



House of Dance Tasmania: Child Safeguarding Policies and Procedures

1. Purpose

The purpose of this policy is to ensure the safety and well-being of all students under the age of 18 at House of Dance Tasmania. This document outlines our commitment to safeguarding children and young people, providing clear procedures for staff, students, and parents.

This policy complies with:

- The **Children, Young Persons and Their Families Act 1997 (Tas)**
 - The **Child and Youth Safe Standards** established by the Tasmanian Government
 - The **Working with Children Registration Act 2016 (Tas)**
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2. Scope

This policy applies to all staff, volunteers, contractors, students, and parents involved with House of Dance Tasmania.

3. Policy Statement

We are committed to:

- Providing a safe and nurturing environment for all students.
 - Ensuring staff adhere to the highest standards of professional conduct.
 - Complying with all relevant Tasmanian legislation to protect children from harm.
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4. Professional Boundaries and Communication

- **Private Contact Prohibited:** Staff must not privately contact students under 18 years of age via personal phone calls, text messages, social media, or any other private communication channels. All communication must occur through official House of Dance channels, with parents or guardians included as necessary.
 - **Open Environments:** Staff must work in open and/or visible spaces whenever possible to maintain transparency. Private lessons conducted in rooms without direct visibility will have an 'open door policy' for any staff and the student's parents.
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5. Qualifications and Training

- **Mandatory Qualifications:** All teaching staff must complete a recognised teaching qualification or a unit of study specifically focused on working with children.
 - **Safeguarding Training:** Staff are required to participate in annual safeguarding training to remain informed of child safety protocols and mandatory reporting requirements.
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6. Physical Contact and Conduct

- **Appropriate Physical Contact:** Physical contact must be appropriate, necessary for teaching, and conducted in a way that respects the student's boundaries.
 - **No Lap Sitting:** Students are not permitted to sit on staff members' laps at any time.
 - **Respectful Behavior:** Staff must treat all students equally, with dignity and respect.
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7. Technology and Social Media Use

- **Recording Policy:** Videos of dance routines or classes may only be recorded for educational purposes. These recordings must be uploaded to the official House of Dance Tasmania Facebook group or other approved platforms. Once uploaded, recordings must be permanently deleted from personal devices.
 - **Social Media Interaction:** Staff must not interact with students under 18 on personal social media accounts.
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8. Reporting and Documentation

- **Mandatory Reporting:** Staff are required by the **Children, Young Persons and Their Families Act 1997 (Tas)** to report any suspicions of child abuse or neglect to Child Safety Services.
 - **Incident Documentation:** All incidents or concerns related to child safety must be documented and securely stored. Reports should only be shared with authorised personnel or authorities.
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9. Compliance with Tasmanian Legislation



- **Working with Children Checks:** All staff and volunteers must hold a valid Working with Children Registration as required under the **Working with Children Registration Act 2016 (Tas)**.
 - **Child and Youth Safe Standards:** We adhere to the Tasmanian Government's Child and Youth Safe Standards, which promote the safety, rights, and well-being of children.
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10. Procedures for Reporting Concerns

1. **Identifying Concerns:** Any staff member who observes or suspects abuse, neglect, or harm must document the concern immediately.
 2. **Reporting:** Concerns must be reported to Child Safety Services via the advice and referral line at 1800 000 123 or through the online reporting portal.
 3. **Notification of Management:** Staff must inform the Principal or Safeguarding Officer that a report has been made.
 4. **Confidentiality:** Information relating to a report must remain confidential and shared only with authorised personnel.
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11. Monitoring and Review

This policy will be reviewed annually or earlier if legislative changes require. Feedback from staff, parents, and students will be incorporated into future updates.

12. Acknowledgment and Agreement

All staff, students, and parents are required to acknowledge and agree to this policy upon enrollment or employment.

Document Management

Effective Date: 21 January 2025

Review Date: 21 January 2026

Approved By: Michelle Williams (Principal/Owner)

Version: 0.1

Stakeholders: House of Dance staff, contractors and volunteers