



**AP Performers**  
**283 The Kingsway,**  
**Caringbah 2229, NSW**

**ABN 88 929 745 118**

## **AP Performers Child Protection Policy**

At AP Performers, the safety and protection of every child in our care are paramount. This policy outlines our commitment to fostering a safe, respectful, and supportive environment for all students.

### **1. Child Safety Principles**

- Teachers will work in open and observable environments, avoiding private one-on-one interactions with students.
- Staff will prioritise the welfare of each child, ensuring equal respect and dignity for all.
- Open communication will be encouraged to ensure students feel safe to express concerns or ask for help without fear of judgment.
- Age-appropriate, respectful, and safe learning experiences will be provided, including regular hydration breaks.
- Teachers must obtain consent before using physical contact for instructional purposes, ensuring it is necessary and respectful.
- Staff will be trained to recognise indicators of abuse or neglect and respond appropriately.
- All teachers and staff must be aware of their obligation to report concerns about a student's well-being to the studio director or other designated personnel.

### **2. Staff Conduct Expectations**

To create a positive and safe environment for students, staff must adhere to the following conduct expectations:

- Consent must be sought before physical contact is used to correct technique or placement.
- Teachers will maintain professional boundaries, refraining from discussing personal matters with students.
- Professional and respectful attire must be worn at all times while teaching.
- Interactions with children must remain appropriate and avoid any actions that could be misunderstood.
- Personal phone use during lessons is strictly prohibited to ensure focus and professionalism.

### **3. Creating a Safe Teaching Environment**

- Teachers will ensure all surroundings are hazard-free and safe before commencing a lesson.
- Appropriate music will be played, catering to the age and developmental level of the class.
- Choreography will be carefully designed to suit the age, skill level, and comfort of all students, avoiding moves or tricks that may cause distress.

### **4. Behaviour Expectations for Teachers**

Teachers are required to model positive behaviour and avoid actions that could harm students, including:

- Avoiding social or unrelated conversations with other staff during lessons.
- Refraining from making comments about a child's appearance or clothing.
- Never engaging in physical or emotional intimidation, such as bringing a child to tears or comparing them to peers in a negative manner.

- Maintaining professional distance, avoiding any form of inappropriate games, touching, or comments.

## **5. Incident Reporting and Management**

All staff are required to:

- Record and report any incidents or allegations involving a student promptly and accurately.
- Maintain a secure and confidential system for documenting concerns.
- Follow mandatory reporting obligations, including reporting suspected abuse or neglect to the studio director or local Child Protection Services.

## **6. Mandatory Reporting Obligations**

Staff must report the following immediately to the studio director or appropriate authorities:

- Accidental harm caused to a child.
- A child feeling uncomfortable or distressed due to staff actions or dance movements.
- Any misunderstandings or misinterpretations of staff actions.
- Signs of abuse or neglect observed in a child's behaviour or character.
- The studio director will evaluate the reported information to determine if it meets the threshold for a child being at ROSH (risk of significant harm).
- To assist in this assessment, the Mandatory Reporter Guide (MRG) should be utilised.
- **Making a Report:**
  - If the situation is assessed as meeting the ROSH criteria, a report must be made to the NSW Child Protection Helpline.

- Reports can be submitted through:
- eReport: Via the [ChildStory Reporter](#) website.
- Phone: By calling the Child Protection Helpline at 13 21 11.
- **Information to Include in the Report:**
- When making a report, provide detailed information, including:
- Child's full name, age, and address.
- Description of the concerns and any specific incidents.
- Any known family background or context.
- Details of any immediate actions taken.
- For comprehensive guidance on the information required, refer to the [Information Needed to Make a Report](#) resource.
- **Confidentiality and Legal Protections:**
- The identity of individuals making reports is protected under NSW law.
- Reports are confidential, and the reporter's identity cannot be disclosed without consent, except in specific circumstances outlined by legislation.
- Ongoing Support and Monitoring:
- After a report is made, the studio will continue to support the child and monitor the situation, collaborating with relevant authorities as necessary.

## **7. Social Media and Privacy**

- Written consent from parents/guardians is required before featuring students in social media posts or promotional materials.

- Teachers are prohibited from tagging students in private social media accounts, initiating private conversations online, or discussing private matters on social platforms.
- All shared content will reflect the studio's values, avoiding any form of exploitation or inappropriate representation.

## **8. Anti-Bullying and Inclusion**

- AP Performers promotes a culture of inclusion, respect, and kindness.
- Bullying or discriminatory behaviour will not be tolerated and will be addressed immediately.

## **9. Parental Engagement and Conduct**

- Parents are required to provide updated emergency contact details and relevant information about their child's needs.
- Open communication with parents is encouraged to collaboratively address any concerns or feedback.
- Parents are expected to model respectful and supportive behaviour when interacting with staff, students, and other community members.
- Communication with staff and management must be constructive and free from aggression or disrespect.
- Any concerns regarding the studio, its policies, or teaching methods should be raised directly with the studio director in a professional manner.
- Parents must refrain from sharing negative or defamatory comments about the studio, staff, or students on social media or in public settings.
- Inappropriate behaviour or conduct by parents that disrupts the studio environment may result in restricted access to studio events or other necessary measures to maintain a positive and safe atmosphere.

## **10. Recruitment and Training**

- All staff and volunteers must hold a valid Working With Children Check (WWCC) and provide documentation before commencing duties.
- Training sessions will be conducted to ensure staff are aware of child protection principles and reporting procedures.

## **11. Drop-Off and Pick-Up Procedures**

- Students must be dropped off and picked up by a parent, guardian, or an approved adult as indicated on the enrolment form or as communicated to the studio in advance.
- Parents/guardians are required to provide a list of authorised individuals who may collect their child. Any changes to this list must be communicated in writing to the studio.
- Students will not be released to individuals not listed as an approved adult unless prior notification has been provided by the parent or guardian.
- Designated waiting areas will be clearly marked, and parents or guardians are encouraged to arrive promptly at the end of each class to minimise waiting time.
- If a student is not collected within 15 minutes of the class finishing, staff will contact the parent or guardian to confirm arrangements.
- Parents and guardians are reminded to prioritise safety during drop-off and pick-up, adhering to traffic rules and using designated parking or waiting zones.
- For students walking or travelling independently, written permission must be provided by the parent or guardian, and arrangements must be pre-approved by the studio.

## **12. Fees Policy**

- Fees must be paid on time according to the payment cycle selected at enrolment (weekly, fortnightly, or by term).
- Payment due dates will be clearly communicated, and it is the responsibility of the parent or guardian to ensure fees are settled on or before the due date.
- Accounts that fall into arrears will be subject to follow-up communication and potential suspension of participation until the account is brought up to date.
- Ongoing arrears may result in withdrawal of the student from classes until the outstanding balance is cleared.
- Payment of fees is required regardless of attendance. Missed classes, for any reason, do not exempt the parent or guardian from their obligation to pay for the enrolled period.
- Fees are non-refundable except in cases at the discretion of studio management.
- Credits for missed classes are not provided; however, make-up classes may be arranged where possible.
- Payments can be made via bank transfer, credit/debit card, or direct debit, as per the studio's accepted methods.
- Receipts will be issued upon request.

### **13. Policy Updates and Reviews**

- This policy will be reviewed regularly to ensure compliance with best practices, legal requirements, and stakeholder feedback.

## AP Performers Incident Report Form



Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location: \_\_\_\_\_ Reported By: \_\_\_\_\_

Role (e.g., teacher, parent, student): \_\_\_\_\_

Name of Individual(s) Involved: \_\_\_\_\_

• Age (if applicable): \_\_\_\_\_

• Name of Witness(es): \_\_\_\_\_

• Contact Information: \_\_\_\_\_

• Detailed Description of Incident (Include events leading up to, during, and after the incident): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Immediate Actions Taken

• Was First Aid Administered? (Yes/No) If Yes, by Whom? \_\_\_\_\_

• Describe First Aid Provided: \_\_\_\_\_

• Was Emergency Assistance Contacted? (Yes/No): \_\_\_\_\_

• If Yes, Time of Contact: \_\_\_\_\_

### Follow-Up Actions

• Was the Parent/Guardian Notified? (Yes/No): \_\_\_\_\_



- If Yes, Time of Notification: \_\_\_\_\_ By Whom? \_\_\_\_\_
- Next Steps Recommended: \_\_\_\_\_

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### Additional Notes or Comments

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Person Completing Report: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Reviewed By (Studio Principal or Assistant Principal): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AP Performers Social Media Consent Form

At AP Performers, we celebrate the talents and dedication of our students by sharing their performances and milestones on our social media platforms. Our mission is to showcase the vibrant community within our award-winning studio while maintaining a strong commitment to child protection, privacy, and respect.

To ensure transparency and maintain our values, we ask all parents/guardians to review and sign this Social Media Policy. A signed copy is required before any student can be featured on our social media channels.

### 1. Consent for Social Media Sharing

#### Parental/Guardian Consent

We require a signed consent form from a parent or guardian.

If this form is not signed, we will ensure your child is not included in any social media content.

### 2. Importance of Social Media Presence

Our social media platforms serve as a window into the vibrant life at AP Performers. By sharing content:

- We keep our community informed and engaged with the latest happenings at the studio.
- We celebrate the hard work and achievements of our students, giving them recognition beyond the studio.
- Potential students and their families can see the joy and benefits of being part of AP Performers, encouraging them to join our community.

### 3. Content Guidelines

The safety and protection of every child at AP Performers is our top priority. To uphold this:

- **Appropriate Content** - We will only share content that reflects the professionalism and values of AP Performers.
- **Privacy Considerations** - Personal information such as full names, addresses, or contact details will not be disclosed without explicit consent.
- **No Private or Exploitative Imagery**: Posts will avoid any content that could be considered inappropriate, private, or exploitative, such as revealing costumes, suggestive poses, or other sensitive situations.

To maintain a positive and respectful online presence:

- **Professional Standards** - All posts will align with AP Performers' reputation as a leading dance studio.
- **Review and Approval** - All images and videos will be reviewed by studio administration to ensure they meet safety and quality standards before being shared.
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Any posts representing or tagging AP Performers on social media, including those shared by students on their own accounts, must adhere to this policy to ensure the safety, professionalism, and positive representation of our studio.

### 4. Opt-Out Procedure

If, after giving consent, you decide that you no longer want your child's images or performances shared, please provide a **written notice** to the studio administration expressing your wish to withdraw consent. Upon receiving the notice, we will cease to include your child in any future social media content.

### 5. Agreement

By signing below, you acknowledge that you have read and understood the AP Performers Social Media Policy and agree to its terms.

**Student Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Thank you for supporting AP Performers in our mission to highlight the talents of our students and enrich our dance community.