspected Child Abuse to the appropriate authorities and to implementing a commitment to child safety and child-safe practices, including recruitment and screening of staff and volunteers. |
| **Scope and audience** | | We require all workers, paid or unpaid, who work with children to:   * comply with this policy and prioritise the prevention of harm to children and young people * uphold the rights of children and actively empower them to participate to the best of their ability * provide a safe and inclusive environment free from discrimination or harassment * report any breach (of this policy, procedure or Child Safe Code of Conduct) to their director * take steps to ensure all children can actively contribute to the organisation regardless of their ability, race, gender or cultural background * use positive and encouraging language when working with children * refrain from language that is discriminatory, racist, sexist, offensive or belittling * act on any concerns raised by a child that indicate they may be unsafe * avoid situations that place children at risk of harm * refrain from any conduct that is considered abusive, neglectful or grooming * notify and seek approval for any interaction with a child outside our services, either professionally or personally, unless that child is a close family member * hold a Working with Children Check (WWCC) clearance, unless exempt * provide their WWCC number when requested for us to verify |
| **Responsibilities** | | All Bradshaw Dance and Cheer must adopt, implement, and comply with the:  Child Safe Commitment and Child Safe Practices; and Recruitment and Screening, including reviewing and amending those requirements from time to time.  Comply with the Responding to Child Abuse Allegations as per the Child Safe Reporting Policy  Use best efforts to assist Relevant Persons to fulfil their responsibilities under this Policy.  Recognise any sanction imposed under this Policy; and  Take all necessary steps to enforce any sanction imposed under this Policy and Child Safe Reporting Policy |
| **Definitions of harm and abuse** | | **Psychological abuse**  Includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.  **Physical abuse**  Includes physical punishment such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.  **Sexual abuse**  Includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material (often known as photography).  **Grooming**  The process where a person manipulates a child or group of children, and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of trust so they can then later sexually abuse the child.  **Misconduct**  Inappropriate behaviour that may not be as severe as abuse, although could indicate that abuse is occurring and would often be in breach of an organisation’s Child Safe Code of Conduct\*, including showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.  **Lack of appropriate care**  Includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.  \*Please refer to our [Child Safe Code of Conduct](https://ocg.nsw.gov.au/sites/default/files/2021-12/ChildSafeCodeofConduct_1_3.pdf) for a full list of acceptable and unacceptable behaviours at our organisation. |
| **Reporting thresholds** | | **Reporting criminal conduct**  Contact **NSW Police on 131 444** for anything you consider could be a criminal offence. This includes sexual assault, physical assault, grooming offences, and producing, disseminating or possessing child abuse material.  Note: It is a criminal offence for adults not to report to police if [they know or believe that a child abuse offence has been committed](https://legislation.nsw.gov.au/view/html/inforce/current/act-1900-040#sec.316A). In addition, people employed in child-related work may be subject to a criminal offence if [they fail to reduce or remove the risk of a child becoming a victim of child abuse](https://legislation.nsw.gov.au/view/html/inforce/current/act-1900-040#sec.43B).  **Reporting risk of significant harm**  Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm (ROSH) can report to the **Department of Communities and Justice (DCJ) on 132 111** (this is a 24-hour service).  Mandatory reporters must report to the [ChildStory Reporter Community](https://reporter.childstory.nsw.gov.au/s/) if they have reasonable grounds to suspect a child is at ROSH.  **Reporting allegations and convictions**  Relevant entities must notify the Office of the Children’s Guardian of reportable allegations or convictions (that is, reportable conduct). This includes sexual offences, sexual misconduct, ill-treatment of a child, neglect of a child, an assault against a child, failure to protect a child or failure to report if a child has been harmed, as well as any behaviour that causes significant psychological harm to a child.  **Reporting breaches of our Child Safe Code of Conduct**  All complaints must be reported to our child safe contact officers – Coralie Byrnes |
| **What the policy covers** | | This Policy is part of Bradshaw Dance and Cheer’s proactive and preventative approach to upholding its commitment to the safety, wellbeing, participation and empowerment of all Children who access our studio.  The Bradshaw Dance and Cheer Child Safe Policy seeks to ensure that everyone involved in this organisation is aware of their rights and responsibilities in relation to Children.  This Policy sets out the standards of behaviour expected of those involved in our sport and the behaviours that are not acceptable (‘Prohibited Conduct’).  This Policy imposes obligations on all staff within Bradshaw Dance and Cheer in relation to responding to allegations of Prohibited Conduct, including by reporting suspected Child Abuse to the appropriate authorities and to implementing a commitment to child safety and child-safe practices, including recruitment and screening of staff and volunteers.  **Supervision**   * Children participating in dance and cheerleading Activities must always be supervised. Supervision must be constant, active, and diligent and requires Relevant Persons to always be in a position to observe each Child, respond to individual needs and immediately intervene if necessary. * One-to-one unsupervised situations with Children should be avoided, however some services and programs may involve such circumstances (e.g., medical treatment) and in this case, these situations will need to be identified and recorded by the Bradshaw Dance and Cheer. * Any incident of one-to-one unsupervised contact should be immediately reported to the Bradshaw Dance and Cheer management within 24 hours of the incident occurring.   **Drop off and Pick up of Children**  All Relevant Persons must:   * ensure Children and their parent or guardian know the time and location of the Activity, including start and finish times. * arrive before scheduled Activities start to ensure that Children are not left unattended. * have an accessible register of parent and guardian emergency contact numbers and an operational phone. * ensure they are aware of alternative pick up arrangements for Children and that the parent or guardian has provided consent. * ensure that if a parent or guardian is late, they make reasonable attempts to contact them. It is not the responsibility of Relevant Persons to transport Children home if their parent or guardian is late for pick up. * not leave the Activity until all Children have been collected by their parent or guardian.   **Transporting Children**   * Children are only to be transported in circumstances that are directly related to the delivery of Activities. * Other than in an emergency, it is not acceptable for Relevant Persons to transport Children without prior written approval from their parent or guardian. Gaining approval involves providing information about the proposed journey, including the:   + form of transport to be used;   + reason for the journey;   + route to be followed, including any stops or side trips;   + and details of anyone who will be present during the journey * When transporting Children, the Relevant Person must:   + drive responsibly;   + not be impaired by alcohol or any other mind-altering substances;   + have an unrestricted drivers’ licence;   + and to the extent practicable, not be alone in the car with a Child and/or request the Child sit in the back seat.   **Use of electronic or online communications**   * For any electronic or online communication with Children in activities we adopt a two deep model, that is, copy in the Relevant Personnel and a parent or guardian in all communication. * When communicating with Children, Relevant Persons must ensure content is:   + directly associated with delivering dance and cheerleading Activities, such as advising that a scheduled event is cancelled;   + concise, with personal or social content limited only to convey the message in a polite and friendly manner;   + devoid of any sexualised or inappropriate language;   + and not promoting unauthorised social activity or contact.   **Photographs of Children**   * Children should be asked if they are comfortable being photographed or videoed and provided with information on how the photo or footage will be used. * Children are to be photographed or videoed while involved in Dance and Cheerleading Activities only if:   + - the Child’s parent or guardian has provided prior written approval for the photographs to be taken or for the video footage to be captured;     - the context is directly related to participation in Dance and Cheerleading;     - the Child is appropriately dressed and posed;     - and the image is taken in the presence of other personnel. * Relevant Persons must not distribute images or videos (including as an attachment to an email) to anyone outside Bradshaw Dance and Cheer other than the Child photographed or their parent, without the the Childs parental knowledge and approval. * Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others and will be destroyed or deleted as soon as they are no longer required. * Images are not to be exhibited online or in publications without parental knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the Child. Any caption or accompanying text may need to be checked so that it does not identify a Child if such identification is potentially detrimental.   **Use of, possession or supply of alcohol or drugs**  Relevant Persons, whilst responsible for the care of Children, must not:   * use, possess or be under the influence of an illicit drug; * be impaired by any other legal drug such as prescription or over-the-counter drugs; * supply alcohol or drugs (including tobacco) to Children; * or supply or administer medicines, except when permitted by law or with the consent of the parent, guardian, or carer of the Child and under a valid prescription for that Child and at the prescribed dosage.   **Parent/Guardian Involvement**  Relevant Persons must:   * ensure that a parent/guardian is involved in any significant decision, including the signing of any documentation in relation to their Child’s involvement in Dance and Cheerleading. * conduct all training sessions in open locations and allow parents/guardians to watch their Children during training. * make parents/guardians aware of the standard of behaviour required when watching their Child during dance and cheerleading Activities. Parents/guardians displaying inappropriate conduct may be asked to leave but may not be denied access for an undetermined amount of time.   **Physical contact with Children**   * Children should be asked if they consent to being touched and provided with the reason for the physical contact. * Any physical contact with Children must be appropriate to the delivery of Dance and Cheerleading Activities and based on the needs of the Child such as assisting with the use of equipment, technique, treatment by a health practitioner or administering first aid. * Under no circumstances should Relevant Persons have contact with Children participating in Dance and Cheerleading Activities that:   + involves touching of genitals, buttocks, or the breast area other than as part of delivering appropriate medical or allied health services;   + would appear to a reasonable observer to have a sexual connotation;   + is intended to cause pain or distress to the Child (e.g. corporal punishment);   + is overly physical (e.g. sitting-on, forced stretching, horseplay, tickling or other roughhousing);   + is unnecessary (e.g. assisting with toileting when a Child does not require assistance);   + or is initiated against the wishes of the Child, except if such contact may be necessary to prevent injury to the Child or to others, in which case: •     - physical restraint should be a last resort; •     - spotting or catching a Participant must be appropriate to the specific circumstances and aimed solely at preventing harm to the Child; •     - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child to prevent harm to themselves or others; and     - the incident must be reported to management as soon as possible. * Relevant Persons are required to report to the Child Safety Officer any physical contact initiated by a Child that is sexualised and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child,   **Change Room Etiquette**   * Children should be supervised in change rooms whilst ensuring their right to privacy. * A minimum of two Relevant Persons of the same gender as the group should always be present, * Relevant Persons must not shower or change at the same time as supervising groups of Children. * Relevant Persons must avoid one-to-one situations with a Child in a change room area * Relevant Persons need to ensure adequate supervision in ‘public’ change rooms when they are used, providing the level of supervision required for preventing abuse by members of the public, adult users, or general misbehaviour, while also respecting a Child’s privacy. * Phones, cameras and recording devices are not to be used in changing rooms and in particular whilst Children are getting dressed   **Professional boundaries**  Bradshaw Dance and Cheer recognises that within the sport there may be times where Relevant Persons are related to Child Participants. While it is not the intention to proscribe interactions between families, these connections must be identified to safeguard all Relevant Persons.  Therefore, if a Relevant Person is a relative of a Child, and both participate at a Bradshaw Dance and Cheer such a connection must be formally disclosed and recorded.   * Relevant Persons must act within the scope of their role (as specified in their position description or contract) when working with Children who are involved or have been involved in Dance and Cheerleading. They must not:   + provide any form of support to a Child or their family unrelated to the scope of their role, where there is no existing social, personal, or family relationship (e.g. financial assistance, babysitting, provide accommodation);   + use a personal phone, camera, or video camera to take images of Children unless prior written authorisation from the Bradshaw Dance and Cheer is provided.   + exhibit any type of favouritism towards a Child;   + transport Children unless specifically approved by all parties in writing;   + give gifts/presents to Children other than the provision of official awards;   + engage in open discussions of a mature or adult nature in the presence of Children;   + discriminate against any Child, including on the basis of gender identity, culture, race, or disability;   + have one on one contact with a Child outside of authorised sport activities (includes direct contact such as in-person as well as indirect, such as by phone, or online);   + or accept an invitation to attend any private social function at the request of a Child or their family, where there is no existing social, personal, or family relationship. * If Relevant Persons become aware of a situation in which a Child requires assistance that is beyond the confines of that person’s role, they should undertake any or all of the following at the earliest opportunity:   + refer the matter to an appropriate support agency;   + refer the Child to an appropriate support agency;   + contact the Child’s parent or guardian;   + seek advice from a Relevant Organisation.   **Overnight stays and sleeping arrangements**   * Overnight stays involving Children are to occur only with the Relevant Organisations approval and consent of a parent/s or guardian/s of the Children involved. * Written approval must be obtained prior to the overnight stay. Written approval could include electronic messaging formats such as email or SMS. * Child Safe Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the Child Safe Practices and professional boundaries expected during delivery of Dance and Cheerleading Activities at all other times. * Standards of conduct that must be observed by Relevant Organisations and Relevant Persons involved during an overnight stay include:   + (i) Children are provided with privacy when bathing, toileting, and dressing;   + appropriate dress standards are observed when Children are present – such as no exposure to adult nudity;   + Children will not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;   + Children will not be left under the supervision or protection of unauthorised persons such as accommodation staff, or peers;   + sleeping arrangements will not compromise the safety of Children such as unsupervised sleeping arrangements or Children sharing a bed or an adult sleeping in the same bed as a Child;   + and Children have the right to contact their parents, or another adult, if they choose to or if they feel unsafe, uncomfortable, or distressed during the stay.   **illness and injury management.**  **Positive guidance (Discipline)**   * Children participating in Dance and Cheerleading will be made aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. * Relevant Persons must use appropriate techniques and behaviour management strategies to ensure:   + an effective and positive environment; and   + the safety and/or wellbeing of Participants, particularly Children participating in Dance and Cheerleading. * Relevant Persons must use strategies that are fair, respectful, and appropriate to the developmental stage of the Children involved. * Children need to be provided with clear directions and given an opportunity to redirect their behaviour in a positive manner. * Under no circumstances are Relevant Persons to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating. |
| **Related child safe documents** | | Statement of Commitment to Child Safety  Child Safe Code of Conduct  Child Safe Recruitment, Induction and Training Policy  Child Safe Reporting Policy  Child Safe Report Form  Child Safe Risk Management Plan  Handover Document  Employer Obligations |
| **Related legislation, regulations and standards** | | [*Crimes Act 1900*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1900-040)  [*Child and Young Persons (Care and Protection) Act 1998*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-157)  [*Children’s Guardian Act 2019*](https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2019-025)  [*Privacy Act 1988 (Commonwealth)*](https://www.legislation.gov.au/Series/C2004A03712)  [*Privacy and Personal Information Protection Act 1998*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-133) |
| **Publication, communication and engagement** | | To ensure everyone in our organisation is aware of our Child Safe Reporting Policy and their reporting obligations we:   * hold information sessions about our child safe policies and how they apply to families, workers and children * create and display important information from our Child Safe Reporting Policy that describes what to report, who to report to and how to report, including fact sheets, brochures and posters * provide workers with internal and external training opportunities so they understand our processes for complaints and allegations   create and promote age- and ability-appropriate programs for children and young people that explain what do if they feel sad, angry or concerned. |
| **Next review date**  **]** | | January 31st 2026  Responsible Officer – Coralie Byrnes |