

ROCKIT PERFORMING ARTS CHILD PROTECTION POLICY

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Policy Owner: Noni Vassos, Director/Founder

Applies to: All RPA Staff, Workers, Contractors, Volunteers, Students, Parents, Carers, and Guardians

1. POLICY STATEMENT

Rockit Performing Arts (RPA) is unequivocally committed to creating and maintaining child-safe environments in accordance with the Children and Young People (Safety) Act 2017 (SA). We prioritize the safety and wellbeing of children and young people in all aspects of our operations and activities.

This policy reflects RPA's core values: respect, inclusion, accountability, and excellence. Every person involved with RPA staff, volunteers, students, parents, and community members plays an active role in safeguarding children.

2. INTRODUCTION

RPA utilizes the performing arts as a tool to enhance the health and wellbeing of our local community. We recognize our legal and moral obligations to ensure the safety of all children and young people participating in our programs.

Children and young people are involved in developing, reviewing, and updating the Code of Conduct. We actively seek and incorporate their voices, ensuring that this policy reflects the realities of their experience at RPA.

3. PRINCIPLES

RPA is dedicated to the prevention of child abuse and the promotion of children's wellbeing. We will take all reasonable steps to protect children from harm, including neglect, and physical, sexual, psychological, and emotional abuse while in our care.

RPA maintains a zero-tolerance approach to child abuse. All allegations of child abuse will be treated seriously, consistently, and in accordance with our child protection procedures and South Australian legislation.

We align with the National Principles for Child Safe Organisations and commit to:

- Creating safe, respectful, and inclusive environments where children feel valued
- Implementing transparent recruitment and screening processes
- Supporting children to participate in decisions about their safety
- Responding promptly and transparently to concerns or complaints
- Promoting a culture where everyone is accountable for child safety

4. PURPOSE

This policy aims to:

1. Provide clear guidelines for RPA staff, volunteers, and contractors to identify and respond appropriately to concerns of child risk of harm
2. Outline the responsibilities of all individuals in ensuring child safety within RPA
3. Reflect RPA's values, ethics, and Code of Conduct for staff, students, parents/guardians, and the community
4. Minimize the risk to children and young people involved in RPA programs
5. Ensure compliance with relevant South Australian legislation, including:
 - Children and Young People (Safety) Act 2017 (SA)
 - Child Safety (Prohibited Persons) Act 2016 (SA)
 - Work Health and Safety Act 2012 (SA)
 - Equal Opportunity Act 1984 (SA)
 - Disability Discrimination Act 1992 (Cth)
 - Privacy Act 1988 (Cth)

5. SCOPE

This policy covers all workers of RPA who have direct or indirect contact with children. This includes:

- Employees (full-time, part-time, casual)
- Volunteers
- Work placement students
- Contractors and professionals (guest teachers, choreographers, photographers, film operators)
- Board and committee members

Upon accepting employment, volunteering, or contracting with Rockit, all workers agree to accept and act in accordance with this policy.

This policy also applies to all students, their families/carers, and community members who access RPA events, classes, and performances.

6. LEGAL FRAMEWORK

RPA operates under the following key South Australian and Commonwealth legislation:

Legislation Key Application
 Children and Young People (Safety) Act 2017 (SA) Mandatory reporting obligations, child-safe environments, duty of care
 Child Safety (Prohibited Persons) Act 2016 (SA) Working with Children Checks (WWCC), employer obligations, prohibited persons register
 Work Health and Safety Act 2012 (SA) Safe workplace practices, risk management, equipment safety
 Equal Opportunity Act 1984 (SA) Anti-discrimination, equal treatment, accessibility
 Disability Discrimination Act 1992 (Cth) Inclusion, accessibility, reasonable adjustments
 Privacy Act 1988 (Cth) Handling personal information, privacy protection
 Surveillance Devices Act 2016 (SA) Recording devices, photography, filming
 Criminal Law Consolidation Act 1935 (SA) Sexual offences, assault, relevant conduct prohibitions

7. DEFINITIONS

- RPA: Rockit Performing Arts
- Child: A person under 18 years of age
- Young Person: A term used to refer to older children, typically teenagers
- Adult: Any person 18 years and over

- Workers: All individuals employed or engaged by RPA, whether paid or voluntary, full-time, part-time, or casual
- Student: A person enrolled in programs, activities, or events at RPA
- Parent/Guardian: The child's legal parent, carer, or guardian
- Abuse: Physical, sexual, emotional/psychological abuse, and neglect
- Child Protection: The statutory responsibility for keeping children safe under South Australian law
- Working with Children Check (WWCC): A screening process administered by the Department of Human Services to assess suitability to work with children
- Mandatory Reporting: The legal requirement for certain workers to report suspected child abuse or neglect to authorities
- Harm: Physical or psychological harm (whether caused by act or omission), including harm from sexual, physical, mental, or emotional abuse or neglect
- Child-Safe Environments Compliance Statement: A formal statement lodged with the Department of Human Services by RPA confirming our commitment to child-safe environments

8. ROCKIT PERFORMING ARTS RESPONSIBILITIES

In accordance with the Children and Young People (Safety) Act 2017 (SA), RPA will:

1. Adopt, implement, and comply with this Child Protection Policy in alignment with the National Principles for Child Safe Organisations
2. Ensure this policy is enforceable and consistent with South Australian legislation
3. Publish, distribute, and promote this policy to all workers, students, parents, and community members
4. Make the policy available on our website and at reception; provide copies on request
5. Promote and model appropriate standards of behaviour consistent with child-safe principles
6. Address complaints made under this policy in accordance with procedural fairness and natural justice
7. Manage breaches of this policy in compliance with relevant South Australian legislation
8. Ensure accessibility of this policy to all relevant parties in plain language
9. Provide ongoing supervision, support, and training to all workers
10. Report and respond appropriately to suspected risk of harm to Child Abuse Report Line (CARL) and/or South Australia Police (SAPOL)
11. Conduct risk assessments and maintain a risk register reviewed annually
12. Register and maintain registration with the Department of Human Services Child Safe Environments Program
13. Lodge a Child Safe Environments Compliance Statement with DHS each time this policy is substantively reviewed
14. Review this policy every 2 years as a matter of internal best practice, and every 5 years as a statutory minimum

9. ROLES AND RESPONSIBILITIES OF STAFF

9.1 TRAINING AND ACCREDITATION

All RPA workers must:

- Hold a current, valid 'not prohibited' Working with Children Check (WWCC) issued by the DHS Screening Unit
- Complete a current First Aid Certificate as per the Work Health and Safety Regulations 2012 (SA)
- Demonstrate appropriate qualifications and experience for their roles
- Understand this Child Protection Policy and all mandatory reporting obligations
- Read and understand the Mandatory Reporting Information Booklet (provided at induction and available from <https://dhs.sa.gov.au/>)
- Complete 'Responding to Risk of Harm, Abuse and Neglect' training every 3 years

- Participate in regular performance appraisals that include discussion of child safeguarding
- Notify Rockit immediately if their WWCC status changes, if they are charged with a relevant criminal offence, or if they become aware of any concern that might affect their suitability to work with children

Verification of WWCC:

- The RPA Director will verify all WWCC applications through the DHS Organisation Portal before any worker commences employment or volunteering
- RPA maintains a WWCC Register containing: worker name, WWCC number, expiry date, verification date, and current status
- RPA has a system in place to flag WWCC renewals before expiry (minimum 3 months prior notice)
- Workers must provide evidence of renewal before their current WWCC expires
- RPA notifies the DHS Screening Unit immediately when aware of assessable information (serious criminal offence, child protection information, or disciplinary/misconduct information) regarding any person involved with the organisation

9.2 SUPERVISION

Children under 18 must be supervised at all times during RPA activities. Supervision arrangements vary by context:

During Classes:

- Staff are the primary supervisors
- All spaces must be visible and accessible (use viewing windows where appropriate)
- One-to-one instruction must occur in sight of another adult (no closed doors)
- Staff will position themselves to see all students at all times

Before/After Classes and Events:

- Staff are stationed in the foyer or reception area
- All arrivals and departures are monitored
- Any unfamiliar adults are checked in
- Students waiting for collection are supervised in a designated, visible area
- Parents are required to collect children punctually
- If a child is not collected within 15 minutes of class end time, two staff members will remain with the child; parents will be contacted immediately

During Performances and Off-Site Events:

- RPA maintains documented supervision protocols specific to each venue
- Minimum 2 adults are present in backstage and change-room areas
- A staff member is assigned to monitor entry and exit points
- Emergency procedures are reviewed with all staff and students before the event

9.3 CODE OF CONDUCT FOR WORKERS

All workers must:

Professional Boundaries and Communication:

- Maintain professional relationships with all students; avoid 'special' relationships or favouritism
- Never communicate with students via personal social media, private messaging, text, WhatsApp, or email
- All communications with students must occur through:
 - Studio-approved channels (formal studio email, Class Manager notifications, or official studio phone)
 - In the presence of another adult or with parent/guardian knowledge
 - Communication should relate to class, activities, or safety matters only
- Never exchange personal contact details or social media handles with students

- Respond to student inquiries by directing them to speak with parents or the Director

Physical Contact:

- Any physical contact must be appropriate to the delivery of services (e.g., spotting acrobatics, correcting posture, costume adjustments, or first aid)
- Where physical contact is required, explain why contact is needed and what will happen, then ask the child/young person (or their family, if more appropriate) for permission before proceeding
- Unnecessary physical contact is not permitted
- Avoid physical contact that could be misinterpreted (e.g., touching arms, hands, legs, or torso unnecessarily)
- Acceptable contact in a dance context includes: hand placement for balance during partner work, spotting during acrobatics, adjustment of limbs to improve technique, and costume adjustments (with privacy and consent)
- If a child is uncomfortable with any physical contact, immediately stop and document the interaction

One-to-One Situations:

- Never be alone with a child out of sight of other adults
- All one-to-one coaching, instruction, or consultation must occur in line of sight of another adult
- If a student requires private conversation (e.g., disclosure of harm), ensure another adult is nearby and available to intervene if needed

Bullying and Harassment:

- Be alert to bullying behaviours and respond promptly and appropriately
- Create an environment where children feel safe reporting concerns
- Listen to and support children who report bullying or harassment
- Document all reported incidents and share with management
- Take bullying and harassment seriously; do not dismiss or minimize concerns

Respect and Inclusion:

- Treat all children and young people with respect and honesty
- Ensure equity is upheld; do not discriminate based on age, gender, ethnicity, cultural background, religion, sexual orientation, disability, social class, or physical ability
- Be a positive role model in all conduct with students
- Set clear boundaries and maintain appropriate behaviour
- Listen to and respond appropriately to the views and concerns of children and young people
- Encourage children to 'have a say' on issues that are important to them

Reporting Concerns:

- Be alert to children and young people who have been harmed or may be at risk of harm
- Report concerns immediately to the Child Abuse Report Line (CARL) 13 14 78
- If a child is in immediate danger, call triple zero (000) or South Australia Police (SAPOL)
- Following any report to CARL or SAPOL, inform the RPA Director immediately
- Document your concerns and actions taken

Professional Standards:

- Follow RPA's child safe policy at all times and take all reasonable steps to ensure the safety and protection of children and young people
- Comply with the Work Health and Safety Act 2012 (SA) in all activities
- Ensure all equipment is in safe working condition before use
- Maintain confidentiality; do not disclose information about any child or young person without written consent (except when legally required to report harm)

9.4 WORKER CONDUCT PROHIBITED BEHAVIOURS

Workers must NOT:

- Engage in rough physical games or contact sports that could cause harm

- Develop 'special' relationships with children that could be seen as favouritism (offering gifts, special treatment, or preferential attention)
- Perform tasks of a personal nature that a child can do for themselves (e.g., toileting, changing clothes)
- Discriminate against any child based on age, gender, cultural background, religion, vulnerability, sexual orientation, or disability
- Engage in sexual relationships with any person under their supervision or authority (a criminal offence under South Australian law)
- Use verbal or physical assault (a criminal offence under South Australian law)
- Communicate with students via private social media, email, or messaging
- Transport a child alone without prior written approval and parental consent
- Engage in any conduct that could reasonably be seen as harmful, inappropriate, or compromising to child safety
- Ignore or fail to report allegations or concerns of child abuse

10. RISK MANAGEMENT

RPA has identified the following key risks and implemented control measures:

Risk	Control Measures
Physical Contact	Physical contact must be appropriate to service delivery and explained in advance. Consent obtained from child or family before contact. Unnecessary contact strictly prohibited. Acceptable contact in dance context includes spotting, partner work, posture correction, costume adjustment. All contact documented if concerns arise.
Online Communication	Cyber safety and social media guidelines provided to all workers. No worker-to-student private messaging (text, DM, WhatsApp, email). All student communication via studio-approved channels. No exchange of personal contact details or social media handles. Appropriate supervision of all online activities.
Transport	Workers must have prior written approval to transport children. Parents must provide written consent for each transport instance. Worker must have valid, unrestricted driver's license. Vehicle must be registered, insured, roadworthy. Worker must never be alone in vehicle with a child. Seating arrangements comply with child restraint laws.
Photography and Filming	Written consent from child and parent/guardian before any image capture. Clear disclosure of how images will be used. Images de-identified where possible. Students may film final rehearsal run for personal training use only (not for social media). Unauthorized recording or sharing to social media prohibited.
Supervision	Children supervised by staff during all RPA activities. Before/after class: staff in foyer, students in designated visible area, monitored entry/exit. During class: staff position to see all students; one-to-one instruction in sight of another adult. Late collection protocol: two staff remain with child; parents contacted immediately.
Physical Environment	Risk register maintained and reviewed annually. Risk assessments conducted for all activities. All equipment checked for safe working condition before use. Studio cleaned regularly; hazards removed. • Emergency exits clearly marked and accessible. First aid kit accessible and regularly checked. Lighting, power, temperature adequate.
Privacy and Confidentiality	Confidential documents stored securely with restricted access. Digital files password-protected with limited access. No disclosure of information about any child without written consent (except mandatory reporting). Secure file management for enrolment data, medical info, custody arrangements, incident reports.
Overnight/Off-Site Activities	Written parental consent required. Minimum 2 adults of same gender supervise children. Privacy maintained for bathing, toileting, dressing. Children not left with unauthorized persons. Sleeping arrangements safe: no unsupervised sleep, no bed-sharing, no adult sleeping in child's bed. Billeting hosts must have not-prohibited

	WWCC and include a child from same household. Children have right to contact parent/guardian if unsafe or distressed.
Change Rooms	Minimum 2 adults of same gender present at all times. Supervision provided while respecting privacy. • Adults do not shower or change while supervising children • No phones, cameras, or recording devices permitted • Clear signage posted; privacy rules regularly reinforced.

11. ROLES AND RESPONSIBILITIES OF STUDENTS AND PARENTS/GUARDIANS

11.1 SUPERVISION AND CONDUCT

Parents/guardians must:

- Ensure punctual drop-off and pick-up of children (at scheduled class times)
- Supervise children in RPA facilities when not participating in scheduled activities:
 - Children under 11 years must be supervised by parent/carer at all times in studio facilities when not in class
 - Children aged 12+ may wait in supervised foyer area, but parents remain contactable and responsible
- Disclose any disabilities, medical conditions, or behavioural concerns upon enrolment
- Inform RPA immediately of changes to custody arrangements or emergency contact information
- Attend to child if late in collection; if child not collected within 15 minutes of class end time, RPA staff will contact you immediately
- Ensure child attends classes regularly (excessive absenteeism may limit RPA's ability to support child's learning and safety)

If a parent/guardian engages in behaviour that compromises the safety, respect, or wellbeing of students or staff, RPA reserves the right to require them to leave the premises.

11.2 DISCLOSURE OF INFORMATION

Parents/guardians must disclose:

- Any medical conditions, disabilities, or health concerns (e.g., asthma, diabetes, hearing/vision loss)
- Behavioural concerns or learning differences
- Any child protection involvement or concerns
- Custody arrangements or court orders
- Emergency contact persons if parent/guardian unavailable

This information is kept confidential and used only to support the child's safety and wellbeing.

11.3 PHOTOGRAPHY AND FILMING

Parents, carers, and audience members must NOT:

- Record or film any RPA class, rehearsal, competition, performance, or event without express written permission
- Upload any RPA-related content to social media
- Share RPA footage, images, or materials with persons not enrolled at Rockit
- Photograph children other than their own without consent

Students may film a final rehearsal run on teacher approval, for personal training use only (never to be shared or uploaded to social media).

Breach of this policy will result in:

- Immediate suspension from RPA activities pending investigation
- Permanent expulsion from Rockit if footage appears on social media (no refunds)
- Potential legal action for privacy or copyright infringement

11.4 COMPLIANCE

Failure to comply with these responsibilities may result in termination of the child's enrolment at RPA.

12. STUDENT CONDUCT EXPECTATIONS AND BEHAVIOUR MANAGEMENT

12.1 CODE OF CONDUCT FOR STUDENTS

Students are expected to:

- Arrive on time, in appropriate dance attire and shoes
- Listen respectfully to teachers and staff
- Follow studio rules and safety procedures
- Treat all students and staff with respect
- Participate positively in activities
- Keep personal belongings secure and organized
- Bring a water bottle to each class
- Avoid bullying, harassment, or disruptive behaviour
- Report concerns or harmful behaviour to a teacher or the Director

12.2 ANTI-BULLYING AND HARASSMENT

RPA has zero tolerance for bullying and harassment. This includes:

- Offensive, intimidating, or threatening behaviour on studio premises or at RPA events
- Abusive, threatening, or insulting language (in person, via social media, email, or other communication)
- Actions that threaten the safety or wellbeing of others
- Exclusion, name-calling, spreading rumours, or deliberate humiliation

Three-Stage Management Process:

1. Initial Warning: Student receives clear feedback; behaviour documented; parent contacted if severity warrants
2. Second Warning: Parent notified; student warned that further breaches may result in suspension or expulsion; written summary provided
3. Potential Suspension or Expulsion: If behaviour continues, Director may suspend or expel student at their discretion

All incidents are documented and stored securely.

12.3 DRESS CODE

- Students must wear the Rockit uniform to all classes
- Students are not permitted to wear crop tops, low-cut shorts, or revealing clothing
- Students not in appropriate uniform may be asked to sit out of class
- Jewellery is prohibited during classes (hazard/injury risk)
- Appropriate footwear required (e.g., jazz shoes, hip-hop shoes, ballet pointe shoes as specified)

12.4 SAFETY RULES

- Students must not attempt acrobatic or physical skills beyond their current training level
- Students must bring a water bottle to each class
- Students must follow all staff instructions during activities
- Students must report injuries or safety concerns to a teacher immediately
- Students must adhere to RPA's privacy and confidentiality rules

12.5 PERSONAL PROPERTY

Students are responsible for their personal belongings. RPA is not responsible for lost or damaged items.

13. WORKING WITH CHILDREN CHECKS (WWCC)

13.1 OBLIGATIONS

In accordance with the Child Safety (Prohibited Persons) Act 2016 (SA), all RPA workers must:

- Hold a current, valid, not-prohibited WWCC issued by the DHS Screening Unit
- Provide evidence of WWCC before commencing employment or volunteering
- Renew WWCC every 5 years
- Notify RPA immediately if:
 - WWCC status changes or is revoked
 - They are charged with a criminal offence (especially relevant to child safety)
 - They become aware of any information that might affect their suitability to work with children
 - They are notified they are a prohibited person

13.2 ROCKIT'S RESPONSIBILITIES

RPA will:

- Verify all WWCC applications through the DHS Organisation Portal before employment commences
- Maintain a secure WWCC Register (name, number, expiry date, verification date, status)
- Implement a reminder system for WWCC renewals (3 months before expiry)
- Immediately remove any worker from child-related activities if WWCC becomes prohibited or is not current
- Report to DHS Screening Unit any assessable information regarding workers (serious criminal conduct, child protection findings, or misconduct)

14. MANDATORY REPORTING

14.1 WHAT IS MANDATORY REPORTING?

Mandatory reporting is a legal obligation for certain workers to report suspected child abuse or neglect to authorities. In South Australia, this is governed by the Children and Young People (Safety) Act 2017 (SA).

Mandated reporters are workers who:

- Provide services to children and young people; OR
- Hold a management position with direct responsibility for, or supervision of, those services

This includes all RPA staff members (teachers, administrators, contractors).

14.2 WHEN TO REPORT

Mandated reporters must report as soon as practicable if they have a suspicion that a child or young person:

- Has been harmed; OR
- May be at risk of harm (including neglect, physical abuse, sexual abuse, emotional/psychological abuse)

The suspicion does not need to be certain reasonable concern is enough.

14.3 HOW TO REPORT

If the child is in immediate danger:

- Call South Australia Police (SAPOL) on 000 (triple zero) or 131 444 (non-emergency)

For suspected harm (non-immediate):

- Call Child Abuse Report Line (CARL) on 13 14 78 (24/7, free)
- You can also report online at <https://www.childprotection.sa.gov.au/reporting-child-abuse>
- Provide as much detail as possible (child's name, age, details of suspected harm)
- Keep a copy of your report for your records

After external reporting:

- Inform the RPA Director immediately (within 24 hours)
- RPA will document the report and store it securely
- Follow any guidance from DCP or SAPOL regarding further action or investigation

14.4 PROTECTION AND SUPPORT

- You are protected by law when making a report in good faith
- Your identity may be kept confidential
- You will not face retaliation or disciplinary action for reporting
- RPA supports all workers in meeting mandatory reporting obligations
- Failure to report when mandated is a criminal offence

14.5 NON-MANDATED REPORTERS

Even if you are not a mandated reporter, you can and are encouraged to report suspected child abuse. You can request support from another worker to make the report if needed.

All adult workers have a specific legal obligation to report child sexual abuse by another worker to police and to protect a child from sexual abuse by another worker. Failure to do so may be a criminal offence.

15. STUDENTS AND FAMILIES REPORTING HARM OR CONCERNS

If a student wishes to report abuse, harm, or safety concerns, they can:

1. Find a safe, private moment to speak with any staff member, teacher, or the Director
2. Explain what happened or is happening in their own words
3. Write a note or email if they prefer (to any staff member or the Director)
4. Contact the Director directly: 0438 704 261 or nni@rockitpa.com.au
5. Ask a parent or trusted adult to report on their behalf

Students should know:

- It's okay to use any words to describe what happened
- Staff will listen and take the report seriously
- The staff member may need to report the information to authorities (they are mandated reporters)
- Information will be kept confidential, shared only with authorities as legally required
- The staff member will not investigate themselves but will report to appropriate channels
- Making a report will not get them in trouble; they will be supported

If a student does not feel comfortable talking to their dance teacher, they can speak to:

- A parent or family member
- The Director
- A school counsellor or trusted adult outside RPA
- Child Abuse Report Line (CARL) on 13 14 78

15.1 NO VICTIMISATION

RPA guarantees that children and families will not be victimised or disadvantaged for making a complaint or report of suspected harm.

16. COMPLAINT HANDLING AND RESOLUTION

16.1 MAKING A COMPLAINT

Families, students, and workers can provide compliments, complaints, or feedback about any aspect of RPA. We value this feedback and use it to improve our services.

How to complain:

- Speak verbally to any staff member or the Director
- Telephone the Director: 0438 704 261
- Email: nni@rockitpa.com.au
- Written letter delivered to reception

All complaints will be treated confidentially, fairly, and in accordance with procedural fairness principles.

16.2 COMPLAINT HANDLING PROCESS

Step 1: Receipt and Documentation

- Staff member receiving the complaint documents it (if verbal, in writing)
- Complainant is informed of expected timeframe for resolution (typically 10-14 days)

Step 2: Initial Assessment

- Director receives the complaint and assesses urgency and severity
- If complaint involves suspected child harm, mandatory reporting procedures are followed immediately

Step 3: Investigation

- Director conducts fair, impartial investigation
- Relevant parties are interviewed confidentially
- Documentation is reviewed

Step 4: Resolution

- Director notifies complainant of outcome and actions taken
- If complaint is upheld, corrective action is implemented
- If complaint is not upheld, explanation provided
- Confidentiality maintained throughout

Step 5: Appeal

- If complainant is not satisfied with outcome, they can request a review by the Director or ask to escalate to external complaint bodies

16.3 EXTERNAL COMPLAINT BODIES

If you are not satisfied with RPA's response, you can contact:

- Health and Community Services Complaints Commissioner
Phone: (08) 8226 8666
Website: www.hcscs.sa.gov.au
- Australian Human Rights Commission
Phone: 1300 656 419
Website: www.humanrights.gov.au

- South Australian Equal Opportunities Commission (for discrimination complaints)
Phone: (08) 8207 1977
Website: www.eoc.sa.gov.au

17. RECRUITMENT AND SCREENING OF WORKERS

17.1 RECRUITMENT PROCESS

All prospective workers undergo a rigorous, fair recruitment process conducted by the RPA Director, including:

Before Interview:

- Child safety commitment included in all job advertisements
- Clear position descriptions emphasizing child safety and wellbeing
- Job description includes specific child safeguarding responsibilities

Interview:

- Face-to-face interview with behavioural questions assessing knowledge of child safeguarding
- Questions may include:
 - "What child safety concerns have you identified in your previous workplaces?"
 - "How would you respond if a child disclosed abuse to you?"
 - "Tell us about a time you had to report a child safety concern."
 - "What are your responsibilities regarding WWCC and mandatory reporting?"

Reference Checks:

- Minimum 2 referees contacted (including previous employers/educators if available)
- Referees asked specifically: "Have you ever had concerns about this person's interactions with children?"
- Written responses documented

Qualification Verification:

- Relevant qualifications verified with issuing organizations
- First Aid Certificate checked and copied
- WWCC verified through DHS Organisation Portal before employment commences

17.2 MANDATORY PRE-EMPLOYMENT SCREENING

All new workers must provide:

1. Working with Children Check (WWCC)
 - Current, not-prohibited status verified through DHS portal
 - Must be current before employment commences
2. National Police Certificate
 - Obtained through SA Police
 - Covers criminal history in Australia
3. First Aid Certificate
 - Current, recognized qualification
 - Renewed every 2-3 years as required
4. Proof of Qualifications
 - Relevant dance, education, or child-related qualifications
 - Copies retained in personnel file

17.3 PROBATIONARY PERIOD

New workers complete a two-stage probationary period:

Stage 1 (Months 1-3): Classroom competency assessment

- Observed teaching/coaching performance
- Feedback provided on technical and pedagogical skills
- Child safety awareness assessed
- Review meeting with Director

Stage 2 (Months 4-6): Alignment with RPA values assessment

- Continued observation and feedback
- Integration with team and culture
- Final review meeting determining continuation of employment

18. WORKERS TRAINING AND PROFESSIONAL DEVELOPMENT

18.1 MANDATORY INDUCTION

All new workers complete an induction including:

- Review of Child Protection Policy (signature required)
- Review of Mandatory Reporting Information Booklet
- Overview of WWCC obligations and renewal process
- Explanation of mandatory reporting obligations and procedures
- Introduction to risk management and supervision practices
- Explanation of the complaint and feedback process
- Tour of premises and emergency procedures
- Introduction to key policies and procedures
- Meet key staff and understand reporting lines

Induction Checklist completed and signed by both worker and Director.

18.2 ONGOING TRAINING

All workers must participate in:

Training	Frequency	Provider	Responding to Risk of Harm, Abuse and Neglect (RHAN)	Every 3 years	Approved provider (online available)
First Aid	Every 3 years	First Aid Pro	Child Safe environments (briefer updates)	Annually	RAP staff meeting or online
Mandatory Reporting Updates	As required / annually	DHS resources or staff meeting	Disability Inclusion (if relevant)	As required	External or internal training
Behaviour Management	Annually	Staff meeting or external training			

18.3 SUPERVISION AND SUPPORT

- Workers participate in regular supervision with the Director (at minimum quarterly)
- Supervision includes discussion of child safety, concerns, and professional development
- Workers participate in regular performance appraisals that include assessment of child safeguarding practices
- Child safety is a standing agenda item at all staff meetings
- Workers are supported to raise concerns, ask questions, and develop their practice

18.4 CHILD SAFETY OFFICER

RPA appoints a Child Safety Officer (typically the Director or a nominated senior staff member) with an educative role:

- Promotes understanding of child safe practices
- Supports workers in implementing the policy
- Monitors compliance
- Coordinates training and professional development
- Leads staff meetings on child safety topics

19. PROFESSIONAL BOUNDARIES AND CODE OF CONDUCT DETAILED GUIDANCE

19.1 PHYSICAL CONTACT IN A DANCE CONTEXT

Dance instruction involves appropriate physical contact. This is acceptable:

Spotting (supporting students during acrobatics):

- Hand placed on back, hip, or underarm during balance work
- Hand placement explained before contact
- Consent obtained from student
- Immediate release when student regains balance

Partner Work (dance partnering):

- Hand holds during choreographed partner sequences
- Arm around waist/shoulders in formation-based choreography
- Contact is purposeful, time-limited, and explained

Posture Correction:

- Light touch on shoulder or upper back to cue correct alignment
- Brief (1-2 seconds), purposeful contact
- Explanation provided: "I'm going to gently touch your shoulder to show you the correct position"

Costume Adjustment:

- Zip/button assistance only when necessary and with student's permission
- Never touch undergarments
- Maintain student privacy (in private space or with parental permission if needed for young children)

First Aid:

- Contact necessary to provide medical assistance
- Explained to student and parent if ongoing

This is NOT acceptable:

- Touching upper inner thigh, groin, or buttocks (except in emergency first aid)
- Prolonged hugging or physical affection beyond what's required for instruction
- Touching a student when they have expressed discomfort
- Any contact with intent other than instruction or safety

19.2 APPROPRIATE COMMUNICATION WITH STUDENTS

Approved communication channels:

- In-person at class or studio
- Official studio email (from RPA email address)
- Class Manager or studio management system messages
- Phone call to parent/guardian (not to student's personal phone)
- Parent present or cc'd on any written communication

Communication must relate to:

- Class or rehearsal information
- Homework or practice feedback
- Safety or welfare concerns
- Event or performance details

Not approved:

- Personal text messages to student
- Private messaging via social media (WhatsApp, Instagram DM, Snapchat, etc.)
- Personal email messages
- Communications outside of educational/studio context

If a student initiates contact:

- Respond via approved channel (e.g., suggest they ask parent to email)
- Do not engage in private messaging
- Document the interaction if concerning

19.3 RESPONDING TO DISCLOSURE OR CONCERN

If a student discloses abuse or harm to you:

1. Stay calm and listen without judgment
2. Do not investigate or question in detail, that's authorities' job
3. Reassure the child: "Thank you for telling me. This is not your fault. I will help keep you safe."
4. Do not promise confidentiality (you have a mandatory reporting duty)
5. Document what was said (as accurately as possible, write down key words/phrases)
6. Report immediately to Director and CARL (13 14 78)
7. Do not contact parents (may alert alleged perpetrator if parent is the risk)
8. Support the student as appropriate (reassurance, continued engagement) while awaiting guidance from authorities

20. SUPPORT FOR CHILDREN AND FAMILIES FOLLOWING A REPORT OR INCIDENT

Following a report of suspected child harm to CARL or SAPOL, RPA will:

1. Support the child:
 - Provide reassurance and emotional support
 - Maintain normal routines and classes if appropriate
 - Avoid discussions of the report (leave investigation to authorities)
 - Check in regularly with the child's wellbeing
2. Support the family:
 - Offer referral to counselling or support services as appropriate
 - Maintain communication and engagement
 - Respect privacy and confidentiality
3. Follow guidance from authorities:
 - Cooperate fully with any DCP or police investigation
 - Implement any recommendations from authorities
 - Maintain documentation and records securely
4. Manage staff:
 - Brief relevant staff on support needed (without disclosing confidential details)
 - Provide supervision and emotional support to staff affected

21. INCLUSIVE AND CULTURALLY SAFE ENVIRONMENTS

21.1 INCLUSION PRINCIPLES

RPA is committed to creating an inclusive environment where:

- All children feel welcome, valued, and respected
- Children of all abilities, disabilities, cultural backgrounds, religions, gender identities, and sexual orientations are supported
- Cultural diversity is celebrated and incorporated into teaching

21.2 ACCESSIBILITY AND REASONABLE ADJUSTMENTS

In accordance with the Disability Discrimination Act 1992 (Cth) and Equal Opportunity Act 1984 (SA), RPA:

- Welcomes students with disabilities
- Makes reasonable adjustments to accommodate diverse needs (accessibility, modified movements, alternative activities)
- Consults with families about their child's needs and preferences
- Provides training to staff on disability inclusion and trauma-informed practice
- Ensures facilities are as accessible as possible

21.3 CULTURAL SAFETY

- Staff are trained in cultural competence and culturally safe practices
- RPA incorporates diverse cultural dance forms respectfully
- Staff understand protocols around cultural dance forms and seek permission/guidance from cultural knowledge holders
- Anti-discrimination and anti-bullying practices address discrimination based on cultural background, religion, or ethnicity

22. PRIVACY AND CONFIDENTIALITY

22.1 INFORMATION COLLECTION AND STORAGE

RPA collects the following information:

- Student name, date of birth, contact details
- Parent/guardian names and contact details
- Emergency contacts
- Medical information (allergies, conditions, medications)
- Custody arrangements and court orders
- Health/disability information
- Consent forms (photography, medical, emergency)

This information is:

- Collected for legitimate purposes (safety, communication, emergency response, program delivery)
- Stored securely with restricted access
- Protected by strong passwords for electronic files
- Kept only as long as necessary
- Disclosed only with consent (except legally required)

22.2 CONFIDENTIALITY OBLIGATIONS

Workers must:

- Not disclose any information about students or families without written consent
- Maintain confidentiality of student information, health details, custody arrangements
- Keep incident reports confidential and stored securely
- Not discuss individual students or families with other students or parents
- Share information only on a need-to-know basis

Exceptions (where disclosure occurs without consent):

- Mandatory reporting of suspected child harm
- Legal requirements (court orders, subpoena, police investigation)
- Emergency situations where safety is at immediate risk
- Information sharing with DCP or SAPOL as required

22.3 PRIVACY ACT COMPLIANCE

RPA complies with the Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs):

- Personal information is collected fairly and lawfully
- Information is held securely and confidentially
- Individuals have a right to access their information
- Individuals can request correction of inaccurate information
- Privacy complaints can be made to the Australian Information Commissioner

23. PHOTOGRAPHY, FILMING, AND SOCIAL MEDIA

23.1 STUDENT PHOTOGRAPHY POLICY

Students, parents, and audience members are prohibited from:

- Recording or filming any RPA class, rehearsal, competition, or performance
- Photographing children other than their own without explicit consent
- Uploading any RPA content to social media
- Sharing RPA footage or images with persons not enrolled at Rockit

Exception: Upon teacher approval, students may film the final rehearsal run of a routine for personal training use only (not to be shared or posted).

23.2 ROCKIT PHOTOGRAPHY AND CONSENT

RPA may capture images or video for:

- Official studio records or documentation
- Progress tracking (with consent)
- Social media promotion and marketing (with explicit written consent)
- Professional photography for performances (with consent)

For any RPA photography:

- Written consent is obtained from child and parent/guardian BEFORE image capture
- Explicit disclosure is made about how images will be used (website, social media, print, etc.)
- Images are de-identified where possible or used only with identifying consent
- Images are stored securely and accessed only by authorized staff

23.3 DISCIPLINARY MEASURES FOR BREACHES

Unauthorized recording or uploading of RPA content will result in:

- First breach: Warning and notification to parent/family
- Second breach: Suspension from RPA activities pending investigation
- Third breach or serious breach: Permanent expulsion from Rockit Performing Arts
- No refunds of fees, costumes, or merchandise
- Potential legal action for privacy or copyright infringement

24. SUPPLY TEACHERS, CONTRACTORS, AND EXTERNAL PROFESSIONALS

All supply teachers, contractors, and external professionals (guest choreographers, photographers, speakers, designers, film operators) must:

- Hold a current, not-prohibited WWCC
- Provide evidence before commencing work
- Read and sign the Child Protection Policy
- Comply with all RPA child safety procedures and Code of Conduct
- Agree to mandatory reporting obligations
- Undergo briefing on RPA's specific practices and emergency procedures

25. MANAGEMENT OF BREACHES AND DISCIPLINARY MEASURES

25.1 WORKER BREACHES

If a worker breaches this policy, RPA will take appropriate action in accordance with:

- The Fair Work Act 2009 (Cth)
- Equal Opportunity Act 1984 (SA)
- Principles of natural justice and procedural fairness

Possible actions include:

- Informal counselling or discussion
- Formal written warning
- Requirement to undertake additional training
- Suspension from specific duties or activities
- Formal suspension of employment
- Termination of employment
- Referral to authorities (DCP, SAPOL, WWCC Screening Unit)

Factors considered:

- Nature and severity of breach
- Worker's knowledge of policy requirements
- Impact on child safety and wellbeing
- Prior disciplinary history
- Circumstances and context of breach

25.2 STUDENT/FAMILY BREACHES

If a student or family member breaches this policy (e.g., non-compliance with supervision requirements, photography restrictions, bullying, harassment), RPA may:

- Provide verbal or written warning
- Require attendance at meeting with Director
- Implement behavioural contract or conditions of enrolment
- Suspend the student pending investigation
- Terminate the student's enrolment (in serious cases or persistent breaches)

26. POLICY REVIEW AND COMPLIANCE

26.1 REVIEW SCHEDULE

RPA will review this policy:

- Internally and substantively: Every 2 years (or sooner if required)
- Statutory minimum: Every 5 years as required by Children and Young People (Safety) Act 2017 (SA)
- Ad hoc: When:
 - New or added risks are identified
 - A critical incident occurs involving child harm
 - Concerns are raised about child safety within RPA
 - Awareness or compliance with the policy is low
 - Legislative changes occur

26.2 COMPLIANCE STATEMENT

RPA is registered with the Department of Human Services Child Safe Environments Program. We lodge a Child Safe Environments Compliance Statement with DHS:

- Each time this policy is substantively revised
- When significant changes to practice or processes occur
- As part of ongoing regulatory engagement

26.3 MONITORING AND EVALUATION

RPA monitors policy implementation through:

- Staff training records and attendance
- Supervision notes and performance appraisals
- Incident and complaint logs
- Student and family feedback
- Internal audits of WWCC compliance
- Review of risk register and control measures

QUICK REFERENCE: KEY CONTACTS AND REPORTING

Situation	Contact/Phone	Available
Child in immediate danger	South Australia Police (SAPOL 000 or 131 444)	24/7
Suspected Child Abuse/Neglect	Child Abuse Report Line (CARL 13 14 78)	24/7
RPA Complaints	Noni Vassos 0438 704 261 noni@rockitpa.com.au	Business hours
WWCC Inquiries	DHS Screening Unit 8207 3008	Business hours
Mandatory Reporting Advice	DHS Child Protection https://www.childprotection.sa.gov.au	24/7
External complaints	Health and Community Services Commissioner 8226 8666	Business Hours
Discrimination and Complaints	SA Equal Opportunities Commission 8207 1977	Business Hours

APPENDIX A: MANDATORY REPORTING FLOWCHART

You witness or learn of possible child harm:

Is the child in immediate danger?

- YES Call 000 (SAPOL) immediately
- NO Continue

Do you have a reasonable suspicion that a child has been harmed or is at risk of harm?

- NO Document your observations; monitor situation
- YES Continue

Are you a mandated reporter? (Do you work with children?)

- NO You can still report; it's encouraged
- YES You MUST report

Contact CARL on 13 14 78 as soon as practicable

Inform RPA Director (within 24 hours)

Document the report details and reference number

Follow any guidance from DCP/SAPOL

APPENDIX B: SUPERVISION ARRANGEMENTS BY CONTEXT

Before Class (5 mins before start time)

Element	Requirement	Staff
At least 1 staff member in foyer/reception/studio	Student Location	In designated waiting area (visible from foyer)
Monitoring	Student Location	All arrivals checked; no children left unattended
Parent Arrival	Adult Location	Parent/authorised adult brings child to foyer

During Class

Element	Requirement	Staff
All students supervised by class teacher	Sightlines	All students visible at all times; no blind spots
One-to-one Instruction	Visible	Occurs in sight of another adult; no closed doors
Ratios Appropriate	Adult-to-child ratio maintained	Students remain in studio or supervised space

After Class (until collection)

Element	Requirement	Staff
At least 1 staff member in foyer/classroom	Collection	Parent/authorised adult collects within 5-10 mins
Late Collection	Supervision	After 15 mins: 2 staff remain; parent contacted; child moved to safe, visible space
Students Waiting	Supervision	In designated foyer area, supervised, with staff member

At Performance Venues

Element	Requirement	Staff
Entry/Exit	Control Staff	monitor all entry/exit points
Backstage	Supervision	Minimum 2 adults present
Change Rooms	Supervision	Minimum 2 same-gender adults present
Emergency Procedures	Supervision	Briefed with all staff and students before event
Parents Present	Supervision	Encouraged; information provided on venue supervision

APPENDIX C: EXAMPLES OF ACCEPTABLE vs UNACCEPTABLE PHYSICAL CONTACT

Scenario	Acceptable?	Reason
Teacher places hand on student's shoulder to cue posture change	Yes	Brief, purposeful, instructional contact; explained in advance
Teacher hugs upset student briefly to provide comfort	Maybe	Only if student initiates; keep brief; be aware of how it appears; have another adult nearby
Teacher holds student's hand during a choreographed sequence	Yes	Necessary for dance instruction; purposeful; time-limited
Teacher assists student with zip on costume before performance	Yes	Necessary; brief; maintains privacy; consent sought
Teacher places arm around student's waist during formation choreography	Yes	Required for dance partnering; explained; time-limited
Teacher touches student on inner thigh to adjust hip rotation	No	Unnecessary; could be misinterpreted; use alternative cueing (verbal or external contact)
Teacher pats student on bottom in encouragement	No	Inappropriate; not necessary; could be misinterpreted
Teacher sits next to student (not touching) during personal conversation	Yes	Professional; private space; door open or another adult nearby
Teacher isolates student in closed room	No	Violates one-to-one supervision rule; never acceptable
Teacher offers to walk student home alone	No	Violates transport policies; must have parental consent and approval

APPENDIX D: REFERENCES AND RESOURCES

Key South Australian Legislation

- Children and Young People (Safety) Act 2017 (SA)
- Child Safety (Prohibited Persons) Act 2016 (SA)
- Work Health and Safety Act 2012 (SA)
- Equal Opportunity Act 1984 (SA)
- Civil Liability Act 1936 (SA)

- Education Act 1972 (SA)
- Disability Discrimination Act 1992 (Cth)
- Privacy Act 1988 (Cth)
- Surveillance Devices Act 2016 (SA)
- Criminal Law Consolidation Act 1935 (SA)

Department of Human Services (DHS) Resources

- Child Safe Environments Program: <https://dhs.sa.gov.au/child-safe-environments>
- Mandatory Reporting Information Booklet: <https://dhs.sa.gov.au/mandatory-notification>
- WWCC Information: <https://www.sa.gov.au/topics/rights-and-law/working-with-children-check>
- Child Protection Reporting: <https://www.childprotection.sa.gov.au/reporting-child-abuse>

Other Resources

- National Principles for Child Safe Organisations: <https://www.childguru.org.au>
- Child Safe Environments Compliance Statement: <https://dhs.sa.gov.au/compliance-statements>
- Ausdance: <https://www.ausdance.org.au>
- Arts Law Centre of Australia: <https://www.artslaw.com.au>

ACKNOWLEDGMENT AND SIGN-OFF

This Child Protection Policy has been developed in accordance with the Children and Young People (Safety) Act 2017 (SA) and reflects best practice in child-safe environments.

All workers, students, parents, and guardians are required to read and acknowledge receipt of this policy.

Policy Approved by:

Noni Vassos
Director/Founder, Rockit Performing Arts
Date: December 2025

Next Review Date: December 2026
Compliance Statement Lodged with DHS: December 2025

END OF POLICY

This policy is a living document. It will be reviewed regularly and updated to reflect operational experience, feedback from stakeholders, and legislative changes. For questions or feedback about this policy, please contact the Director at nni@rockitpa.com.au or 0438 704 261.

Rockit Performing Arts
www.rockitperformingarts.com.au