

JDA Procedures and Policies 2024

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1. Purpose

This policy was written to demonstrate the strong commitment of Jess Dance Academy to establishing and maintaining child safe and child friendly environments.

2. Context

This policy highlights our commitment to provide a safe learning environment for all students. We believe that every person has the right to be safe, protected from harm, and treated with respect.

It complies with our obligations under the Children and Young People (Safety) Act 2017 the Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations.

This child safe policy and related documents are available on our website, on request and provided as part of a welcome pack at the first visit.

This child safe policy and related documents are provided to all workers as part of their induction following recruitment.

We encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any worker or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

3.

Scope

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

- employees (permanent and casual)
- volunteers
- contractors
- sub-contractors
- work experience students
- indirect service providers
- any other individual involved in this organisation

All workers are required to agree in writing to accept and act in accordance with the policy.

Breaches or suspected breaches of the Code of Conduct should be reported as soon as practicable to management either in person, by telephone on 0433 309 353, or via email at jessdanceacademy@outlook.com. Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.

Any worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the worker may have their employment terminated.

Note: In this policy, the term “employee” is intended to cover all persons occupying any position listed above

4. Recruitment Practices

Jess Dance Academy takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all employees.

To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

- our commitment to child safety is included in all job advertisements
- clear position descriptions that include our commitment to child safety and wellbeing
- written applications from applicants
- face-to-face interviews that use behavioural questions to determine the applicant's knowledge of child safeguarding
- at least 2 referee checks and qualification checks.

Conducting Working With Children Checks

In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the DHS Screening Unit and we link all Working with Children Checks (WWCC). All workers who will be working in a role with children and young people must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services, provide evidence of this prior to employment and renew this every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening Unit portal as required by law.

We will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

5. Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

CODE OF CONDUCT

Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation.

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Adhering to this organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- Treating everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents)
- Remembering to be a positive role model to children and young people in all your conduct with them

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- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – boundaries help everyone to carry out their roles well
- Listening and responding appropriately to the views and concerns of children and young people
- Reporting suspected child abuse and neglect to the Child Abuse Report Line (13 14 78) as soon as practicable
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- Commit to providing quality teaching in every class
- Ensure that students are involved in a positive environment where skill-learning and enjoyment are the priority
- Ensure that all students are able to participate in learning and enjoyment regardless of ability.
- Respect the talent, developmental stage and goals of each person and encourage with positive and supportive feedback.
- Ensure that any physical contact is professional and appropriate
- Follow medical advice concerning the return of injured or ill students to class
- Respect a student's right to privacy, keeping matters concerning the student and their dancing and other matters as requested by the student confidential.
- At all times display and teach appropriate behaviour among students, including respect for each other, teachers, adjudicators and people from other dance schools
- Maintain a professional appearance
- Demonstrate professional attitudes including punctuality and reliability.
- Endeavour to keep informed of best practice in teaching and skill development in dance

Employees and volunteers must not:

- Engage in rough physical games
- Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

I agree to abide by this code of conduct

Name:.....

Signature:..... Date:.....

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6. Responding and Reporting Harm and Risk of Harm

We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

Mandated notifiers in our organisation are workers who:

- provide services to children and young people
- hold a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

Mandated notifiers have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a reasonable belief that a child or young person is or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.

Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department of Child Protection website:

<https://www.childprotection.sa.gov.au/reporting-child-abuse>.

All adult workers (even if not a mandated notifier) have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.

Following a report being made to CARL or SAPOL workers must make an internal report to management.

We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.

If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

Following a report to CARL or SAPOL we will support the child or young person by:

- referring the child, young person or their family to other appropriate services
- continuing to provide a service to the child, young person and their family and monitor their circumstances.

We will document all information received regarding the report and store this securely in a separate file.

7.

Tuition and Fees General Information

Enrolment Policy

- To enrol at our studio a parent/guardian and student must read and agree to our policies and procedures.
- Enrolment can be completed online through our website www.jessdanceacademy.com.au
- Most terms are 10 weeks closely following school terms.
- Students will be enrolled into suitable classes according to age and experience and this is determined by a qualified dance teacher.
- Enrolment is for an entire term. Cancellation must be made through Dance Studio Pro by withdrawing your child from the class. No refunds are given for term fees paid in advance.
- If a student is absent from class for any reason this must be submitted through Dance Studio Pro
- Enrolment information must be updated on Dance Studio Pro if it changes. This includes your email address and mobile phone numbers.

Fees Policy

- Fees are payable on or before the second Monday of each term. If payments are not made in advance or prior to the commencement of class, your child may not be able to participate in class until all fees due are paid in full.
- All fees are withdrawn through AutoPay on the second Monday of each term.
- Payments can be made by direct debit or at reception by EFT.
- Overdue accounts with the exception of those with payment schedules will be charged an additional \$30 late fee if not paid before the second Monday of each term.
- All students performing in our mid-year performance, cabaret, end of year performance or other performance opportunities will be charged with a \$50+ Performance Package Fee. The Performance Package fee will be withdrawn through auto-pay with term fees in Term 2 and 3. If it is not paid before the performance we reserve the right to refuse your child's participation in the concert.
- No refund or credit is given for missed classes (extreme medical conditions considered). Makeup classes are not offered.
- There are no refunds for concert fees once costumes are organised.

8.

Releases, Consent Forms and Privacy Policies

Social Media Policy

- This is to clearly define our expectations and guidelines for members engaging in social media that relates to its studio or members.
- You must be clear and ensure any information is factual and accurate.
- Any information must respect individuals and the studio.
- Information must not damage in any way the studios or members reputations or bring disrepute.

Query & Complaint Procedures

- We appreciate sometimes parents need to talk to teachers & coaches about their children but this may not be during class time. Please make a time outside class time when the teachers & coaches are free.
- If your query about your child is lengthy or of a private nature please arrange to make an appointment with Jess & your teacher/coach. Requests can be made in writing to reception or by emailing jessdanceacademy@outlook.com or phone the studio. Please advise if you need a specific teacher/coach at the meeting.
- If you wish to lodge a complaint about another member of the studio please email or write to jessdanceacademy@outlook.com
- All complaints and queries will be dealt with promptly, seriously and with sensitivity and remain confidential.

Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Children, young people and their families are informed that they can provide feedback or make a complaint at their first appointment, as part of their welcome pack, when they join the organisation.

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Compliments, complaints or feedback can be provided verbally or in writing to any worker or direct to management either by telephone on 0433 309 353 or via email at jessdanceacademy@outlook.com.

We will deal with all complaints and feedback received from children, young people or their families promptly, sensitively and fairly. We will:

- listen to the complaint/feedback
- the person receiving the complaint will make a record of it if received verbally
- advise of the time expected for an outcome
- if a worker receives a complaint, they must forward it to management as soon as possible
- management will respond to the complainant with an outcome within 5 business days
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

If the child, young person or their family is not happy with the outcome from the complaints process they can contact:

- Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419
- South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: www.eoc.sa.gov.au Tel: 08 8207 1977.

Photography/Filming Policy

- Photographic consent and release is obtained at time of enrolment.
- By giving photographic consent students/parents agree to Jess Dance Academy using images and/or videos of students on Jess Dance Academy's website or for social media and advertising purposes.
- Students/parents are not permitted to video or photograph classes, students or staff at any time, unless given permission by the staff or individuals involved.
- Photos of children should not be posted on social media platforms without the permission of the parent/guardian.
- Annual showcase, performance and/or competition videos are not to be posted on public websites such as YouTube or Facebook, without Jess Dance Academy's permission.
- Photography and filming of any Jess Dance Academy performances is strictly prohibited.

9. Attendance Expectations and Minimum Participation Policy

Children's participation

Jess Dance Academy encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.

10. Dress Code, Class Attire, Student/Parent Conduct, Studio Rules and Regulations

Uniform Policy

- Jess Dance Academy uniform is compulsory
- Correct foot wear and uniform must be worn at all times. Only dance shoes are to be worn in the studios by students.
- Garments must be clean and washed without holes in them and appropriate for dance.
- Hair must be worn in a ponytail or bun for all dance classes with hair off the face.
- Hair must be in a bun for ballet and acrobatics classes
- No jewellery is to be worn in class at all. Small ear studs or sleepers are allowed.
- Dance shoes are not to be worn outside

Studio Rules

- All members must clean up after themselves. Change areas and amenities are to be kept clean and tidy. Bags are to be stored in the pigeon holes provided.
- Food is only to be consumed in the kitchen and student change area.
- There is to be no running or acrobatics in waiting areas. Siblings must be supervised at all times.
- We are a smoke free environment so please don't smoke in or around the property.
- There is to be no gum at our studio
- No food or drink (excluding water) is allowed into the studios.
- No mobile phones allowed in class
- Students are responsible for their own property. We will not be responsible for lost or stolen items.
- Lost property is found in the student change area and is emptied at the end of every term. Please check for lost items. Ensure all dance clothing & shoes are labelled.
- Please do not use spray deodorants inside the change area. Please use outside or bring roll on deodorant.

- All students must remain inside the studio until they are collected by their parents or a responsible adult. This is for the safety of all students and must be adhered to.
- Appropriate clothing must be worn over dance uniform to leave the building and no dance shoes may be worn outside.
- No member is permitted to record or take photographs at our studios without permission from the director or teacher/coach.
- Parents are not permitted to view class unless given special permission. This allows the students to concentrate on their class work.
- We provide an Open week at the last class of term 1 and a mid-year and end of year concert for parents to see their child's progress and encourage them to attend all of these events. Parents are welcome to wait in reception. Parents at open days must supervise siblings who need to remain seated and all must watch quietly.
- Students are not permitted to bring friends to classes or rehearsals.
- Check the website regularly for dates and information.
- Students need to practice to improve their skills especially when exams, competitions or performances are approaching.
- Consistent practice is required at home each week to achieve and maintain flexibility.

Members Behaviour Policy

- All students are expected to show consideration and respect to all teachers & coaches in the school and also to each other. This will ensure a happy and pleasant environment for everyone.
- All students must conduct themselves with honesty and courtesy and show consideration to all teachers and coaches, fellow students, parents and staff.
- Students need to remember they are a role model for other students and show leadership by setting an example through their actions and speech. They need to embrace the dance family rules.
- All students need to take responsibility for adhering to the rules of our studios. To bring up concerns with the appropriate person and be willing to receive direction and coaching as appropriate.
- All students need to represent a high level of integrity and avoid gossip, criticism or disparaging comments about fellow students, teachers & coaches or others involved in our studios. Have the willingness to face issues and concerns with maturity and dignity.
- Be committed to giving 100% at all times.
- Parents will be notified if student behaviour becomes unacceptable

11. Child Protection Policy -Bullying, Safety etc.

Commitment to child safety

All children who attend Jess Dance Academy have a right to feel and be safe. At Jess Dance Academy we are committed to ensuring the safety and well-being of all children. We aim to create a child safe and child friendly environment where all children feel valued, supported, and safe.

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We value and respect children and young people and welcome them regardless of their abilities, sex, gender, or social economic or cultural background. Bullying and harassment won't be tolerated.

We have appointed a child safety officer as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our organisation.

Visitor Attendance

- Due to the safety of our students and the space available in our studios, parents or visitors are not welcome to watch regular classes.
- We have specific 'Open Day's' throughout the year where parents and visitors are welcome to watch the students in their classes.

Health and Safety

- The studio space, flooring and equipment are set up to promote and maintain safe dance practices.
- Appropriate emergency procedures exist and JDA staff understand the procedures relevant to their location.
- JDA staff have the responsibility and authority to ensure that health and safety objectives are achieved. They will identify and eliminate unsafe acts, procedures, conditions, equipment, and hazards of all kinds.
- Behaviour from students, parents or visitors that may cause an unsafe environment, will not be tolerated.
- It is the responsibility of the student or parent/guardian to inform JDA of any prior or current allergies, illnesses or injuries, detailed on their enrolment form.
- All JDA staff members hold a valid First Aid Certificate, CPR training and Working With Children Check.
- Parents/Guardians must be responsible for minors before and after class times. JDA will not provide supervision to minors outside of class time unless prior arrangements have been made. This includes students outside of GLM premises, in the car park and stairwell.
- No student (under 18 years) is to wait outside or leave the premises unaccompanied by a parent or guardian.
- An Emergency evacuation map is located on the premises. A fire extinguisher and smoke alarm is located within the premises.
- In the event of an injury, JDA staff will administer First Aid treatment. If medical services are necessary and an ambulance is required, the student/parent will incur the costs. Physical contact may be required.
- Where an injury occurs, the students' parent/guardian will be contacted. If the primary contact cannot be reached, the emergency contact will be called.
- Injuries that occur on the premises will be recorded on an Incident report form.
- Due to the nature of dance classes and technique correction, physical contact with students is often required.

Child Safety - Pick Up and Drop Off

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- All students must be picked up and dropped off to the studio door by a parent or guardian. Jess Dance Academy is responsible for the children's safety once they enter the premises.
- Students will be instructed to wait inside the studio with a teacher if their parent is late to collect their child.

Bullying and Harassment

- Jess Dance Academy opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with Jess or management.
- The following will not be tolerated in person, via email, via text messaging or via the internet; Verbal abuse or shouting, Physical Abuse, Excluding or isolating a person, Psychological harassment, Humiliating a person through sarcasm, criticism or insults, ignoring or belittling a person's contribution or opinion.
- Where any persons feel that they are the victim of bullying, they should discuss the matter directly with the person/people concerned and request an end to the behaviour. Should this approach fail or be inappropriate, the victim can contact the Jess Dance Academy office for assistance in resolving the matter.
- Jess Dance Academy does not tolerate swearing, indecent or disrespectful language, defamatory comments, or indecent or disrespectful conduct from students, parents/guardians, family members, or visitors.
- Any individual who demonstrates any of the above will be asked to withdraw from Jess Dance Academy immediately. This behaviour includes at the Premises or outside of the Premises, social media or on the internet.
- Negative communications between parents and/or students will not be tolerated by Jess Dance Academy. Where negative communications take place, the parents and students involved will be asked to withdraw from JDA immediately. This includes at the Premises or outside of the Premises, social media, or on the internet.
- Any person who does not comply with JDA Terms and Conditions will forfeit their position at JDA.

Training and Supervision of our staff and volunteers

We have strategies in place to supervise, train and support workers to understand our organisation's child safe policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. Our strategies include:

- Training:
 - ensuring all workers read and understand the Mandatory Notification Information Booklet available at: https://dhs.sa.gov.au/_data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF during induction
 - complete RRHAN-EC Masterclass (4-hour) training every 3 years
 - include child safety as a standing item on meeting agendas
- Supervision:
 - regular supervision sessions that include a focus on child safety and wellbeing

- Support:
 - an induction process for all new workers including a copy of this policy document
 - regular performance appraisals that discuss child safeguarding
 - appointing a child safety officer who has an educative role within JDA

Teachers Code of Ethics

We will make sure that the school and its staff is capable of providing any services claimed.

We will employ teaching staff with the experience, knowledge and/or qualifications required for the range of levels and techniques being taught. Student teachers will be trained and supervised to ensure the school's teaching standards are maintained.

We will provide effective assessment procedures and will ensure that students and parents receive, or have access to, advice when necessary.

We will conform to sound business practice and provide an efficient fee system.

We will ensure that class sizes are suitable to the levels and techniques being taught. Students in each class will be of a similar age and/or standard.

We will ensure that facilities provided:

- conform with minimum safety and space requirements
- have suitable flooring, with a safe surface designed and constructed to minimise risk of injury.

We will use effective and flexible teaching skills to create a productive learning environment. Individual teachers will:

- strive to communicate a love of dance
- show professional attitudes, including punctuality, reliability and responsible care of students
- strive to develop self-discipline and self-motivation in the students
- encourage and support the individual in the class situation
- present general concepts of movement as well as those of a particular dance style.

We will recognise the role of dance in the development of the whole person. They will also seek to recognise and develop each student's potential, whether it lies in dance or in related fields, and offer appropriate guidance for further progress.

We will endeavour to recognise physical differences, modifying teaching practice and seeking medical advice when necessary. The teaching and choreography must be anatomically safe, and teachers must be prepared to deal with medical emergencies. We will strive to develop in the students an appreciation of the characteristic style of each specific technique taught. We will take responsibility for seeking more knowledge in all aspects of their work.

13. Risk Management

Identified risk	Actions to minimise risk
<p>Culture of organisation is not child-safe focussed</p>	<ul style="list-style-type: none"> • child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs • culture of management reflects our strong commitment to the safety of children and young people • the National Principles for Child Safe Organisations are embedded in policies and procedures • we meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks)
<p>Organisational workers harm children/young people</p>	<ul style="list-style-type: none"> • recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation • interview questions (no prior preparation) should gauge an applicant's understanding of child safe principles and actions that would be taken to prevent harm to children and young people • all workers have WWCC with 'not prohibited' result prior to working with children and young people • WWCCs updated every 5 years and status remains as not prohibited • children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process

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<p>Organisational workers don't understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)</p>	<ul style="list-style-type: none"> • all workers trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 years after • all workers must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)
<p>Physical contact</p>	<ul style="list-style-type: none"> • any physical contact must be appropriate to the delivery of services being provided • where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding • unnecessary physical contact is not allowed
<p>Online communications</p>	<ul style="list-style-type: none"> • cyber safety and social media guidelines are in place and provided to all workers • appropriate supervision is provided for all online activities • workers must not communicate with children or young people via social media
<p>Transport of children and young people</p>	<ul style="list-style-type: none"> • workers must not transport a child or young person unless specifically approved • parents/guardians must provide consent before transporting a child or young person • the worker must have a valid, unrestricted driver's licence • the vehicle must be registered, insured and in roadworthy condition • a worker must not be alone in a vehicle with a child or young person
<p>Supervision</p>	<ul style="list-style-type: none"> • children and young people are to be supervised by parents/guardians at all times • if child/young person not collected by parent/guardian at end of class/training, two adults are to stay with child/young person until they are collected • when providing one to one consultation with a child or young person, it will be in line of sight of another adult
<p>Taking images of children and young people</p>	<ul style="list-style-type: none"> • consent of child young person and their parent/guardian required • disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian • images must be presented in a way that de-identifies the child or young person
<p>Physical environment</p>	<ul style="list-style-type: none"> • maintain a risk register that is reviewed annually to ensure effectiveness

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	<ul style="list-style-type: none">• conduct risk assessments for all activities• ensure all equipment is in good working order
Privacy and confidentiality	<ul style="list-style-type: none">• all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access)• digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties• workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
Overnight and/or off-site activities	<ul style="list-style-type: none">• consent of parent or guardian must be given• children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending• privacy when children or young people are bathing, toileting and dressing must be provided• children and young people will not be left under the supervision of unauthorised persons• sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person• in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household, and have a not prohibited WWCC• children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay
Change room requirements	<ul style="list-style-type: none">• a minimum of two adults of the same gender as the children or young people must be present• supervision will be provided ensuring the child or young person's right to privacy• adults must not shower or change whilst supervising children or young people• phones, cameras and recording devices must not be used in change room

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We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:

- new or added risks are identified for children or young people, which may require a change in the policy or procedures
- a critical incident where a child or young person has experienced harm through involvement in the organisation
- concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation
- awareness or compliance to the child safe policy and/or procedures is low
- legislative changes/requirements.

We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.

Policy Date: 17/01/2024

Review Date: 17/01/2029