
CHILD SAFETY & WELLBEING POLICY

Charlesworth Ballet and Dance Academy

1. Child Safe Commitment Statement

(Victorian Child Safe Standards 1, 2)

Charlesworth Ballet and Dance Academy (CBDA) is committed to providing a safe, supportive and inclusive environment where children and young people are respected, valued and protected from harm.

CBDA has zero tolerance for child abuse, neglect, grooming or exploitation. We actively work to create a culture where child safety and wellbeing are embedded in leadership, governance and everyday practice.

- This policy demonstrates our commitment to:
- Upholding the rights of children
- Listening to and acting on children's voices
- Preventing child abuse
- Responding appropriately to concerns and allegations

2. Purpose

(Standards 2, 11)

This policy outlines how Charlesworth Ballet and Dance Academy meets its obligations under:

- **Child Wellbeing and Safety Act 2005 (Vic)**
- **Victorian Child Safe Standards (2022)**
- **Cecchetti Ballet Australia Child Safety & Wellbeing Policy**

The policy defines roles, responsibilities and procedures that support the safety and wellbeing of children participating in Academy activities.

3. Scope

(Standard 11)

This policy applies to:

- All employees (full-time, part-time, casual)
- Contractors and guest teachers
- Volunteers and student teachers
- Students
- Parents, carers and guardians
- Visitors
- All Academy-managed physical and online environments

4. Definitions

(Standard 11)

Child / Young Person: A person under 18 years of age

Child Abuse: Includes physical, sexual, emotional abuse, neglect and grooming

Child Safety Officer: The designated person responsible for child safety oversight

5. Leadership, Governance and Accountability

(Standard 2)

Child safety is embedded in the governance and leadership of the Academy.

The Director, **Rosslyn Fox**, is the designated **Child Safety Officer**

The Child Safety Officer is responsible for:

Implementing this policy

- Ensuring compliance with legislation and Cecchetti requirements
- Managing child safety reports and complaints
- Ensuring staff induction and training
- Overseeing review and continuous improvement
- Child safety responsibilities are included in role descriptions, performance expectations and staff conduct requirements.

6. Child and Student Empowerment

(Standard 3)

CBDA actively empowers children and young people by:

- Informing them of their rights
- Encouraging them to speak up if something feels unsafe

- Taking their concerns seriously
- Providing age-appropriate, child-friendly information

Children are reassured that:

- They will be listened to
- They will not be blamed or punished for speaking up
- Adults will act to keep them safe

7. Family and Community Involvement

(Standard 4)

CBDA recognises the important role families play in child safety.

We:

- Provide families with access to child safety policies
- Encourage feedback from children and families
- Make reporting processes accessible to parents and carers
- Include family and student feedback in policy review

Feedback may be provided verbally, in writing, or through surveys and is considered as part of continuous improvement.

8. Equity, Diversity and Inclusion

(Standards 1, 5)

CBDA is committed to providing culturally safe and inclusive environments for:

- Aboriginal and Torres Strait Islander children
- Children with disability
- Children from culturally and linguistically diverse backgrounds
- LGBTIQ+ children
- Children experiencing vulnerability

Discrimination, bullying, harassment or exclusion is not tolerated.

9. Recruitment, Screening and Staff Suitability

(Standard 6)

CBDA ensures that all staff and volunteers:

- Hold a valid **Working With Children Check**
- Are appropriately screened for suitability
- Receive copies of child safety policies and the Code of Conduct
- Complete child safety induction prior to commencing
- Undertake annual **child safety training**

Records of WWCCs, acknowledgements and training are maintained.

10. Training and Awareness

(Standard 8)

All staff, contractors and volunteers receive:

- Child safety training at induction
- Ongoing awareness and updates
- Annual refresher training

Training includes recognising indicators of abuse, responding to disclosures, professional boundaries and reporting obligations.

11. Physical and Online Safety

(Standard 9)

CBDA identifies and manages risks in physical and online environments through:

- Open and observable teaching spaces
 - Clear supervision and pick-up procedures
 - Guidelines for appropriate physical contact
 - Restrictions on electronic communication
 - Use of Academy-approved platforms only
 - Risks are documented and reviewed regularly.
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12. Reporting and Responding to Child Safety Concerns

(Standard 7)

All child safety concerns must be reported immediately to the Child Safety Officer.

If a child is in immediate danger:

- **Call 000**

CBDA complies with:

- Mandatory reporting obligations
- Failure to disclose laws
- Failure to protect laws

All reports are documented, managed confidentially and escalated as required.

13. Review and Continuous Improvement

(Standard 10)

This policy is reviewed:

- Annually
- Following serious incidents
- Following legislative or regulatory change

Feedback from children, families and staff informs continuous improvement.

14. Approval

Approved by: Director

Child Safety Officer: **Roslyn Fox**

Review cycle: Annual

APPENDIX A

Victorian Child Safe Standards – Audit Matrix

Standard	Requirement	CBDA Evidence
1	Culturally safe environments	Policy section 8
2	Leadership & governance	Policy section 5
3	Child empowerment	Policy section 6
4	Family involvement	Policy section 7
5	Equity & diverse needs	Policy section 8
6	Suitable staff	Policy section 9
7	Complaints handling	Policy section 12
8	Training & awareness	Policy section 10
9	Physical & online safety	Policy section 11
10	Review & improvement	Policy section 13
11	Documentation	Full policy suite

CODE OF CONDUCT – WORKING WITH CHILDREN

Charlesworth Ballet and Dance Academy

1. Purpose

(Standards 6, 7)

This Code of Conduct outlines expected standards of behaviour for all adults working with children at CBDA and aims to protect children from harm, reduce grooming risks and provide clear professional boundaries.

2. Scope

This Code applies when:

- Teaching or supervising students
 - Communicating with students or families
 - Representing CBDA
 - Using CBDA facilities or online platforms
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3. Acceptable Behaviour

(Standards 3, 5, 6)

All adults must:

- Treat children with respect and dignity
 - Maintain professional boundaries
 - Act in the child's best interests
 - Use appropriate language and behaviour
 - Promote inclusion and cultural safety
 - Follow all child safety policies
 - Report concerns immediately
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4. Physical Contact

(Standard 9)

Physical contact:

- Must be directly related to instruction or safety

- Must be explained before it occurs
- Must be age-appropriate
- Must occur in observable environments
- Must never be secretive, sexualised or unnecessary

Children may decline physical contact at any time.

5. Professional Boundaries

(Standard 6)

Adults must not:

- Form inappropriate relationships
 - Show favouritism
 - Give gifts or special privileges
 - Share personal contact details unnecessarily
 - Engage in behaviour that could be perceived as grooming
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6. Online and Electronic Communication

(Standard 9)

Adults must:

- Use Academy-approved platforms
- Maintain professional tone and content
- Communicate with parents where appropriate

Adults must not:

- Privately message students
 - Connect with students on personal social media
 - Share inappropriate content
 - Communicate outside reasonable hours
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7. Prohibited Behaviour

(Standards 6, 7)

The following are strictly prohibited:

- Grooming or exploitation

- Sexualised or discriminatory behaviour
 - Being alone with a child in non-visible spaces
 - Unauthorised photography or video
 - Ignoring or concealing safety concerns
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8. Reporting Obligations

(Standard 7)

All adults must:

- Report suspected abuse or harm
- Follow CBDA reporting procedures
- Cooperate with investigations

Failure to report is a serious breach.

9. Breaches

Breaches may result in:

- Disciplinary action
 - Termination
 - Notification to authorities
 - Notification to Cecchetti Ballet Australia
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CHILD SAFETY & WELLBEING POLICY APPENDICES

Charlesworth Ballet and Dance Academy

Child Safety Acknowledgement

I, _____ from Charlesworth Ballet and Dance Academy (CBDA) have read and understand the Charlesworth Ballet and Dance Academy Child Safety and Wellbeing Policy (2026) and Code of Conduct – Working with Children (2026).

My role within the CBDA team is as:

Paid staff member

Volunteer

Contractor

My Working with Children Check (or equivalent) number is: _____

Signature: _____

Date: _____

WWCC (or equivalent) sighted and/or copy attached: Yes

I Rosslyn Fox, Director, have confirmed the above persons right to work with children at CBDA.

Signature: _____

Date: _____