

# ACPA Child Safe Policy



## 1. Our Commitment to Children

At ACPA, we are committed to creating a safe, welcoming, and supportive environment where every child feels valued, respected, and cared for.

We recognise our responsibility to provide an environment where children can participate confidently in all programs, knowing their wellbeing is always prioritised.

This policy aligns with:

- *Children and Young People (Safety) Act 2017 (SA)*
- *Child Safety (Prohibited Persons) Act 2016 (SA)*
- National Principles for Child Safe Organisations

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## 2. Scope of This Policy

This policy applies to:

- All staff (teaching and administrative)
- Contractors, guest teachers, and volunteers
- Any person engaged by or representing ACPA
- All programs, classes, rehearsals, performances, and external activities

All team members are expected to understand and uphold this policy as part of their role.

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## 3. Our Approach to Child Safety

At ACPA, child safety is embedded in how we operate day to day.

We aim to:

- Create an environment where children feel safe, supported, and heard
- Encourage respectful relationships built on clear boundaries
- Include families as active partners in their child's experience
- Provide staff with guidance, training, and support
- Continuously reflect on and improve our practices

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## 4. Staff Conduct and Professional Boundaries

Working with children carries a level of responsibility that we take seriously.

Staff are expected to:

- Communicate in a positive, respectful, and encouraging manner
- Act as role models in behaviour and professionalism
- Maintain clear and appropriate boundaries at all times
- Ensure interactions with students are visible and appropriate
- Listen and respond thoughtfully to student concerns

Staff must not:

- Engage in behaviour that may make a child feel uncomfortable or unsafe
- Use language that is demeaning, intimidating, or inappropriate

- Show favouritism or form exclusive relationships
- Provide unnecessary physical assistance
- Communicate with students via personal or private platforms

Where one-to-one interaction is required, it should occur within visible and appropriate settings.

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## **5. Recruitment, Screening and Compliance**

ACPA takes care in selecting and maintaining a safe and professional team.

This includes:

- Current Working With Children Check (WWCC) for all staff over 14 years
- Verification of WWCC through the DHS Screening Unit
- Reference and qualification checks prior to employment
- Clear position descriptions outlining child safety expectations

ACPA will act in accordance with legal requirements if any relevant concerns arise regarding a staff member.

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## **6. Training, Supervision and Support**

We support our team to feel confident and capable in maintaining a child safe environment.

Our approach includes:

- Child safety information provided during induction
  - Ongoing training in recognising and responding to concerns
  - Regular communication and reinforcement of expectations
  - Leadership support and oversight across all programs
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## **7. Supervision and Safe Environments**

ACPA maintains a structured and supervised environment at all times.

- Students are supervised throughout classes and activities
  - Teachers remain present and attentive during lessons
  - Studio environments allow for visibility where possible
  - Equipment and facilities are maintained to a high standard
  - Additional planning is undertaken for events and off-site activities
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## **8. Drop-Off and Pick-Up Procedures**

We take care to ensure all students are safely supervised during transitions.

- Students remain under the care of their teacher for the duration of their class
- At the conclusion of class, teachers oversee student collection

If a child is not collected immediately:

- The teacher will personally supervise the child to reception
- The child will wait with the ACPA admin team until collection

If a child has not been collected within 15 minutes:

- A parent or guardian will be contacted directly
- The child will remain supervised at all times

Students will only be released to a parent, guardian, or authorised person unless prior written permission has been provided.

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## 9. Identifying and Managing Risk

ACPA takes a proactive approach to identifying and reducing potential risks.

This includes consideration of:

- Physical contact and appropriate boundaries
- Supervision across all activities
- Use of digital communication and social media
- Photography and video use
- Movement between spaces and locations
- General physical environment and equipment safety

Where appropriate:

- Risk assessments are conducted for events and activities
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## 10. Raising Concerns and Reporting

We encourage a culture where concerns can be raised openly and respectfully.

Staff are expected to:

- Share concerns about a child's wellbeing or safety
- Report any behaviour that may place a child at risk
- Follow internal processes promptly

In South Australia:

- Certain staff are considered **mandated reporters** and must report concerns of harm or risk of harm to the Child Abuse Report Line (CARL)
- Any immediate risk should be directed to emergency services

All concerns are handled with care, confidentiality, and appropriate action.

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## 11. Responding to Concerns

If a concern is raised, ACPA will:

- Prioritise the immediate safety and wellbeing of the child
  - Follow appropriate reporting processes
  - Work with relevant authorities where required
  - Support the child and family through the process
  - Document and securely store all relevant information
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## 12. Communication and Feedback

We value open communication within our community.

Children and families are encouraged to:

- Share feedback or concerns
- Ask questions about their experience
- Speak with staff or management at any time

ACPA will:

- Respond in a timely and respectful manner
  - Handle concerns fairly and appropriately
  - Use feedback to improve our environment and practices
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### **13. Photography, Media and Online Safety**

- Consent is obtained for all filming and photography
  - Students are represented respectfully in all content
  - Images and videos are used for appropriate educational and promotional purposes
  - Staff do not engage with students through personal social media
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### **14. Privacy and Confidentiality**

ACPA respects the privacy of all children and families.

- Information is stored securely with restricted access
  - Sensitive information is handled with care
  - Details are only shared where appropriate or legally required
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### **15. Ongoing Review**

Child safety is an ongoing responsibility.

ACPA will:

- Regularly review this policy and associated procedures
  - Update practices where required
  - Respond to any emerging risks or concerns
  - Maintain compliance with legislative requirements
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### **16. Acknowledgement**

All staff are required to:

- Read and understand this policy
- Act in accordance with its expectations
- Contribute to a safe and positive environment for all students