



Child Safety Staff Code of Conduct

Date: January 2025

Version: 3

Updated by: Melanie Gard

All staff, volunteers and board members of Peninsula School of Dance are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

PSD is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and positive environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all PSD team members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

This Code of Conduct identifies positive child safe behaviours that we ask staff, volunteers and contractors to demonstrate. It also identifies behaviours that we consider unacceptable and not permitted at our school.

Not following standards of acceptable and unacceptable behaviour is a breach of this Code of Conduct and may result in disciplinary action. Some behaviours on their own may not be a serious breach of the Code of Conduct but together may indicate a concerning pattern of behaviour that poses a risk to the safety of children. Our disciplinary policy provides further information on processes that will be followed if breaches are identified.

All Peninsula School of Dance staff, volunteers and contractors must always follow these standards of behaviour, including when at PSD studios, attending events or performances, in our online classes and when engaging with Peninsula School of Dance students and their families at any time:

Our Values

At PSD our values drive our business and inform all of our decision making.

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Next review date: 1 July 2025

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- **Fun & Engaging** – Our classes and activities are underpinned by this value. For students to derive the most benefit and learn they must enjoy what they are doing! Our junior program is underpinned by the notion that children learn best through play.
- **Inclusive** – We genuinely believe that dance is for everyone. We will work in partnership with parents and students to ensure that class placement is appropriate and we deliver content in a way that meets the needs of learners.
- **Community** – We will always look for ways to engage our students and families in local activities that promote dance and our students. PSD is itself a community and place which nurtures strong relationships and connections amongst our student and family base.
- **Excellence** – Staff are committed to ongoing training and development. Our professional associations with Cecchetti Ballet & the Australian Teacher of Dance ensure that we remain up to date with best practice. We will never stop learning!
- **Leadership** – Peninsula School of Dance is a platform for young people to step up and take the lead and we strongly believe young people have a powerful capacity to develop leadership skills in a variety of ways. Our classes and teacher training programs are designed to inspire confidence and leadership in our young people. We are deeply committed to unlocking and nurturing these young leaders within our dance family.

All personnel of Peninsula School of Dance (PSD) are responsible for supporting the safety, participation, wellbeing and empowerment of children.

I WILL:

- adhere to PSD child safe policy at all times / upholding PSD statement of commitment to child safety at all time take all reasonable steps to protect children from abuse
- take disclosures of harm or abuse made by a child seriously

Proactively identify and raise concerns about any systemic issues that could compromise child safety.

Engage in ongoing learning to enhance cultural competency and inclusivity practices in line with PSD values.

- raise concerns with management if risks to child safety are identified. Report and act on any concerns or observed breaches of this Code of Conduct
- participate in all compulsory training and professional development including training on child safety and wellbeing
- treat all children and young people with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristics
- consider the different needs of all children at Peninsula School of Dance, support them to participate fully in programs and help them and their families feel included in the academy
- make Aboriginal children and families feel included and welcome at Peninsula School of Dance and support Aboriginal children to express their culture and enjoy their cultural rights
- never be racist towards anyone at Peninsula School of Dance and report any instances of racism I become aware of
- help Peninsula School of Dance be a place where people of all cultures feel safe and included
- listen to children and respond to them if they feel unsafe.
- value children and young people's ideas and opinions
- promote friendships and encourage children and young people to support their peers

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- involve children and young people in decisions about the activities they participate in at Peninsula School of Dance and welcome the participation of parents and carers in these decisions
- report any conflicts of interest I have (such as an outside relationship with a child) that may affect my ability to perform my role
- respect the privacy of children and their families, including keeping all personal information confidential unless required by law to share it
- inform parents and carers if there are situations that need to be safely managed but are outside the boundaries of this Code of Conduct (such as driving a child to a performance or competition or undertaking one-on-one training sessions)
- ensure breaches of this Code are reported to our Child Safety Person immediately
- comply with all relevant Australian and Victorian legislation and our child safe policies and procedures
- uphold the rights of the child and always prioritise their needs.

I WILL NOT:

- condone or participate in illegal, unsafe, abusive or harmful behaviour towards children – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- exaggerate or trivialise child abuse issues
- use hurtful or offensive behaviour or language with children

Engage in casual discussions about a child's private life unless directly relevant to their well-being and authorised by PSD management.

Use personal devices to communicate with students, unless explicitly authorised by management for specific projects.

- fail to report information to police if I know a child has been abused
- touch children in a way that is unnecessary or unsuitable and falls outside what is reasonable to teach performing arts or otherwise engage in the activities of Peninsula School of Dance
- persistently criticise and/or denigrate a child
- make reference to child's appearance, shape or size under any circumstances
- deliberately prevent a child from forming friendships
- verbally assault a child or create a climate of fear
- offer children and young people alcohol, cigarettes or other drugs
- show children pornographic images
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as changing clothes
- provide hands on feedback for the purposes of correction without seeking permission from the child first
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or unnecessary or unsuitable attention
- have unauthorised contact with children and young people online, on social media or by phone

- take photographs, screenshots or share images of children involved in activities that are not authorised by Peninsula School of Dance
- be alone with a child when there is no professional reason for doing so
- engage in babysitting, mentoring and/or tutoring a child out of work hours (without managerial approval for this kind of secondary employment)
- enter changing facilities without first knocking.

If I suspect that this Code of Conduct has been breached by another person in the organisation:

I WILL:

- act to prioritise the best interests of the child or children
- promptly take actions to ensure the child or children are safe
- as soon as possible report the incident or concerns using the Peninsula School of Dance complaints process
- maintain the privacy of those involved, following Peninsula School of Dance record keeping, privacy and information sharing guidelines.

Complaints about a breach of this Code of Conduct must be reported to our Child Safety Person, Melanie Gard. Melanie can be contacted on her mobile: 0423 65 99 51, or via her email: melanie@peninsuladance.com.au

Some breaches of this Code of Conduct may need to be reported to the Victorian Police, or to the Commission for Children and Young People. Our Complaint Handling Policy provides more information about our reporting obligations to external authorities as well as describing protections and confidentiality provisions for anyone making a report. The policy can be found by asking at the front desk. It is also available as a link on our website.

Staff and volunteers who breach our Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternative role, suspension or termination from the organisation. Detailed descriptions of breaches are found in our Child Safety and Wellbeing Policy. This can be found by asking at the front desk. It is also available as a link on our website.

PLEASE NOTE:

If any person in a position of authority within our organisation becomes aware of a substantial risk that a child may become the victim of a sexual offence committed by an adult associated with the organisation (for example, an employee, contractor or volunteer), and they have the power or responsibility to reduce or remove the risk, then they must take all reasonable steps to do so. A person in authority who negligently fails to take appropriate action to address the risk may be charged with the criminal offence of 'failing to protect' and may face a term of imprisonment.

If an adult reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report it to Victoria Police by calling 000 or going to their local police station. Failure to disclose the information may be a criminal offence.

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I have read this Code of Conduct and agree to abide by its terms.

Full Name: _____

Signature: _____

Date: _____

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