

Child Safety & Wellbeing Policy

Standard 1 - Culturally Safe Environments

Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Document	Child Safety & Wellbeing Policy - Standard 1
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out our commitment to establishing and maintaining a culturally safe environment - one in which the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander children and young people are actively respected, valued and supported.

Studio V recognises that cultural safety is not simply an absence of racism. It is the active creation of an environment where Aboriginal and Torres Strait Islander children, young people and their families feel genuinely welcomed, respected, and empowered to participate fully, express their cultural identity, and have their cultural rights upheld.

This policy applies to all Studio V staff, teachers, contractors, volunteers, students and families across all Studio V environments - physical, online, and at any off-site event or venue.

2. Our Context

Studio V School of Dance acknowledges that it operates on the land of the Traditional Custodians of this Country, specifically the Wurundjeri Wor-wurrung people of the Kulin Nation. We pay our respects to their Elders past, present and emerging, who have resided in the area and have been an integral part of the region's history.

Studio V is aware that Aboriginal and Torres Strait Islander community members may be present within our student and family community, including those who may not have disclosed their cultural identity. We understand that many Aboriginal and Torres Strait Islander people do not disclose their identity in community settings due to historical and ongoing experiences of racism, discrimination, and cultural harm.

Accordingly, Studio V's approach to cultural safety is proactive and universal - we do not wait for Aboriginal and Torres Strait Islander families to identify themselves before creating and maintaining a culturally safe environment. Our responsibility to cultural safety exists regardless of whether we are aware of Aboriginal or Torres Strait Islander students in our community.

Our community is made up of diverse cultures, beliefs, abilities, bodies, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the wellbeing of an inclusive community.

3. Standard 1.1 - Supporting Cultural Expression and Rights

Our Commitment

Studio V School of Dance is committed to actively encouraging and supporting every child's ability to express their culture and enjoy their cultural rights. We recognise that for Aboriginal and Torres Strait Islander children, cultural identity is inseparable from wellbeing and safety.

What We Do

- **Acknowledgment of Country:** An Acknowledgment of Country is delivered at all Studio V events, concerts, performances, and significant gatherings. This is prepared thoughtfully and delivered with respect - not as a formality, but as a genuine recognition of the ongoing connection of Aboriginal and Torres Strait Islander peoples to Country.
- **Culturally Inclusive Programming:** Where artistically appropriate, Studio V incorporates culturally diverse music, movement, and themes into its curriculum and performance programs, including through its Fusion Syllabus. Aboriginal and Torres Strait Islander artistic traditions and cultural contributions to dance are recognised and treated with respect.
- **Welcoming Cultural Expression:** All students, including Aboriginal and Torres Strait Islander students, are encouraged and supported to express their cultural identity within the Studio V community. No student will be discouraged, marginalised, or made to feel unwelcome on the basis of their cultural identity.

- **Enrolment and Communication:** Studio V's enrolment process creates opportunities for families to voluntarily share relevant cultural information or needs. Any information shared is treated with confidentiality and used only to better support the child and family.
- **Recognition in Studio Culture:** Studio V's visible commitment to cultural safety - including this policy - is displayed and accessible to all students, families, staff and visitors, signalling that Aboriginal and Torres Strait Islander people are valued members of our community.

Evidence of Compliance - Standard 1.1

Acknowledgement of Country script maintained on file and delivered at all events

Fusion Syllabus documentation noting culturally diverse content

Child Safety & Wellbeing Policy publicly available on Studio V website

Enrolment form captures optional cultural background information

4. Standard 1.2 - Strategies to Equip Staff to Acknowledge Aboriginal Culture

Our Commitment

Studio V embeds strategies within our organisations that equip all staff, teachers, contractors and volunteers to acknowledge and appreciate the strengths of Aboriginal culture, and to understand its importance to the wellbeing and safety of Aboriginal children and young people.

Studio V acknowledges that the original submission did not sufficiently detail these strategies. This policy sets out specific, embedded measures to address this requirement.

Embedded Strategies

- **Induction Training - Cultural Safety Module (Indigenous Peoples and Cultural Awareness (Aus) from SafetyCulture):** All new staff, teachers, contractors and volunteers must complete a cultural safety induction as part of their onboarding at Studio V. This induction covers: the history and ongoing impacts of colonisation on Aboriginal and Torres Strait Islander communities; the importance of cultural safety for Aboriginal children and young people's wellbeing; the distinction between cultural awareness and cultural safety; and how cultural safety applies in a dance studio context.
- **Ausdance Vic - Child Safe Standards Online Induction:** All Studio V staff and volunteers are required to complete the Ausdance Victoria online Safe Child induction, which includes specific content on culturally safe environments in the dance industry context. Completion is recorded in the Studio V Staff Training Register.
- **Annual Cultural Safety Refresher:** Cultural safety is included as a standing agenda item at Studio V's annual policy review each year, as well as at the first full staff meeting of each year, to refresh staff knowledge and keep them abreast of any important policy/legislative changes. Staff are provided with updated resources and will have the opportunity to discuss how cultural safety principles are being applied in practice.

- **Acknowledgment of Country - Staff Preparation:** Staff responsible for delivering an Acknowledgment of Country at Studio V events are supported with a current, prepared script that has been developed respectfully, in accordance with the Banyule Statement of Commitment to Indigenous Australians. This was developed by Banyule Council in 2009, in partnership with Wurundjeri Elders and marked the start of the Council's commitment to working alongside the Traditional Custodial Owners of the land on which the Studio V community live, work, meet and play, to advance the aspirations of our local Aboriginal communities. Staff are briefed on its purpose and the importance of delivery with genuine intention.
- **Resource Access:** Studio V maintains a set of accessible cultural safety resources for staff, including guidance from the Commission for Children and Young People (CCYP), Ausdance Victoria, SafetyCulture and Reconciliation Australia. These are updated annually, and made available at induction and staff meetings throughout the year.

Evidence of Compliance - Standard 1.2

Staff Induction Checklist includes Cultural Safety Module (to be completed and signed by each staff member)

Staff Training Register records Ausdance Vic online induction completion dates

Staff meeting minutes record annual cultural safety agenda item

Acknowledgement of Country script on file

Cultural safety resource list maintained by Child Safety Officer, Vassie Catalano.

5. Standard 1.3 - Racism is Identified, Confronted and Not Tolerated

Our Commitment

Studio V has zero tolerance for racism in any form. This applies to racism directed at Aboriginal and Torres Strait Islander people specifically, as well as racism directed at any person on the basis of their cultural background, ethnicity, or national origin.

Studio V recognises that racism can be overt (such as slurs or exclusion) or subtle (such as dismissiveness, stereotyping, or cultural ignorance). Both are unacceptable, and both will be addressed with seriousness.

Specific Measures

- **Code of Conduct - Anti-Racism Provision:** The Studio V Code of Conduct (a separate policy document in this suite) explicitly prohibits racist behaviour by all staff, volunteers, students and families. This includes verbal, written, and online conduct. The Code of Conduct is signed by all staff and contractors as a condition of engagement and is acknowledged by families at enrolment.

- **Reporting Pathway - Racism Incidents:** Any person - including a child, young person, parent, carer, staff member or volunteer - who witnesses or experiences racism at Studio V is encouraged and supported to report it. Reports can be made verbally, or in writing, to the Child Safety Officer (Vassie Catalano) or any trusted staff member.
- **Response Process - Racism Incidents:** Upon receiving a report of racism, the Child Safety Officer will: (1) acknowledge the report promptly and thank the person for raising it; (2) ensure the affected child or young person is supported and safe; (3) document the incident on the Studio V Incident Report Form; (4) investigate the matter fairly and promptly; (5) apply appropriate consequences in accordance with the Studio V Code of Conduct; and (6) follow up with the affected family to confirm actions taken.
- **Consequences:** Consequences for racist behaviour are proportionate and reflect the severity and nature of the incident. They may include a formal warning, requirement to attend cultural safety education, suspension from classes or events, or in serious cases, termination of enrolment or employment. All consequences are formally documented.
- **No Retaliation:** Studio V strictly prohibits retaliation against any person who reports racism in good faith. Any retaliation will itself be treated as a serious breach of the Code of Conduct.
- **Staff Training:** Staff are trained to recognise and respond to racist behaviour as part of their induction and ongoing professional development. Training completion is recorded in the Staff Training Register.
- **Record Keeping:** All racism-related incidents are recorded on the Studio V Incident Report Form and are stored securely by the Child Safety Officer. Records are reviewed annually to identify any patterns and inform continuous improvement.

Evidence of Compliance - Standard 1.3

Studio V Code of Conduct - anti-racism provision (signed copies on file for all staff and contractors)

Completed Incident Report Forms for any racism incidents (held on file by Child Safety Officer)

Staff Induction Checklist - confirms training on recognising and responding to racist behaviour

Staff Training Register - records completion of cultural safety training

Annual review of incident records - documented in policy review minutes

6. Standard 1.4 - Active Support for Aboriginal Participation and Inclusion

Our Commitment

Studio V actively supports and facilitates the participation and inclusion of Aboriginal and Torres Strait Islander children, young people and their families. We recognise that participation and inclusion must be actively enabled - not simply permitted. Genuine inclusion requires that barriers are identified and

removed, and that Aboriginal and Torres Strait Islander families experience Studio V as a place where they are genuinely welcomed, valued and safe.

Studio V acknowledges that we do not have confirmed knowledge of Aboriginal and Torres Strait Islander students currently enrolled, while recognising that community members may not have disclosed their identity. Our commitment to active inclusion is therefore proactive and does not depend on Aboriginal and Torres Strait Islander families identifying themselves first.

Active Inclusion Strategies

- **Open and Welcoming Communication:** Studio V's communications - including enrolment materials, website content, and family correspondence - use inclusive, respectful language that signals Studio V as a welcoming place for all families. The Child Safety & Wellbeing Policy, including this Standard 1 section, is publicly available on the Studio V website.
- **Voluntary Disclosure - Supported and Confidential:** Studio V's enrolment process invited families to voluntarily share cultural background information, including Aboriginal or Torres Strait Islander identity, for the purpose of better supporting their child. This information is entirely voluntary, treated with strict confidentiality, stored securely in DanceBiz, and is used solely to support the child's participation and wellbeing.
- **Accessibility of Participation:** Studio V is committed to ensuring that cost, communication, or cultural barriers do not prevent Aboriginal or Torres Strait Islander children from participating. Where families raise accessibility concerns, Vassie Catalano as Studio Director will work with them directly to explore reasonable options.
- **Family Communication in Plain English:** All family communications are written in plain, respectful English. Where families have identified English as an additional language, Studio V will take reasonable steps to support clear communication, including offering to discuss matters verbally, or in person.
- **Feedback and Voice:** Studio V actively seeks feedback from all families - including through DanceBiz communications, direct email, and informal conversations - and is responsive to feedback regarding cultural safety or inclusion concerns. Any feedback received from Aboriginal and Torres Strait Islander families is given particular attention by the Child Safety Officer, Vassie Catalano.
- **Point of Contact:** The Child Safety Officer (Vassie Catalano) is the designated first point of contact for any Aboriginal or Torres Strait Islander family member who wishes to raise a concern, ask a question, or discuss their child's participation. Contact details are publicly listed in this policy and on the Studio V website.
- **Partnerships and Resources:** Studio V will, where relevant and appropriate, seek to connect with local Aboriginal community organisations or resources to strengthen our cultural safety approach. This may include seeking advice or guidance in the development of future policy updates, programs, or events.

Evidence of Compliance - Standard 1.4

Child Safety & Wellbeing Policy published on Studio V website (including this section)

Enrolment form - includes voluntary cultural identity field with confidentiality statement

Dancebiz records - family communication history demonstrating open and accessible engagement

Child Safety Officer contact details publicly listed on website and in policy documentation

Family feedback records - demonstrating responsiveness to community input

7. Standard 1.5 - All Policies, Procedures, Systems and Processes Together Create a Culturally Safe Environment

Our Commitment

Studio V is committed to ensuring that cultural safety is not confined to a single policy section, but is embedded across all of our policies, procedures, systems and processes. The test of Standard 1.5 is not whether cultural safety appears in a document - it is whether, taken together, everything Studio V does creates a genuinely safe and inclusive environment for Aboriginal and Torres Strait Islander children, young people and their families.

How Our Whole-of-Organisation Approach Creates Cultural Safety

- **Child Safety and Wellbeing Policy (this document):** Sets the overarching commitment to cultural safety and documents the specific strategies under Standards 1.1 to 1.4.
- **Code of Conduct:** Explicitly prohibits racism and discrimination. Applies to all staff, contractors, volunteers, students and families. Signed as a condition of engagement and/or enrolment.
- **Recruitment and Screening Policy:** All recruitment processes include consideration of candidates' commitment to cultural safety and inclusive practice. Position descriptions reference the cultural safety obligations of the role.
- **Staff Induction:** All staff complete a cultural safety module as a part of their induction, with completion recorded in the Staff Training Register.
- **Ongoing Training:** Cultural safety is a standing item in Studio V's annual staff professional development and policy review process.
- **Complaints Policy:** The Studio V Complaints and Concerns Procedure is accessible, culturally safe, and includes specific guidance on handling complaints related to racism or cultural harm.
- **Physical Environment:** Studio V's physical environment is welcoming and inclusive. Visible commitment to child safety is displayed at each studio location.
- **Online Environment:** Studio V's online communications, social media, and website reflect inclusive and culturally respectful language and imagery.
- **Enrolment Process:** Provides families the opportunity to share cultural background information voluntarily, and confirms acceptance of Studio V's commitment to cultural safety.

- **Annual Review Policy:** Cultural safety across all policies and procedures is reviewed annually by the Child Safety Officer (Vassie Catalano), with findings reported to staff. This review considers whether the overall policy environment continues to meet the needs of Aboriginal and Torres Strait Islander children, young children and families.

Continuous Improvement

Studio V acknowledges that cultural safety is a journey, not a destination. We commit to ongoing learning, listening, and improvement. Where gaps are identified - through complaints, feedback, incident review, or our annual policy review - we will take prompt and documented action to address them.

The Child Safety Officer, Vassie Catalano, is responsible for monitoring and reporting on cultural safety compliance across all Studio V policies and practices, and for bringing any identified gaps to the attention for immediate action.

Vassie Catalano can be contacted on +61 414712458, or by email at info@studiov.com.au

Evidence of Compliance - Standard 1.5

Full Child Safety & Wellbeing Policy suite - demonstrating cultural safety embedded across all standards

Code of Conduct - anti-racism and inclusion provisions (signed copies on file)

Staff Induction Checklist - cultural safety module completion recorded

Staff Training Register - ongoing training records

Annual Policy Review minutes - cultural safety agenda item documented

Complaints and Concerns Register - demonstrates culturally safe response to any cultural safety concerns raised

8. Standard 1 - Compliance Summary

The following table maps each sub-clause of Standard 1 to the specific mechanisms through which Studio V meets the requirement.

Clause	Requirement	Evidence / How We Comply
1.1	A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.	Acknowledgement of Country at all events; culturally inclusive curriculum (Fusion Syllabus); welcoming cultural expression in studio; enrolment form includes voluntary cultural information field.
1.2	Strategies are embedded to equip all members to acknowledge and appreciate the strengths of Aboriginal culture.	Cultural safety module in staff induction; Ausdance Vic online Child Safe Induction (mandatory); annual cultural safety agenda item in staff meetings; Acknowledgement of Country script; resource library maintained by CSO.
1.3	Measures are adopted to ensure racism is identified, confronted and not tolerated, with appropriate consequences.	Code of Conduct - anti-racism provision; Incident Report Form process; documented response and consequence framework; staff training on recognising and responding to racism; annual incident record review.
1.4	The organisation actively supports and facilitates participation and inclusion by Aboriginal children, young people and their families.	Proactive (not reactive) inclusion approach; enrolment form - voluntary cultural identity field; plain English communications; accessible feedback channels; CSO as named point of contact; commitment to community partnership.

<p>1.5</p>	<p>All policies, procedures, systems and processes together create a culturally safe and inclusive environment.</p>	<p>Cultural safety embedded across: Code of Conduct, Recruitment Policy, Induction, Training, Complaints Policy, Physical & Online Environments, Enrolment, and Annual Review. CSO responsible for whole-of-organisation monitoring.</p>
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9. Roles and Responsibilities

<p>Role</p>	<p>Responsibilities under Standard 1</p>
<p>Vassie Catalano Studio Director & Child Safety Officer</p>	<p>Champions cultural safety across the organisation; approves this policy; oversees annual review; responds to racism complaints; maintains cultural safety resource library; is the named point of contact for Aboriginal and Torres Strait Islander families.</p>
<p>All Staff, Teachers & Contractors</p>	<p>Complete cultural safety induction and ongoing training; model culturally safe behaviour at all times; report racism incidents promptly to the Child Safety Officer; deliver Acknowledgement of Country respectfully at events.</p>
<p>Volunteers</p>	<p>Receive a cultural safety briefing before assisting at events; model respectful and inclusive behaviour; report any concerns to the Child Safety Officer or a staff member.</p>
<p>Students & Families</p>	<p>Abide by the Studio V Code of Conduct, including anti-racism provisions; are encouraged to raise any cultural safety concerns with staff or the Child Safety Officer without fear of retaliation.</p>

10. Related Documents

- Studio V Child Safety & Wellbeing Policy - Standards 2 through 11
- Studio V Code of Conduct - Staff, Contractors & Volunteers
- Studio V Code of Conduct - Students & Families
- Studio V Staff Induction Checklist

- Studio V Staff Training Register
- Studio V Incident Report Form
- Studio V Complaints and Concerns Handling Procedure
- Victorian Child Safe Standards – Commission for Children and Young People (CCYP)
- Ausdance Victoria – Child Safe Policies in Dance (resource guide)
- SFD Dance Industry Code of Ethics 2026 – Southern Federation of Dance

11. Policy Review

This policy section will be reviewed annually, or sooner if required by changes to legislation, the Child Safe Standards, or organisational circumstances. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes of the review will be communicated to all staff.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 2 - Child Safety and Wellbeing Embedded in Leadership, Governance and Culture

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Document	Child Safety & Wellbeing Policy - Standard 2
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out how child safety and wellbeing is embedded in the organisation's leadership, governance and culture. It addresses Standard 2 of the Victorian Child Safe Standards in full, covering Studio V's public commitment to child safety, governance structures, organisational meeting framework, Code of Conduct, risk management strategies, and information sharing and record keeping obligations.

Child safety at Studio V is not a compliance exercise - it is a core organisational value, championed by the Studio Director and embedded in the way Studio V operates at every level, every term.

2. Organisational Structure

Studio V School of Dance operated as a sole trader business under Vassiliki Catalano (ABN 42 725 118 251). Vassiliki (Vassie) Catalano holds the position of Studio Director and is the designated Child Safety Officer. There is no separate board of directors. Governance of child safety is led directly by the Studio Director, with accountability across all levels of the organisation.

2.1 Staff Roles and Child Safety Responsibilities

The following table documents all current Studio V staff and contractors, their roles, and their specific child safety responsibilities.

Name	Status	Role(s)	Child Safety Responsibilities
Vassie Catalano	Staff	Studio Director, Senior Teacher, Child Safety Officer	Ultimate accountability for child safety compliance. Champions child safe culture at all levels. Approves all policies. Responds to all serious complaints and escalations. Oversees all registers, training, and annual policy review. Named public contact for all child safety matters.
Caitlin Adams	Contractor	Senior Teacher, Production & Evolve Program Coordinator, Administration; Deputy Child Safety Officer, Studio V Child Safety and Safeguarding Committee	Implements child safety policies in all teaching and coordination activities. Assists in Tuesday operations meetings. Coordinates child safety considerations for Production program and events. Directly supervises assigned assistant teachers. Reports concerns to the Child Safety Officer immediately.
Halina Craig	Contractor	Senior Teacher, VCE Dance Coordinator & Assessor	Implements child safety in all teaching and VCE assessment activities. Supports junior staff in understanding and applying child safety obligations. Reports concerns to the Child Safety Officer immediately.
Amanda Watson	Contractor	Senior Teacher	Implements child safety in all teaching activities. Supports and models child safe behaviour for junior teachers. Reports concerns to the Child Safety Officer immediately.

Amelia Tang	Contractor	Administration, Teacher; Committee Secretary, Studio V Child Safety and Safeguarding Committee	Supports child safety administration including Dancebiz record maintenance and family communications. Attends operations and administration meetings as required. Reports concerns to the Child Safety Officer immediately.
Annalise Sortino	Contractor	Administration, Teacher	Supports term-time child safety administration. Participates in Friday administration meetings with Studio Director. Maintains accurate records in Dancebiz. Reports concerns to the Child Safety Officer immediately.
Bridget Bucello	Contractor	Teacher	Implements child safety policies in all teaching activities. Directly supervises assigned assistant teachers. Reports concerns to the Child Safety Officer immediately.
Alisha Gasparini	Contractor	Teacher	Implements child safety policies in all teaching activities. Directly supervises assigned assistant teachers. Reports concerns to the Child Safety Officer immediately.
Liana Sortino	Contractor	Teacher	Implements child safety policies in all teaching activities. Directly supervises assigned assistant teachers. Reports concerns to the Child Safety Officer immediately.
Jessica Chapman	Contractor	Teacher	Implements child safety policies in all teaching activities. Reports concerns to the Child Safety Officer immediately.
Calista Prince	Contractor	Teacher	Implements child safety policies in all teaching activities. Directly supervises assigned assistant teachers. Reports concerns to the Child Safety Officer immediately.

Gemma Pearce	Contractor	Teacher	Implements child safety policies in all teaching activities. Reports concerns to the Child Safety Officer immediately.
Maya Rackley	Contractor	Junior Teacher/ Co-Teacher	Implements child safety policies in all teaching activities. Directly supervises assigned assistant teachers. Reports concerns to the Child Safety Officer immediately.
Mackenzie Borg	Contractor	Junior Teacher/ Co-Teacher	Implements child safety policies in all teaching activities under the guidance of senior staff. Reports concerns to their supervising senior teacher or directly to the Child Safety Officer.
Mackenzie Richards	Contractor	Junior Teacher/ Co-Teacher	Implements child safety policies in all teaching activities under the guidance of senior staff. Reports concerns to their supervising senior teacher or directly to the Child Safety Officer.
Sarah Smith	Contractor	Junior Teacher / Co-Teacher	Implements child safety policies in all teaching and co-teaching activities under the guidance of senior staff. Reports concerns to their supervising senior teacher or directly to the Child Safety Officer.

3. Standard 2.1 - Public Commitment to Child Safety

Our Commitment

Studio V School of Dance makes a clear, unambiguous and publicly visible commitment to child safety. This commitment is communicated consistently to all staff, families, students, and the broader community - not only in formal documentation, but in the everyday culture and conduct of the studio.

How We Make Our Commitment Public

- **Child Safety & Wellbeing Policy - Published Online:** This Child Safety & Wellbeing Policy, addressing all 11 Child Safe Standards, is published on the Studio V website and kept current

at all time. The website version is always identical to the approved version held on file. Any update is reflected on the website within 5 business days of approval.

- **Child Safety Statement of Commitment:** A standalone Child Safety Statement of Commitment is published on the Studio V website. This statement summarises Studio V's zero tolerance for child abuse and its commitment to the safety and wellbeing of every child in its care.
- **Enrolment Process:** Families are directed to the Child Safety & Wellbeing Policy as a part of the Studio V enrolment process via Dancebiz. Completion of enrolment constitutes acknowledgment that families have been informed of Studio V's child safety commitment and agree to abide by the Studio V Code of Conduct.
- **Staff Acknowledgement:** All staff and contractors are provided with a copy of this policy at induction and are required to sign an acknowledgment form confirming they have read, understood, and will comply with it. Signed forms are retained on file by the Child Safety Officer.
- **Ongoing Communication:** Studio V's child safety commitment is referenced in relevant family communication at the commencement of each year and whenever policy updates are made. The Studio V website identifies Vassie Catalano as Studio Director and Child Safety Officer, with contact details for child safety matters

4. Standard 2.2 - Child Safe Culture Championed at All Levels

Our Commitment

A child safe culture at Studio V is actively championed and modelled by everyone - from the Studio Director through to junior teachers, volunteer assistant teachers, and parent volunteers. Child safety is not a separate responsibility carried by one person; it is embedded in the way Studio V operates every day of every term.

Leadership Modelling

- **Studio Director as Champion:** Vassie Catalano, as Studio Director and Child Safety Officer, actively models child safe behaviour in all her interactions. She raises child safety as a standing agenda item at staff meetings, ensures all staff are trained and supported, responds personally to concerns, and maintains Studio V's compliance posture across all 11 standards.
- **Senior Staff Modelling:** Senior teachers - Halina Craig, Caitlin Adams, and Amanda Watson - model respectful, safe, and professional conduct in every class, rehearsal, and interaction. They actively reinforce child safe behaviours with junior teachers and assistant teachers and address and conduct concerns promptly.
- **Whole-of-Organisation Expectation** Child safety expectations are embedded in the Studio V Code of Conduct, which applies to all staff, contractors, volunteers, students and families as a condition of engagement or enrolment. These expectations are reinforced consistently and addressed whenever they are breached.
- **Student Rest and Fatigue Management - Operational Decision-Making:** Studio V considers the cancellation or rescheduling of morning class following late-finishing performance events to protect students from fatigue-related injury and vulnerability. This

practice reflects Studio V’s commitment to child safety beyond strict legal obligations, recognising that while students are not technically employed, the spirit of child wellbeing protections under Victorian law informs Studio V’s operational decisions. This decision is made by the Studio Director, communicated to families in advance via Dancebiz, and documented in the Studio V Child Safety Risk Register.

Organisational Meeting Framework and Child Safety Integration

Studio V maintains a structured and regular meeting framework across all levels of the organisation. Child safety is a standing agenda item within this framework. The following table documents each meeting type, its participants, its child safety function, and how it is recorded.

Meeting	Frequency	Participants	Child Safety Function	Record Kept
Tuesday Operations & Administration Meeting	Weekly - school terms only	Vassie Catalano, Caitlin Adams (Amelia Tang as required)	Administration, operations, event coordination and design requirements with a child safety lens. Escalation point for any child safety matters arising through administration or teaching staff during the week. Policy and compliance updates discussed as they arise.	Email summary or brief written record retained by Vassie Catalano and Caitlin Adams.
Friday Administration Meeting	Weekly - school terms only	Vassie Catalano, Annalise Sortino (Amelia Tang as required)	Administration tasks including DanceBiz record maintenance, WWCC register currency, family communications, and enrolment processing. Escalation of any child safety concerns arising	Brief written record or email summary retained by Vassie Catalano.

			through administration.	
Full Staff - Term Meeting	Once per term (minimum 4 per year). Scheduled at a time that maximises staff attendance.	All teaching staff and administration	Child safety standing agenda item at every meeting: policy updates, incident and complaint review, training requirements, supervision reminders, and any emerging risks or concerns.	Written minutes kept by a nominated minute-taker. Agenda and minutes retained on file by the Child Safety Officer.
Annual Child Safety Policy Review Meeting	Annually - Term 4 (December)	All staff (full term meeting format)	Formal review of all Studio V child safety policies and procedures. Review considers: legislative or regulatory changes; incidents and complaints from the year; staff feedback; training records; and emerging best practice. Outcomes documented and actioned.	Formal written minutes. Updated policy documents version-controlled and signed off by Studio Director. Changes communicated to all staff.
Annual Planning Meeting	Annually - prior to Term 1 commencement	Senior staff and administration (Vassie Catalano, Caitlin Adams, and others as relevant)	Studio calendar and program planning for the year, incorporating child safety considerations for events, performances, travel, and new activities. Supervision and staffing structures reviewed for the coming year.	Meeting notes or planning document retained by Studio Director.

<p>Event & Production Briefing</p>	<p>As required - prior to each performance, competition, or offsite activity</p>	<p>All staff and volunteers involved in the event</p>	<p>Venue safety briefing, supervision roster, change room protocols, emergency procedures, WWCC confirmation for all volunteers present.</p>	<p>Signed attendance record. Supervision roster retained on file by Child Safety Officer.</p>
<p>First Aid & CPR Training Sessions</p>	<p>As required - aligned with certification renewal dates</p>	<p>All relevant staff</p>	<p>Maintain currency of First Aid and CPR certifications across the staff group. Completion dates recorded in the WWCC and Qualifications Register.</p>	<p>Training certificates retained on file. WWCC and Qualifications Register updated.</p>
<p>Student Volunteer Assistant Teacher Orientation</p>	<p>At commencement of the year and as required</p>	<p>Student volunteer assistant teachers and their designated supervising teacher</p>	<p>Child safety orientation covering: role boundaries and expectations, reporting obligations, Code of Conduct, supervision arrangements, and what to do if they have a concern. Conducted by Vassie Catalano and/or a nominated senior teacher.</p>	<p>Signed Student Volunteer Orientation Acknowledgement Form retained on file by Child Safety Officer.</p>

<p>WhatsApp Group & Email Communications</p>	<p>Ongoing - ad hoc</p>	<p>All teaching staff</p>	<p>Time-sensitive operational updates, child safety reminders, and communications between scheduled meetings. Not a substitute for minuted meetings but forms part of the documented communication record.</p>	<p>Digital record maintained within the WhatsApp group and email accounts. Screenshots or exports will be retained for any child safety-related communications.</p>
<p>Production Program Annual Family Survey</p>	<p>Annual – commencement of each year</p>	<p>All families enrolled in the Production Program; coordinated by Vassie Catalano & Caitlin Adams</p>	<p>Structured family consultation that directly determines competition scheduling for each Production team. Presents all viable competition and performance dates; families indicate availability, upcoming commitments and restrictions. Ensures no student is committed to a competition schedule without family knowledge and agreement, and capacity to support safe participation. Also captures signed acknowledgement of the Production Program Code of Conduct from students or parents/guardians before participation is confirmed.</p>	<p>Survey distribution records; family availability responses on file; signed Production Code of Conduct acknowledgements digitally retained by Child Safety Officer; confirmed competition schedules for each team.</p>

Studio V Child Safety and Safeguarding Committee

From June 2026, Studio V formalises its child safety governance through the establishment of the Studio V Child Safety and Safeguarding Committee - a standing internal governance body comprising three members:

- Vassie Catalano (Chair) - Studio Director and Child Safety Officer. Holds primary legal responsibility and chairs all meetings
- Caitlin Adams (Deputy Child Safety Officer) - operational oversight, training facilitation, event risk coordination. Authorised to receive and escalate child safety concerns when the CSO is unavailable
- Amelia Tang (Committee Secretary) - minutes, document management, Dacnebiz administration, and website compliance.

The Committee meets formally at the commencement of each school term and additionally as required. Minutes are recorded by the Committee Secretary and retained by the Child Safety Officer. Findings are reported to the full staff body at term staff meetings. The full Terms of Reference are documented in a standalone governance document: Studio V Child Safety and Safeguarding Committee - Terms of Reference (Version 1.0, June 2026).

5. Standard 2.3 - Governance Arrangements Facilitate Policy Implementation

Our Commitment

Studio V's governance arrangements are designed to ensure that the Child Safety & Wellbeing Policy is actively implemented at every level of the organisation - not filed away and forgotten. Clear accountability, defined roles, documented reporting lines, and a regular review cycle ensure child safety is embedded in how Studio V operates.

Child Safety Officer - Role and Responsibilities

Vassie Catalano is formally designated as Studio V's Child Safety Officer. This designation is documented in this policy, in the standalone Child Safety Officer Role Description, on the Studio V website, and in communications to staff and families.

The Child Safety Officer is responsible for:

- Maintaining and reviewing all child safety policies, procedures and registers
- Receiving, managing, and responding to all child safety concerns, complaints and reports
- Maintaining the WWCC and Qualifications Register, Staff Training Register, and Incident and Complaint Register
- Ensuring all staff and contractors complete mandatory induction, training and acknowledgment requirements
- Overseeing the Annual Child Safety Policy Review process
- Acting as the primary liaison with regulatory bodies, including the VRQA and CCYP
- Ensuring the Child Safety & Wellbeing Policy is publicly available and current on the Studio V website at all times
- Reporting to staff and families on child safety matters, as appropriate

Reporting Lines for Child Safety Concerns

The reporting pathway for child safety concerns at Studio V is clear and accessible to all:

- **Students and families:** Report concerns to any Studio V staff member, or directly to the Child Safety Officer (Vassie Catalano). Contact details are publicly listed on the Studio V website and in this policy.
- **Staff and contractors:** Report concerns immediately to the Child Safety Officer. Where the concern involves the Studio Director, it may be reported to any senior staff member - Halina Craig, Caitlin Adams or Amanda Watson - who will escalate appropriately.
- **Student volunteer assistant teachers:** Report concerns immediately to their designated supervising teacher, who will escalate to the Child Safety Officer.
- **Parent volunteers:** Report concerns to the nearest Studio V staff member or directly to the Child Safety Officer.

Policy Governance:

- **Version Control:** All Studio V child safety policies carry a version number, effective date, and review date. Updated versions supersede all previous version. Superseded versions are retained on file.
- **Sign-Off:** All policies are approved and signed by the Studio Director before taking effect.
- **Contractor Compliance:** All teaching contractors are required to comply with Studio V's child safety policies and Code of Conduct as a condition of their engagement. This requirement is documented in the teacher contractor agreement.

6. Standard 2.4 - Code of Conduct

Our Commitment

Studio V maintains a Code of Conduct that provides clear, specific guidance for all staff, teachers, contractors, volunteers, students and families on expected standards of behaviour and responsibilities in relation to child safety and wellbeing. The Code of Conduct is a standalone document in the Studio V child safety policy suite.

What the Code of Conduct Covers

- **Professional Boundaries:** Clear expectations about appropriate physical contact, communication and relationships between staff and students - including specific guidance on what is appropriate within a dance instruction context, and what constitutes a breach.
- **Communication Standards:** Standards for all communication between staff and students or families - in person, via email, via the studio WhatsApp groups, and via social media. Prohibition on private one-on-one messaging between staff and students.
- **Anti-Discrimination and Anti-Racism:** Explicit prohibition on any form of discrimination or racism, with a clear response and consequence framework.

- **Mandatory Reporting and Reportable Conduct:** Staff obligations to report concerns, including mandatory reporting requirements under Victorian law.
- **Confidentiality:** Obligations to maintain confidentiality of student and family information.
- **Online and Social Media Conduct:** Standards for professional conduct across all digital platforms, consistently with the Studio V Online Safety and Social Media Policy.
- **Consequences for Breaches:** A clear statement that breaches are taken seriously, investigated promptly, and addressed with consequences proportionate to the severity of the breach.

Implementation

- **Staff and Contractors:** All staff and contractors sign the Code of Conduct before commencing at Studio V. Signed copies are retained on file by the Child Safety Officer.
- **Families:** A family-facing Code of Conduct is incorporated into the Studio V enrolment process via Dancebiz. Enrolment constitutes acknowledgment and agreement.
- **Student Volunteer Assistant Teachers:** Student volunteers sign a Student Volunteer Code of Conduct at the commencement of their involvement. Signed copies are retained by the Child Safety Officer.
- **Publicly Available:** The Code Conduct is written in plain English and is publicly available on the Studio V website.

Evidence of Compliance - Standards 2.3, 2.4

Studio V Code of Conduct - Staff, Contractors and Volunteers (standalone document - separate to this policy)

Signed Code of Conduct acknowledgement forms on file for all current staff and contractors

Studio V Student Volunteer Code of Conduct - signed acknowledgment forms on file

Dancebiz enrolment record - family acknowledgement of Code of Conduct at enrolment

Studio V Child Safety and Safeguarding Committee - Terms of Reference (Version 1.0, June 2026)

Committee meeting minutes (beginning Term 3, 2026)

7. Standard 2.5 - Risk Management Strategies

Our Commitment

Studio V proactively identifies, assesses, and manages risks to the safety and wellbeing of children and young people across all activities, settings, and environments. Risk management is embedded in how Studio V plans and delivers its programs - it is not a reactive process.

Risk Management Framework

- **Child Safety Risk Register:** Studio V maintains a Child Safety Risk Register that identifies key risk areas, assesses likelihood and consequence, and documents controls in place. The Risk Register is reviewed annually at the Term 4 Policy Review Meeting.
- **Physical Environment:** Studio V regularly assesses risks across all physical spaces including studios, change rooms, waiting areas, and event venues. Physical safety checks are conducted at the start of each term and documented.
- **Online Environment:** Studio V identifies and manages online risks including unauthorised staff-to-children contact, image sharing without consent, and data security. Controls are detailed in the Studio V Online Safety and Social Media Policy.
- **Events and Offsite Activities:** Prior to every performance, competition, offsite rehearsal, or travel activity, a risk assessment is conducted. A supervision roster is prepared and briefed to all staff and volunteers before the event.
- **Staff-Related Risks:** Managed through pre-employment screening, the Code of Conduct, induction, training, ongoing supervision, and the complaints and concerns procedure.
- **New Activity Assessment:** Before introducing any new class type, program, or activity, the Studio Director considers the child safety risk profile and applies appropriate controls before commencement.

Supervision Framework

Setting / Activity	Supervision Expectation
Classes - General	Qualified teacher present at all times. No student left unsupervised in studio space.
Pre-school and Junior Classes (Kinder Dance, Toddler Dance, Foundation Program)	Minimum one qualified teacher plus at least one additional supervising adult (assistant teacher or equivalent). Teacher maintains line of sight at all times.
Change Rooms	Same-gender adult supervision. No adult alone with a child at any time. Doors remain unlocked or monitored. Students not permitted to use mobile phones in change rooms.
Waiting Areas	Students are not released to waiting areas unaccompanied. Students are only released to confirmed parents, carers or guardians. If a parent is late, they communicate with the teacher where appropriate. If no communication has occurred prior to the event, parents will use the emergency parent contact number for the child as listed in Dancebiz.

Performances and Concerts	Documented supervision roster covering all backstage, change room, and audience areas. All volunteers briefed before event. No unauthorised adults in backstage or change areas at any time.
Offsite Activities and Travel	Risk assessment completed before activity. Supervision roster documented and briefed. Written parent/guardian consent obtained. Emergency contacts held by supervising staff.
Student Volunteer Assistant Teachers	Always under the direct supervision of their designated qualified teacher. Never placed in a position of sole supervision of students. Role is assisting only - not leading unsupervised classes or activities.
Online / Digital Environments	No private one-to-one online communication between staff and students. All digital contact conducted through official Studio V channels only.

8. Standard 2.6 - Understanding Obligations

Our Commitment

All Studio V staff and contractors understand their obligations in relation to information sharing and record keeping. These obligations exist to protect children, ensure accountability, and comply with Victorian law. Information about children and families is treated with the highest standards of confidentiality and care.

Legislative Obligation - What All Staff Must Know

- **Mandatory Reporting:** Under the Children, Youth and Families Act 2005 (Vic), certain workers in educational settings are mandatory reporters. Mandatory reporters must report to Child Protection if they form a reasonable belief that a child has suffered, or is likely to suffer significant harm as a result of abuse or neglect. All relevant Studio V staff understand and comply with this obligation.
- **Failure to Disclose:** Under the Crimes Act 1958 (Vic), it is a criminal offence for an adult to fail to disclose to police a reasonable belief that a sexual offence has been committed against a child under 16 by another adult. All staff are informed of this obligation at induction.
- **Failure to Protect:** Under the Crimes Act 1958 (Vic), a person in a position of authority commits an offence if they know of a substantial risk that a child in their care will become a victim of a sexual offence, and they negligently fail to reduce or remove the risk.
- **Child Information Sharing Scheme (CISS):** Victoria's Child Information Sharing Scheme permits prescribed organisations to share confidential information to promote child safety and

wellbeing. Studio V will share information in accordance with this scheme where relevant, in consultation with the Child Safety Officer.

- **Need-to-Know Principle:** Information about a child's safety, wellbeing or circumstances is shared only with those who need it to fulfil their professional obligations or protect the child. All staff are trained on this principle at induction.

Record Keeping

- **What Must Be Recorded:** All child safety-related matters must be documented, including disclosures, concerns, complaints, incidents, near-misses, reports to external authorities, and outcomes of any investigations or actions.
- **How Records Are Kept:** Child safety records are documented using the Studio V Incident Report Form and stored securely by the Child Safety Officer. Digital records, including emails and Dancebiz records, are maintained with appropriate access controls. Hard copy records are stored in a locked file.
- **Dancebiz:** Student enrolment, contact information, attendance, and family communication records are maintained in Dancebiz. Access is restricted to authorised Studio V staff only. The Child Safety Officer ensures Dancebiz records are current and securely maintained.
- **Retention:** Child safety records are retained for a minimum for 7 years, or until the child turns 25 - whichever is longer.
- **Confidentiality:** Child safety records are strictly confidential. They are not shared with staff without a need to know, or with families or third parties except as required by law or in the best interests of the child.

Evidence of Compliance - Standard 2.6

Staff Induction Checklist - information sharing and record keeping modules (signed by each staff member)

Staff Training Register - records completion dates for all mandatory training

Studio V Incident Report Form - template and completed forms on file with Child Safety Officer

Dancebiz - secure storage and access-controlled student and family records

Teacher contract agreement - confidentiality and record keeping obligations included

Staff meeting minutes - information sharing obligations on agenda

9. Student Volunteer Assistant Teacher Program

Studio V operates a Student Volunteer Assistant Teacher Program (referred to internally as the Assistant Teacher Program) as a leadership development pathway for interested students. This program is an important part of the Studio V's culture and student development offering, and requires specific child safety governance to ensure all participants are appropriately supported and supervised.

Program Structure

- **Oversight:** The Assistant Teacher Program is overseen by Vassie Catalano as Studio Director and Child Safety Officer.
- **Day-to-Day Supervision:** Each assistant teacher is allocated to a specific class and is supervised day-to-day by the designated class teacher. Assistant teachers operate under direct teacher supervision at all times and are never placed in a position of sole responsibility for a class or student.
- **Senior Assistants:** Certain assistant teachers hold a ‘Senior Assistant’ designation, reflecting their additional experience, leadership within the program, and enrollment in the third-party Southern Federation of Dance Teaching Certificate Course for 2026. Senior assistants carry no additional supervisory authority over other students - their designation relates to their own development within the program, not a change in their supervised status.

2026 Assistant Teacher Allocations

The following table documents current assistant teacher allocations, their designated supervising teacher, and the class to which they are assigned. Ages are confirmed annually and recorded to determine WWCC eligibility requirements. Surnames have been withheld from this table to protect student identity.

Assistant Teacher	Designation	Class	Day & Time	Venue	Supervising Teacher	Age / WWCC Status
Brooke S	Assistant	Kinder Dance	Sat 9.30–10.45am	SCOTS	Miss Bridget (Bucello)	Age 13 - Under 18. No WWCC required. Direct adult supervision at all times.
Natalie P	Assistant	Kinder Dance	Sat 9.30–10.45am	SCOTS	Miss Bridget (Bucello)	Age 13 - Under 18. No WWCC required. Direct adult supervision at all times.

Alegra L	Assistant	Foundation Dance Program	Sat 11.00–12.15pm	SCOTS	Miss Bridget (Bucello)	Age 15 - Under 18. No WWCC required. Direct adult supervision at all times.
		Foundation & Level 1 Production	Tues 4:15-5:45pm	ST JOHNS	Miss Caitlin (Adams)	
Maddy H	Assistant	Foundation Dance Program	Sat 11.00–12.15pm	SCOTS	Miss Bridget (Bucello)	Age 15 - Under 18. No WWCC required. Direct adult supervision at all times.
Deanna N	Senior Assistant	Foundation Dance Program	Sat 11.00–12.15pm	SCOTS	Miss Bridget (Bucello)	Age 17 - Under 18. No WWCC required. Direct adult supervision at all times.
		Level 2 Tap, Ballet & Jazz	Sat 12.30–2.45pm	EVANS HALL	Miss Jess (Chapman)	
Kara T	Assistant	Toddler Dance & Kinder Dance Program	Sat 8.45–10.30am	EVANS HALL	Miss Calista (Prince)	Age 15- Under 18. No WWCC required. Direct adult supervision at all times.
Nicolette B	Assistant	Toddler Dance & Kinder Dance Program	Sat 8.45–10.30am	EVANS HALL	Miss Calista (Prince)	Age 14 - Under 18. No WWCC required. Direct adult supervision at all times.
Zara R	Senior Assistant	Toddler Dance & Kinder Dance Program	Sat 8.45–10.30am	EVANS HALL	Miss Calista (Prince)	Age 17 - Under 18. No WWCC required. Direct adult supervision at all times.

Imogen T	Assistant	Foundation Program	Sat 11.00–12.15pm	EVANS HALL	Miss Jessica (Chapman)	Age 11 - Under 14. No WWCC required. Close direct supervision required at all times.
Scarlett C	Assistant	Foundation Program	Sat 11.00–12.15pm	EVANS HALL	Miss Jessica (Chapman)	Age 10 - Under 14. No WWCC required. Close direct supervision required at all times.
Holly S	Assistant	Foundation Program	Sat 11.00–12.15pm	EVANS HALL	Miss Jessica (Chapman)	Age 11 - Under 14. No WWCC required. Close direct supervision required at all times.
Eve B	Assistant	Level 1 Tap, Ballet & Jazz	Sat 9.00–10.30am	EVANS HALL	Miss Jess (Chapman) / Miss Maya (Rackley)	Age 11 - Under 14. No WWCC required. Close direct supervision required at all times.
Charlotte M	Assistant	Level 1 Tap, Ballet & Jazz	Sat 9.00–10.30am	EVANS HALL	Miss Jess (Chapman) / Miss Maya (Rackley)	Age 12 - Under 14. No WWCC required. Close direct supervision required at all times.

Eunice T	Senior Assistant	Level 2/3 Production	Mon 4:15- 6:00pm	NETS STUDIO 1	Miss Caitlin (Adams)	Age 17 - Under 18. No WWCC required. Direct adult supervision at all times. Note: allocation corrected from Saturday timetable.
Shanika I	Assistant	Level 2 Tap, Ballet & Jazz	Sat 12.30–2. 45pm	EVANS HALL	Miss Jess (Chapman)	Age 16 - Under 18. No WWCC required. Direct adult supervision at all times.
Isabelle M	Assistant	Level 2 Tap, Ballet & Jazz	Sat 12.30–2. 45pm	EVANS HALL	Miss Jess (Chapman)	Age 12 - Under 14. No WWCC required. Close direct supervision required at all times.
Zoe Quick	Assistant	Kinder Dance	Sat 9.30–10. 45pm	SCOTS	Miss Bridget (Bucello)	Age 13 - Under 14. No WWCC required. Close direct supervision required at all times.
Elise Paris	Assistant	Foundation & Level 1 Production	Tue 4.15–5.4 5pm	ST JOHNS	Miss Caitlin (Adams)	Age 13 - Under 14. No WWCC required. Close direct supervision required at all times.

Note: No assistant teacher is aged 18 or over - WWCC is not required for any current participant. All assistant teachers must remain under direct qualified adult supervision at all times. Eligibility for the program requires a minimum of Level 5 in the Studio V syllabus (typically age 11 or turning 11 in that calendar year). Ages and eligibility criteria are to be reviewed annually at the Term 4 Annual Policy Review Meeting. The minimum eligibility level (currently Level 5) is under review for potential increase to Level 6 from 2027.

Child Safety Requirements - Assistant Teacher Program

- **Eligibility Criteria:** To be eligible for the Assistant Teacher Program, a student must have achieved a minimum of Level 5 in the Studio V syllabus program. Students at Level 5 are typically aged 11, or turning 11 in that calendar year. Eligibility is assessed by the Studio Director. Note: Studio V is reviewing whether the minimum eligibility level should be raised to Level 6 from 2027, in response to recent syllabus changes that have resulted in younger students progressing to Level 5 earlier than in the past. This will be considered at the Term 4 2026 Annual Policy Review Meeting.
- **WWCC Requirements:** Assistant teachers aged 18 or over are required to hold a current Working With Children Check before commencing in the program. Assistant teachers under 18 are not required to hold a WWCC, but must be under direct supervision at all times. Ages and WWCC status are recorded in the Assistant Teacher Register. When aged over 18, assistant teachers will also appear on the WWCC and Qualifications Register. WWCC and Qualifications Register are reviewed annually.
- **Orientation:** All assistant teachers complete a child safety orientation at the commencement of their involvement, conducted by Vassie Catalano and/or a nominated senior teacher. The orientation covers role boundaries, reporting obligations, the Code of Conduct, and supervision arrangements in an age-appropriate manner.
- **Student Volunteer Code of Conduct:** All assistant teachers sign the Studio V Student Volunteer Code of Conduct. Signed copies are retained on file by the Child Safety Officer.
- **Signed Acknowledgment:** A signed orientation acknowledgment form is completed by each assistant teacher and retained on file.
- **Supervision:** Assistant teachers are under the direct supervision of their designated class teacher at all times. They are never left in sole charge of students, alone with a student, or asked to perform functions beyond the scope of their assistant teacher role.

10. Standard 2 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
2.1	The organisation makes a public commitment to child safety.	Policy published on website; Statement of Commitment displayed online and made available for view by hard copy at events and meetings; acknowledged at enrolment; staff sign acknowledgement at induction; consistent website version maintained and audited.
2.2	A child safe culture is championed and modelled at all levels.	Studio Director as named CSO models child safe leadership; nine-format meeting framework with child safety as standing agenda item; minutes kept; WhatsApp and email communications on record; student volunteer orientation documented; Dancebiz family communications - confirming morning class cancellations or adjustments following late-finishing performance events, with child wellbeing cited as the reason. Annual Policy Review Meeting formalised in Term 4.
2.3	Governance arrangements facilitate implementation of policy at all levels.	Named CSO with documented role and responsibilities; clear reporting lines for all staff categories; annual policy review cycle; contractor compliance clause in teacher agreement; version-controlled policy suite.

<p>2.4</p>	<p>Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards.</p>	<p>Standalone Code of Conduct covering boundaries, communication, anti-discrimination, reporting, confidentiality and online conduct; signed by all staff and contractors; family acknowledgement at enrolment; student volunteer version; published on website.</p>
<p>2.5</p>	<p>Risk management strategies focus on preventing, identifying and mitigating risks.</p>	<p>Child Safety Risk Register (in development); physical, online, event and staff-related risk controls documented; supervision framework documented by setting; new activity assessment process embedded.</p>
<p>2.6</p>	<p>Staff and volunteers understand information sharing and record keeping obligations.</p>	<p>Mandatory reporting, Failure to Disclose and Failure to Protect obligations trained and documented; Incident Report Form in use; Dancebiz records access-controlled; 7-year retention policy; Staff Training Register and Induction Checklist record training completion.</p>

11. Related Documents

- Studio V Child Safety & Wellbeing Policy - all Standards (1 -11)
- Studio V Child Safety Statement of Commitment
- Studio V Code of Conduct - Staff, Contractors & Volunteers
- Studio V Code of Conduct - Students & Families
- Studio V Student Volunteer Code of Conduct
- Studio V Assistant Teacher Program Policy
- Studio V Child Safety Officer Role Description
- Studio V Teacher Contractor Agreement
- Studio V Staff Induction Checklist

- Studio V Staff Training Register
- Studio V WWCC and Qualifications Register
- Studio V Child Safety Risk Register
- Studio V Incident Report Form
- Studio V Complaints and Concerns Handling Procedure
- Studio V Online Safety and Social Media Policy
- Studio V Staff Meeting Minutes Template
- Studio V Production Program Annual Family Survey and Code of Conduct Agreement
- Studio V Child Safety and Safeguarding Committee - Terms of Reference (Version 1.0, June 2026)
- Victorian Child Safe Standards – Commission for Children and Young People (CCYP)
- Children, Youth and Families Act 2005 (Vic)
- Crimes Act 1958 (Vic) - Failure to Disclose and Failure to Protect provisions
- Child Information Sharing Scheme (CISS) - Victoria
- SFD Dance Industry Code of Ethics 2026 – Southern Federation of Dance

12 Policy Review

This policy section is formally reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting, or sooner if required by legislative changes, a significant incident, or regulatory direction. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 3 - Empowerment of Children and Young People

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Document	Child Safety & Wellbeing Policy - Standard 3
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out how Studio V empowers children and young people in relation to their safety and wellbeing. It addresses Standard 3 of the Victorian Child Safe Standards in full, covering children’s rights, peer support and belonging, personal safety awareness, staff responsiveness, student participation, and contribution opportunities.

Studio V serves students ranging in age from 2 years old through to young adults in the VCE Dance program. This exceptionally wide age span means that our approach to empowerment must be thoughtfully calibrated to the developmental stage of each student. What empowerment looks like for a 2 year old in Toddler Dance is fundamentally different to what it looks like for a 17 year old in VCE Dance - and our policy reflects that.

At Studio V, empowerment is not delivered through isolated workshops or programs. It is woven into the culture, language, and everyday practice of the studio - built into how teachers interact with students, how the studio environment is structured, and how families are engaged as partners in their child’s safety.

2. Our Student Community

Studio V’s student community spans a wide range of ages and developmental stages. Understanding this range is essential to implementing Standard 3 appropriately. The following age bands inform our tiered approach to child empowerment across all sub-clauses of this standard.

Age Band	Approximate Age	Programs	Empowerment Approach
Early Years	Ages 2–5	Toddler Dance, Kinder Dance	Empowerment primarily delivered through families and carers. Teachers model body-safe language and practice. Parents are partners in safety conversations.
Junior	Ages 5–9	Foundation Program, Level 1–2, Production	Age-appropriate body autonomy language embedded in class culture. Teachers create environments where students feel safe to speak up. Peer connection actively supported.
Intermediate	Ages 10–13	Level 3–5, Production, Evolve Program	Personal safety concepts woven into class interactions. Students supported to understand boundaries, trusted adults, and reporting pathways. Peer relationships actively nurtured. Leadership through the Assistant Teacher Program.
Senior	Ages 14–18	Level 6+, VCE Dance, Production, Evolve Program	Direct, age-appropriate conversations about boundaries, consent, and reporting. Students treated as emerging young adults with genuine voice in studio decisions. Leadership through the Assistant Teacher Program.

3. Standard 3.1 - Children and Young People are Informed About Their Rights

Our Commitment

Studio V is committed to ensuring that all children and young people in its care understand their fundamental rights - including their right to safety, their right to be heard, and their right to participate in decisions that affect them. This understanding is communicated in age-appropriate ways to reflect the developmental stage of each student

How We Communicate Rights to Students

- **Through the Studio Environment:** The Studio V Child Safety Statement of Commitment and is accessible on the Studio V website and is distributed to families annually in our beginning of the year communications. This states to every student and family who is a part of the school that Studio V is a place where children's safety and rights are taken seriously.
- **Through Teacher Language:** All Studio V teachers are trained to use language that affirms children's rights as a part of their everyday class interactions. This includes affirming students' right to feel safe, their right to say no to physical corrections they are uncomfortable with, and their right to speak up if something feels wrong. This language is modelled consistently across all age groups, calibrated to be developmentally appropriate.
- **Through the Enrolment Process - For Families:** The Studio V Child Safety & Wellbeing Policy - including information about students' rights and how to raise concerns - is provided to families at enrolment. For the youngest students (ages 2-5), parents and carers are the primary vehicle for communicating rights-based concepts to their children, and Studio V supports families to do this.
- **Through Age-Appropriate Class Conversations:** Teachers across all year levels create regular, natural opportunities within class for students to understand their rights in a dance education context. This is not delivered as a formal lesson, but is embedded in everyday interactions - for example, explaining why Studio V has rules about physical corrections, why students can always speak to a teacher if something doesn't feel right, and why their voice matters in class.
- **Through the Complaints Process:** Students are made aware - in age-appropriate terms - that they have the right to raise concerns and that those concerns will be taken seriously. The complaints process is explained to students in a way that is accessible and non-threatening. Younger students are supported by their parents or carers to navigate this process.

Evidence of Compliance - Standard 3.1

Child Safety Statement of Commitment displayed on website and sent directly to all enrolled families

Child Safety & Wellbeing Policy provided to families at enrolment (Dancebiz)

Staff Induction Checklist - confirming training on communicating children's rights in class

Staff Training Register - records completion of child safety training including rights-based content

Staff meeting minutes - documenting discussion of rights-based language and class practice

4. Standard 3.2 - Importance of Friendships Recognised and Peer Support Encouraged

Our Commitment

Studio V recognises that peer connection and a sense of belonging are fundamental to a child's safety and wellbeing. Children who feel connected to their peers and to trusted adults are less isolated, more likely to disclose concerns, and better protected from harm. Building genuine community within the studio is therefore a child safety strategy, not just a cultural aspiration.

How Studio V Builds Peer Connection and Belonging

- **Class Group Structure:** Studio V's class programs are structured to build genuine peer relationships. Students in the same level progress together over time, developing strong and sustained connections with peers of similar age and experience. This continuity of community is deliberately maintained as part of the studio's approach to student wellbeing.
- **Production and Performance Teams:** Studio V's Production program - coordinated by Caitlin Adams - provides students with a collaborative, team-based experience that builds strong peer bonds. Working toward a shared performance goal creates a sense of belonging and mutual support that extends beyond individual classes.
- **The Evolve Program:** The Evolve Program provides students with an extra developmental pathway that deepens their connection to the Studio V community and to their peers at a critical development stage. This sense of belonging and investment in the studio community is a meaningful protective factor for older students.
- **Assistant Teacher Program:** The Assistant Teacher Program creates meaningful near-peer relationships between senior students and younger classes. Younger students benefit from seeing an older peer in a positive role model position, reducing isolation and building trust in the studio environment.
- **Teacher Attunement to Peer Dynamics:** Studio V teachers are trained to observe and be responsive to peer dynamics within their classes - identifying students who appear isolated, excluded, or who are having difficulty connecting with peers, and taking appropriate action to support inclusion.
- **Concert and Event Community:** Studio V's end-of-year concerts and other community events provide structured opportunities for the whole studio community - across all age groups

- to come together in a shared, celebratory context. These events strengthen the sense of community and belonging that underpins student safety.

- **Anti-Bullying Culture:** Studio V's Code of Conduct explicitly prohibits bullying, exclusion, and unkind behaviour. Teachers actively address any peer conflict or exclusion promptly and constructively, modelling the respectful relationships that are central to the Studio V community.

Evidence of Compliance - Standard 3.2

Production program - team allocations and participation records

Evolve Program - program documentation and enrolment records

Assistant Teacher Program - allocation register and orientation records

Concert and event programs - demonstrating whole-community participation

Code of Conduct - anti-bullying provisions

Staff training records - confirming training on peer dynamics and inclusion

5. Standard 3.3 - Access to Personal Safety Information in an Age-Appropriate Way

Our Commitment

Studio V is committed to ensuring that all students, in a manner appropriate to their age and developmental stage, have access to information and a studio environment that supports their personal safety - including safety from sexual abuse and other forms of harm.

Studio V acknowledges that, as a dance education provider, it does not have the resources or mandate to deliver structured personal safety education programs in the manner of a school. What Studio V commits to is something equally important and arguably more sustainable: embedding personal safety principles into the culture, language, and everyday practice of the studio, and ensuring that all staff are equipped to support students' personal safety through their interactions, their responsiveness, and the environment they create.

This approach is grounded in three pillars:

- **Staff as the primary vehicle:** Staff are trained in personal safety concepts and model appropriate language and boundaries in every interaction.
- **Culture as the program:** The studio environment is deliberately designed to that students of every age feel safe, respected, and empowered to speak up.
- **Families as partners:** Particularly for younger students, parents and carers are engaged as the primary vehicle for personal safety conversations, supported by Studio V's documentation and communications.

Tiered Approach to Personal Safety by Age Band

The following documents Studio V’s specific, age-appropriate approach to personal safety across each student cohort.

Age Band	Approach	How It Is Delivered	Staff Role
<p>Early Years Ages 2–5 Toddler Dance Kinder Dance</p>	<p>Body autonomy and safe/unsafe touch concepts are age-appropriate for this group but are primarily the domain of parents and carers rather than the studio.</p>	<p>Studio V communicates body autonomy principles to families through the Child Safety & Wellbeing Policy provided at enrolment. The policy makes clear that children have the right to feel safe in their bodies and that no adult should touch them in a way that makes them feel uncomfortable. Teachers do not deliver personal safety content directly to this age group - this is the role of parents and carers, supported by Studio V’s family communications.</p>	<p>Teachers model body-safe practice in every class - for example, always asking permission before physically assisting or demonstrating with a student, respecting a child’s reluctance to be touched, and using language that affirms every child’s right to feel safe. Teachers respond immediately to any disclosure or concern from a child of this age in accordance with the Studio V Complaints and Concerns Handling Procedure.</p>

<p>Junior Ages 5–9 Foundation Program Level 1–2</p>	<p>Body autonomy, the right to say no, and knowing who to tell are embedded in class culture and teacher language.</p>	<p>Teachers regularly reinforce in natural, conversational ways that students have the right to feel safe in class; that they can always speak to a teacher if something feels wrong; that their body belongs to them; and that Studio V is a place where they will always be listened to. This is not delivered as a lesson but as part of the ongoing classroom culture. Teachers are attuned to signs that a student may be experiencing difficulty and create low-barrier opportunities for students to speak to them privately.</p>	<p>Teachers use age-appropriate, positive language about body safety and rights. They never minimise a student’s concern. They model appropriate boundaries in every interaction. They are trained to recognise signs of harm and respond in accordance with Studio V’s reporting procedures.</p>
<p>Intermediate Ages 10–13 Level 3–5 Production</p>	<p>Boundaries, trusted adults, and reporting pathways are woven into class interactions and the studio culture.</p>	<p>At this age, students are developmentally ready for more direct conversations about personal boundaries, what constitutes inappropriate behaviour, and who they can talk to if they are concerned. Teachers create regular, natural opportunities within class for these concepts to surface - for example, when discussing rehearsal protocols, physical contact in choreography, or online safety. Students are made aware of how to raise a concern with a teacher or with Vassie Catalano as the Child Safety Officer.</p>	<p>Teachers are direct and confident in naming boundaries and expectations. They are trained to handle disclosures sensitively and respond without minimising or dismissing. They actively create a class culture where students feel safe to speak up, ask questions, and seek help. They are alert to signs that a student may be experiencing harm from within or outside the studio environment.</p>

<p>Senior Ages 14–18 Level 6+ VCE Dance Evolve Program</p>	<p>Consent, reporting pathways, recognising unsafe situations, and online safety are addressed directly and honestly.</p>	<p>Senior students are treated as emerging young adults and engaged in direct, age-appropriate conversations about safety, consent, and reporting. This includes: the right to refuse physical corrections or choreographic elements that make them uncomfortable; how to raise a formal concern with the Child Safety Officer; what constitutes inappropriate conduct by a teacher, peer, or other adult; online safety and appropriate digital communication; and how mandatory reporting works and why it exists. The VCE Dance program, coordinated by Halina Craig, incorporates these conversations naturally given the mature, reflective nature of the curriculum.</p>	<p>Senior teaching staff including Vassie Catalano, Halina Craig (VCE Dance), Caitlin Adams (Evolve and Production), and Amanda Watson - are equipped to have direct, honest conversations with senior students about safety and boundaries. They model professional, consent-based practice in every class interaction. They take seriously any concern raised by a senior student and respond in accordance with the Studio V reporting procedure.</p>
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Physical Contact in Dance Instruction - A Specific Personal Safety Consideration

Dance instruction involves a higher degree of physical interaction than most other educational settings. Physical corrections, demonstrations, and partnering work are a legitimate part of dance education - but they also create specific personal safety obligations that Studio V takes seriously.

- **Consent-Based Practice:** Studio V teachers are trained to always seek verbal acknowledgement before physically assisting or correcting a student. This practice is modelled consistently across all age groups. For younger students, teachers use simple, clear language ('is it okay if I help you with that?'). For older students, the practice is explained explicitly as part of a professional, consent-based approach to dance instruction.

- **Appropriate Physical Corrections:** Physical corrections are limited to what is necessary for safe technique instruction and are always delivered with the student's awareness and in view of other students or staff. No physical correction is delivered in private.
- **Student Right to Decline:** Students of all ages have the right to decline physical assistance or correction. Teachers respect this without question and find alternative ways to support the student's learning. No student is pressured or made to feel uncomfortable for exercising this right.
- **Choreography and Costuming:** Studio V's choreography and costuming decisions are made with age-appropriateness as a primary consideration. No student is required to perform choreography or wear costuming that is not age-appropriate or that makes them feel uncomfortable.
- **Staff Training:** All Studio V teaching staff are trained in consent-based physical correction practices as part of their induction. This training is reinforced at term staff meetings and is documented in the Staff Training Register.

Evidence of Compliance - Standard 3.3

Staff Induction Checklist - personal safety and consent-based practice module completed by all staff

Staff Training Register - records completion of personal safety training

Child Safety & Wellbeing Policy provided to families at enrolment - includes body autonomy principles

Staff meeting minutes - documenting discussion of personal safety approaches by age group

Code of Conduct - physical contact and consent provisions for staff

VCE Dance program documentation - demonstrating mature, reflective safety conversations with senior students

6. Standard 3.4 - Staff Attuned to Signs of Harm and Child-Friendly Ways to Express View

Our Commitment

Studio V staff are trained to be attuned to signs of harm - including harm caused by other children and young people - and to actively create child-friendly ways for students to express their views, participate in decision-making, and raise concerns. Students should never feel that raising a concern will result in negative consequences for them.

Staff Attunement to Signs of Harm:

- **Training in Indicators of Harm:** All Studio V staff and volunteers are trained to recognise indicators of child harm across four categories: physical harm, emotional or psychological harm, sexual harm, and neglect. This training is delivered as part of the Staff Induction and reinforces at term staff meetings. Completion is recorded in the Staff Training Register.
- **Harm Caused by Other Young People:** Studio V staff are specifically trained to recognise that harm to a child can be caused by another child or young person - including bullying, harassment, exclusion, and peer-on-peer sexual harm. Staff are equipped to respond to these situations appropriately and in accordance with the Studio V Complaints and Concerns Handling Procedure.
- **Regular Observation:** Teachers observe students throughout every class for signs of distress, withdrawal, changed behaviour, or to other indicators of potential harm. Where a concern is identified, the teacher takes action in accordance with the reporting procedure - not waiting for a formal disclosure.
- **Low-Barrier Check-Ins:** Teachers create low-barrier opportunities for students to speak to them privately if needed - for example, before or after class, during a warm-up, or during a break. Students know they can approach any Studio V teacher with a concern. This is explicitly explained to students in every first class of the term.

Child-Friendly Ways to Express Views and Raise Concerns

- **Open Door Policy:** Every Studio V student - regardless of age - is encouraged to approach any teacher, or Vassie Catalano, with a concern, question, or feedback. This expectation is communicated verbally by teachers and is embedded in the studio's culture.
- **Trusted Adult Approach:** Students are encouraged to identify a trusted adult at Studio V - whether that is their class teacher, a senior staff member, or the Studio Director - and to know that this person will take their concern seriously. Teachers actively position themselves as trusted adults through consistent, caring and respectful conduct.
- **Parent and Carer as advocate:** For younger students who may not have the language or confidence to raise a concern independently, Studio V encourages and supports parents and carers to act as advocates. Families are made aware of how to raise a concern on behalf of their child through the enrolment documentation and regular Studio V communications.
- **No Minimisation:** Studio V has a strict expectation that no staff member minimises, dismisses, or discourages a student from raising a concern. Any staff member who observes this behaviour in a colleague must raise it with the Child Safety Officer immediately.
- **Anonymous Concerns:** Families and students who do not feel comfortable raising a concern directly with a Studio V staff member may contact Vassie Catalano in writing via email. Anonymous concerns are acknowledged and investigated to the extent possible. Contact details are publicly listed on the Studio V website.

Evidence of Compliance - Standard 3.4

Staff Induction Checklist - indicators of harm and child-friendly communication module

Staff Training Register - records training completion including harm indicators

Staff meeting minutes - discussion of attunement, student voice, and low-barrier check-in practices

Child Safety Officer contact details publicly listed on Studio V website and in policy documentation

Complaints and Concerns Handling Procedure - accessible to families and students

7. Standard 3.5 - Strategies to Develop a Culture of Participation Responsive to Student Input

Our Commitment

Studio V is committed to building a studio culture in which student voice and participation are genuinely valued - not a compliance exercise, but as a reflection of the studio's fundamental respect for its students as people with rights, perspectives, and valuable insights.

How We Build a Participatory Culture

- **Class-Level Participation:** Teachers actively invite student input within classes - for example, asking for feedback on routines, inviting suggestions during creative activities, and giving students choices where appropriate. This models to students that their perspective matters and creates a culture of engagement and respect.
- **Production and Performance Input:** Students in the Production program - coordinated by Caitlin Adams - have meaningful input into aspects of their performance experience. This may include suggestions on musical choices, costume elements, or creative direction where age-appropriate. This participation builds ownership, engagement, and a sense of agency.
- **VCE Dance - Student-Led Reflection:** The VCE Dance program, coordinated by Halina Craig, is by its nature student-directed and reflective. VCE Dance students are engaged as active participants in their own artistic and educational development, including in assessments, choreographic work, and feedback processes.
- **Informal Feedback Channels:** Studio V welcomes informal feedback from students and families through direct conversation with teachers, the Studio Director, or via email. All feedback is received respectfully and considered as part of Studio V's continuous improvement processes.
- **Annual Policy Review - Student and Family Voice:** The Annual Child Safety Policy Review Meeting held in Term 4 includes consideration of any feedback received from students and families during the year. Where feedback has informed a policy or practice change, this is acknowledged and communicated to the studio community.
- **Responsive Actions:** Where students or families raise concerns or suggestions, Studio V commits to responding in a timely, respectful, and transparent manner. Where a suggestion or

concern leads to a change in practice, this is communicated to the person who raised it, where appropriate.

Evidence of Compliance - Standard 3.5

Production program documentation - demonstrating student participation in performance decisions

VCE Dance program documentation - student-directed reflective practice

Family and student feedback records - emails, informal feedback documented by Studio Director

Annual Policy Review minutes - student and family feedback agenda item

Senior student speakers at end-of-year concerts and community events – demonstrating a culture of participation and public student voice.

Studio V communications - demonstrating responsiveness to community input

8. Standard 3.6 - Opportunities for Participation Responsive to Student Contributions

Our Commitment

Studio V provides meaningful and diverse opportunities for students to participate in the studio community, contribute their skills and ideas, and be recognised for their efforts. These opportunities strengthen students' confidence, engagement, and sense of belonging - all of which are important protective factors for child safety.

Participation Opportunities Across the Studio

- **Performance and Concert Programs:** Studio V's end-of-year concert and regular performance program provides all students - from Toddler Dance through to VCE Dance - with the opportunity to perform and be celebrated as part of the Studio V community.
- **Examination Pathway:** Studio V offers examination pathways for students who wish to pursue formal assessment of their dance skills. Examinations provide students with a structured goal, recognised achievement, and an experience of external validation of their efforts.
- **Competition Opportunities:** Studio V supports students who wish to participate in dance competitions. Competition experiences build confidence, resilience, and a sense of achievement.
- **The Evolve Pathway:** The Evolve Program provides intermediate and senior students with an advanced development pathway that deepens their artistic, technical, and personal growth. Evolve students are engaged as developing artists with meaningful input into their own training.

- **Assistant Teacher Program - Leadership Pathway:** The Assistant Teacher Program provides students with a genuine leadership opportunity within the Studio V community. This program recognises students' development, builds their professional skills, and contributes meaningfully to the studio's programs. It is one of the most significant participation and contribution pathways available to Studio V students.
- **Recognition and Celebration:** Studio V actively recognises and celebrates student achievements - through communications to families, social media posts (with appropriate consent), certificates and acknowledgements, video presentations at our end-of-year concerts, and informal recognition within classes. Students' contributions to the studio community are valued and made visible.
- **Student Voice at Community Events - Senior Student Speakers:** Studio V actively invites and prepares a range of senior students to speak at its end-of-year concerts and other significant community events. These students are given the opportunity to share their own reflections and experiences - including their year at dance, what Studio V means to them, and the role their teachers have played in their development. This is a meaningful and visible expression of student voice at the highest-profile moments in the Studio V calendar. It signals to their entire community - students, families, teachers, and the wider audience - that the perspectives and experiences of young people are valued, taken seriously, and worth celebrating publicly. The practice builds confidence, communication and presentation skills in the students involved, and models to younger students that their voice will be valued as they grow within the studio community.
- **Mentoring Relationships:** The near-peer relationships created through the Assistant Teacher Program provide younger students with access to positive role models who are slightly ahead of them in their dance journey. These relationships model participation, contribution, and leadership as aspirational pathways available to all Studio V students.

Evidence of Compliance - Standard 3.6

Concert and performance programs - demonstrating participation across all age groups

Examination entry records - demonstrating structured achievement pathways

Competition registration records - demonstrating competition participation

Evolve Program documentation - senior student development pathway

Assistant Teacher Program allocation register - student leadership pathway

Studio V social media and communications - student recognition and celebration (with consent)

Senior student speaking opportunities at concerts and significant events – recognising student contributions publicly and building confidence and leadership.

Student achievement records and certificates

9. Standard 3 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
3.1	Children and young people are informed about their rights, including to safety, information and participation.	Child Safety Statement of Commitment displayed at studio and on website; policy provided at enrolment; teacher language and practice affirms rights in every class; age-appropriate communication across four student age bands; complaints process accessible and communicated.
3.2	The importance of friendships is recognised and support from peers is encouraged to help children feel safe and less isolated.	Group class structure builds sustained peer relationships; Production program creates team belonging; Evolve Program deepens senior community connection; Assistant Teacher Program creates near-peer relationships; anti-bullying culture embedded in Code of Conduct; staff trained to observe and respond to peer dynamics.
3.3	Where relevant, children and young people are offered access to sexual abuse prevention programs and related information in an age-appropriate way.	Tiered personal safety approach across four age bands (Early Years through Senior); staff as primary vehicle for embedding personal safety culture; consent-based physical correction practice trained and documented; families engaged as partners for younger students; personal safety embedded in staff induction and training; VCE Dance program incorporates direct safety conversations with senior students.

<p>3.4</p>	<p>Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views and raise concerns.</p>	<p>Staff trained in indicators of harm including peer-on-peer harm; regular observation in class; low-barrier check-in opportunities; open door policy; trusted adult approach; parent/carer as advocate for younger students; no minimisation expectation; anonymous concern pathway via email to CSO.</p>
<p>3.5</p>	<p>Strategies are in place to develop a culture that facilitates participation and is responsive to the input of children and young people.</p>	<p>Class-level participation embedded in teaching practice; Production program student input; VCE Dance student-directed reflection; informal feedback channels; Annual Policy Review includes student and family feedback; documented responsiveness to community input.</p>
<p>3.6</p>	<p>Opportunities are provided for children and young people to participate and are responsive to their contributions.</p>	<p>Performance and concert programs (all ages); examination pathways; competition opportunities; Evolve Program; Assistant Teacher Program leadership pathway; student recognition and celebration practices; near-peer mentoring through Assistant Teacher Program.</p>

10. Related Documents

- Studio V Child Safety & Wellbeing Policy - All Standards (1 -11)
- Studio V Child Safety Statement of Commitment
- Studio V Code of Conduct - Staff, Contractors & Volunteers
- Studio V Code of Conduct - Students & Families
- Studio V Student Volunteer Code of Conduct
- Studio V Assistant Teacher Program Policy

- Studio V Staff Induction Checklist
- Studio V Staff Training Register
- Studio V Incident Report Form
- Studio V Complaints and Concerns Handling Procedure
- Victorian Child Safe Standards – Commission for Children and Young People (CCYP)
- Ausdance Victoria - Child Safe Policies in Dance
- SFD Dance Industry Code of Ethics 2026 – Southern Federation of Dance

11. Policy Review

This policy section is formally reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting, or sooner if required by legislative changes, a significant incident, or regulatory direction. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassiliki Catalano	Initial policy - prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 4 - Family and Community Engagement

Families and communities are informed and involved in promoting child safety and wellbeing.

Document	Child Safety & Wellbeing Policy - Standard 4
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out how Studio V engages with families and the community as active, informed partners in promoting the safety and wellbeing of all children and young people in its care.

Studio V recognises that families are the most important people in a child's life and that their involvement, trust, and partnership are essential to a genuinely child safe organisation. This is not simply a compliance requirement - it reflects Studio V's fundamental belief that child safety is a shared responsibility between the studio and the families it serves.

Standard 4 addresses four specific requirements: family participation in decisions affecting their child; open communication about child safety; family and community input into policies and practices; and transparency about Studio V's operations and governance.

2. Standard 4.1 - Families Participate in Decisions Affecting Their Child

Our Commitment

Studio V is committed to ensuring that families are genuinely involved in decisions that affect their child's participation, wellbeing, and safety at the studio. This involvement goes beyond receiving information - it means families have real opportunities to contribute to decisions and that their input is taken seriously.

How Families Participate in Decisions

- **Production Program Annual Family Survey:** At the commencement of each year, all families with children enrolled in the Studio V Production Program receive a structured annual survey. The survey presents all viable competition dates for each production team, alongside mid-year performance dates. Families are invited to indicate their upcoming holiday dates and their individual availability for each competition schedule for each team - ensuring scheduling decisions reflect the real circumstances and commitments of participating families. The survey also sets out the Production Program expectations and Code of Conduct, which must be sighted and signed by the student, or by a parent or guardian for students under 18, before participation is confirmed. This is one of Studio V's most structured and documented examples of family participation directly shaping a decision with child safety implications.
- **Annual Timetable Consultation:** Each year, Studio V releases a preliminary draft timetable to all families before it is finalised. Families are given a defined period to review the draft and provide specific feedback - including concerns about class times, clashes, or any other matters affecting their child's participation. All feedback is considered by Vassie Catalano before the timetable is confirmed. This is a structured, documented consultation process that directly involves families in a significant operational decision.
- **Concert Running Order Safety Review:** Before each concert or major performance is finalised, the running order is shared with teachers and families for review. Families and teachers are specifically invited to flag any instance where a child's costume change time between routines may be unreasonably tight or unsafe. This feedback is acted upon before the running order is confirmed, directly connecting family input to child safety outcomes.
- **Class Placement and Progressions:** Studio V maintains open communication with families regarding their child's class placement, level progression, and program involvement. Families' knowledge of their child - including any learning needs, health considerations, or personal circumstances - is actively sought & factored into decisions.
- **Performance and Examination Participation:** Decisions about a child's participation in performances, examinations, or competitions are made in partnership with families. No student is entered into an examination or registered for a competition without family awareness and agreement.
- **Enrolment and Program Decisions:** At enrolment and throughout a student's time at Studio V, families are encouraged to share relevant information about their child including medical conditions, additional needs, or personal circumstances. This information is treated with strict confidentiality and used only to better support the child.

- **Open Door Policy:** Vassie Catalano maintains a genuine open-door policy for all Studio V families. The Studio Director's email address is included in all Studio V family communications, keeping it front of mind and reducing barriers to contact.

Evidence of Compliance - Standard 4.1

Production Program annual family survey - availability survey, signed Production Code of Conduct acknowledgements, and confirmed competition schedules for each team

Preliminary timetable distribution and consultation records - family feedback emails and finalised timetable

Concert running order review process - distribution records and any feedback received and acted upon

Dancebiz - family communication records including class placement and progression discussions

Examination and competition entry records - demonstrating family awareness and agreement

Enrolment form - captures relevant student information provided by families

Studio Director email communications - demonstrating open door accessibility

3. Standard 4.2 - Open Communication with Families About Studio V's Child Safe Approach

Our Commitment

Studio V engages openly and proactively with families about its child safe approach. Studio V's commitment to child safety is a visible, communicated, and embedded part of how the studio presents itself to its community.

How We Communicate Our Child Safe Approach

- **Child Safety & Wellbeing Policy - Accessible at Enrolment:** The Studio V Child Safety & Wellbeing Policy is provided to all families at enrolment via Dancebiz and is published on the Studio V website. Families acknowledge having received and understood Studio V's child safety approach as a condition of enrolment.
- **Child Safety Statement of Commitment - Displayed on website and provided directly to families:** Studio V's standalone Child Safety Statement of Commitment is displayed on the Studio V website. Every family who enrolls at the studio is provided directly with a copy so they are immediately aware that Studio V takes child safety seriously.
- **Named Child Safety Officer - Publicly Listed:** Vassie Catalano is named as Studio V's Child Safety Officer on the website and in this policy. Her contact details are publicly accessible and her role is communicated to families at enrolment.

- **Email Communications - Consistent Contact Details:** All Studio V family email communications include Vassie Catalano’s email address as the point of contact. This ensures families always know how to reach the Studio Director and Child Safety Officer directly.
- **Social Media and Photography/Video Consent - Communicated at Enrolment:** Studio V’s approach to social media, photography, and marketing use of student images is communicated to families at enrolment. Families understand what their consent covers and how they can withdraw consent. Detailed provisions are set out in the Studio V Online Safety and Social Media Policy.
- **Fee Communication - Advance Notice:** Any changes to Studio V’s fee structure are communicated to families in advance of implementation.
- **Annual Communication at Year Commencement:** At the commencement of each year, Studio V communicates with families about relevant child safety information including any policy updates, key contacts, and how to raise a concern.

Evidence of Compliance - Standard 4.2

- Dancebiz enrolment - policy acknowledgement and consent records
- Child Safety Statement of Commitment - displayed on website and distributed to families
- Studio V website - Child Safety Officer named with contact details
- Family email communications - Studio Director email address included consistently
- Social media and marketing consent - captured at enrolment in Dancebiz
- Fee change communications - advance notice emails on file
- Annual year commencement communication - includes child safety information

4. Standard 4.3 - Families & Communities Have a Say in Policies and Practices

Our Commitment

Studio V is committed to ensuring that families and the broader studio community have genuine opportunities to contribute to the development and review of Studio V’s policies and practices.

How Families and the Community Contribute to Policies and Practices

- **Production Program Annual Family Survey:** As documented under Standard 4.1, the Production Program annual family survey is a structured consultation mechanism through which the availability and circumstances of every Production family directly determines the competition schedule for each team. The signed Production Code of Conduct acknowledgment ensures all families are informed of and have agreed to program expectations before their child’s participation is confirmed. This is one of Studio V’s most comprehensive examples of family input directly shaping studio practice.

- **Parents Committee:** Studio V operates a voluntary Parents Committee involved in the planning and execution of major studio events and projects. The committee has a core of experienced long-standing Studio V families, and is refreshed with new family involvement for each major event or project. For example, new families were specifically encouraged and actively involved in planning and executing the 2024 USA Dance Tour. The committee is always event-specific and voluntary, ensuring participation is meaningful. It provides Studio V leadership with community perspectives on major decisions and is a genuine channel for family input.
- **Annual Timetable Consultation:** The annual timetable consultation process provides all families with a structured opportunity to provide input before a significant operational decision is finalised, incorporating community feedback on any aspect of Studio V's operations and policies.
- **Annual Policy Review - Community Voice:** The Annual Child Safety Policy Review Meeting held in Term 4 formally considers feedback received from families and the community during the year. Where family feedback has informed a change in policy or practice, this is acknowledged in the review minutes.
- **End-of-Year Feedback:** Studio V encourages and welcomes informal feedback from families at the conclusion of each year about programs, events, and the overall studio experience.
- **New Program Development:** Where Studio V is considering introducing a new class type, program, or initiative, the perspectives of the existing studio community are considered as part of the development process.

Evidence of Compliance - Standard 4.3

Production Program annual family survey - availability responses and signed Production Code of Conduct acknowledgements on file

Parents Committee - involvement records for major events including 2024 USA Dance Tour

Timetable consultation - preliminary timetable distribution records and family feedback emails

Concert running order review - distribution records and feedback received

Family email feedback - records of feedback received and responses/actions taken

Annual Policy Review minutes - community feedback agenda item

End-of-year family communications - inviting feedback on the year

5. Standard 4.4 - Families Informed About Studio V's Operations and Governance

Our Commitment

Studio V is committed to transparency in its operations and governance. Families trust Studio V with the care and development of their children - and that trust is built and maintained through clear, consistent, and honest communication.

How We Keep Families Informed:

- **Child Safety Governance - Named and Publicly Accessible:** The Studio V governance structure for child safety is documented in this policy and publicly accessible on the Studio V website. Vassie Catalano is named as Studio Director and Child Safety Officer with contact details.
- **Policies and Procedures - Available at Enrolment and Online:** Studio V's Policies, Procedures and Code of Practice is provided to families at enrolment and maintained on the Studio V website. Families have access to the full suite of Studio V policies at any time.
- **Fee Structures and Term Conditions - Communicated in Advance:** Studio V communicates fee structures, term conditions, and any changes clearly and in advance of implementation.
- **Event and Concert Information Packs:** Prior to major events, performances, and competitions, Studio V provides families with comprehensive information about requirements, supervision arrangements, and relevant safety information.
- **Offsite and Travel Activity Communication:** For offsite activities and travel - such as the 2024 USA Dance Tour - Studio V provides families with detailed information about itineraries, supervision arrangements, safety protocols, and emergency contacts. No student participation in an offsite or travel activity occurs without full family awareness and written consent.
- **Staff and Contractor Transparency:** Families are aware that Studio V teachers operate as contractors. Studio V ensures that regardless of contractual status, all teaching staff are appropriately screened, trained, and compliant with child safety policies.
- **Policy Updates Communicated to Families:** When Studio V's child safety policies are updated following the Annual Policy Review, families are informed of changes and updated policies are reflected on the Studio V website.
- **Dancebiz as the Central Communication Platform:** Studio V uses Dancebiz as its primary platform for family communication, enrolment records, and operational information, supporting transparency and consistency in family communication.

Evidence of Compliance - Standard 4.4

Studio V website - Child Safety & Wellbeing Policy, Statement of Commitment, and Child Safety Officer contact details publicly accessible

Studio V Policies, Procedures and Code of Practice - provided at enrolment and on website

Fee communication records - advance notice of fee changes provided to families

Event information packs - concert, competition, and tour information provided to families

Offsite and travel consent records - family consent obtained for all offsite activities

Dancebiz - central communication and records platform

Policy update communications - families notified of policy changes following Annual Review

6. Studio V Family Engagement Framework - Summary

The following table summarises Studio V’s family engagement mechanisms, the Standard 4 clause each addressed, and the evidence available.

Engagement Mechanism	Frequency	Standard 4 Clause(s)	Evidence
Production Program annual family survey	Annual - start of year	4.1, 4.2, 4.3, 4.4	Survey distribution records; family availability responses; signed Production Code of Conduct acknowledgements; confirmed competition schedules for each team
Preliminary timetable consultation	Annual	4.1, 4.3	Timetable distribution emails; family feedback emails; finalised timetable
Concert running order safety review	Per concert	4.1, 4.3	Running order distribution records; feedback received and actions taken
Parents Committee	Major events and projects (voluntary)	4.3, 4.4	Committee involvement records; event documentation (e.g. 2024 USA Dance Tour)

Open door policy - Studio Director email in all communications	Ongoing	4.1, 4.2, 4.4	Email communication records demonstrating consistent inclusion of contact details
Child Safety & Wellbeing Policy - provided at enrolment	At enrolment	4.2, 4.4	Dancebiz enrolment acknowledgement records
Child Safety Statement of Commitment - studio display and website	Permanent	4.2, 4.4	Physical display at studio; published on website
Social media and photography consent	At enrolment	4.2	Dancebiz consent records
Fee change advance communication	As required	4.4	Fee communication emails
Event and concert information packs	Per event	4.4	Information pack distribution records
Offsite and travel consent	Per activity	4.1, 4.4	Signed consent records
Annual policy review - community feedback	Annual - Term 4	4.3, 4.4	Policy review meeting minutes; family feedback records
End-of-year feedback invitation	Annual	4.3	End-of-year family communications
Class placement and progression communication	As required	4.1	Dancebiz and email communication records

7. Standard 4 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
4.1	Families participate in decisions affecting their child.	Production Program annual family survey (availability determines competition schedule; signed Code of Conduct required); annual timetable consultation (structured feedback period); concert running order safety review; open door policy; class placement and progression communicated with families; examination and competition participation by family agreement.
4.2	The organisation engages and openly communicates with families about its child safe approach.	Child Safety & Wellbeing Policy provided at enrolment and on website; Child Safety Statement of Commitment at studio and on website; Child Safety Officer named publicly; Studio Director email in all family communications; social media consent at enrolment; fee changes communicated in advance; annual year commencement communication.
4.3	Families and communities have a say in the development and review of policies and practices.	Production Program annual family survey; Parents Committee for major events (voluntary, event-specific, long-standing and new families - e.g. 2024 USA Dance Tour); timetable consultation; running order review; open email feedback channel; Annual Policy Review community feedback

		agenda item; end-of-year feedback invitation.
4.4	Families, carers and the community are informed about the organisation’s operations and governance.	Child safety governance named and publicly accessible; Policies, Procedures and Code of Practice at enrolment and on website; fee structures communicated in advance; event information packs; detailed communication and consent for offsite and travel activities; Dancebiz as central communication platform; policy updates communicated after Annual Review.

8. Related Documents

- Studio V Child Safety & Wellbeing Policy - All Standards (1 -11)
- Studio V Child Safety Statement of Commitment
- Studio V Code of Conduct - Students & Families
- Studio V Code of Conduct - Staff, Contractors and Volunteers
- Studio V Policies, Procedures and Code of Practice
- Studio V Online Safety and Social Media Policy
- Studio V Complaints and Concerns Handling Procedure
- Studio V Production Program Annual Family Survey and Code of Conduct Acknowledgement
- Studio V Assistant Teacher Program Policy
- Studio V WWCC and Qualifications Register
- Studio V Staff Training Register
- Studio V Incident Report Form
- Victorian Child Safe Standards – Commission for Children and Young People (CCYP)
- SFD Dance Industry Code of Ethics 2026 – Southern Federation of Dance
- Child Wellbeing and Safety Act 2005 (Vic)

9. Policy Review

This policy section is formally reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting, or sooner if required by legislative changes, a significant incident, or organisational circumstances. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 5 - Diversity and Equity

Equity is upheld and diverse needs respected in policy and practice.

Document	Child Safety & Wellbeing Policy - Standard 5
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out how Studio V upholds equity and respects the diverse needs of all children and young people in its care. It addresses Standard 5 of the Victorian Child Safe Standards in full, covering Studio V's approach to vulnerability, accessible information and support, and the specific needs of children with disability, children from culturally and linguistically diverse backgrounds, children who identify as LGBTIQ+, and Aboriginal and Torres Strait Islander children.

Studio V serves a genuinely diverse community. This is not an aspiration - it is the reality of the studio's current enrolment, and it shapes how Studio V teaches, communicates, and cares for its students every day. This policy documents the specific practices that Studio V has in place to ensure that diversity is not merely tolerated by actively embraced, and that every child who walks through Studio V's doors feel safe, respected, and fully supported to participate.

2. Standard 5.1 - Understanding Diverse Circumstances and Supporting Vulnerable Children

Our Commitment

Studio V recognises and respects that children and young people come to the studio with a wide range of backgrounds, circumstances, and needs. Some children are more vulnerable than others - whether due to disability, family circumstances, cultural background, mental health, or other factors - and Studio V is committed to identifying and supporting those children with particular care.

Understanding Diverse Circumstances

- **Enrolment Information:** Studio V's enrolment process through Dancebiz captures relevant medical conditions, additional needs, and other information provided by families about their child. This information is the foundation of Studio V's ability to understand and respond to each student's individual circumstances.
- **Teacher Briefing Process:** Where a student has a known medical condition, disability, or additional need, Vassie Catalano personally briefs the relevant supervising teacher or teachers before the student commences or as soon as information becomes available. This ensures the teacher is equipped to support the student appropriately from day one.
- **Event Briefing for Whole-School Activities:** At events where the full student cohort is present - such as concerts, performances, and competitions - all relevant supervisors are alerted to the needs of students with medical conditions or additional needs. This ensures continuity of support across all Studio V environments, not just within regular class settings.
- **Staff Training in Diverse Needs:** All Studio V staff are trained to be attentive to the individual physical, emotional, and psychological needs of their students. Teachers adapt their teaching approach to accommodate diverse needs as they arise - including modifying exercises, adjusting expectations, or seeking guidance from the Studio Director where needed.
- **Recognising Vulnerability:** Studio V staff are trained to recognise indicators that a child may be experiencing vulnerability or harm - including changes in behaviour, withdrawal, distress, or disclosures. Where a concern arises, it is escalated to the Child Safety Officer in accordance with the Studio V Complaints and Concerns Handling Procedure.
- **Confidentiality of Student Information:** Information about a student's medical conditions, disability, or personal circumstances is treated as strictly confidential. It is shared only with those staff members who need it to support the student safely, and is stored securely in Dancebiz with restricted access.

Currently Enrolled Students with Additional Needs

Studio V currently has enrolled students with a range of conditions including, but not limited to, the following. This list is illustrative of Studio V's genuine and active experience in supporting students with diverse needs:

Condition	Specific Considerations for Studio V	Management Approach
ADHD (Attention Deficit Hyperactivity Disorder)	Students with ADHD may experience difficulty with sustained attention, impulse control, and following complex instructions. Dance classes can be highly beneficial for students with ADHD, but require sensitive and adaptive teaching.	Teachers use clear, concise instructions; provide structure and routine; offer regular positive reinforcement; allow movement breaks where appropriate. Identified at enrolment and communicated to the supervising teacher by the Studio Director.
Autism Spectrum Disorder	Students on the autism spectrum may have sensory sensitivities, communication differences, and a need for predictability and routine. Sudden changes, loud environments, or physical contact may be distressing.	Teachers are briefed on individual student needs; sensory considerations are factored into class delivery; physical corrections are approached with particular care and explicit consent. Families are the primary source of guidance on their child’s specific needs.
Ehlers Danlos Syndrome (EDS)	EDS is a connective tissue disorder affecting joint hypermobility and stability. In a dance context, EDS creates specific risks around injury from overstretching, deep joint corrections, and high-impact movement. Students with EDS may have a naturally wide range of motion that does not reflect safe technique.	Teachers are specifically briefed by the Studio Director. Physical corrections are adapted to avoid exacerbating hypermobility. Teachers do not push or extend a student’s range of motion beyond what is safe for that individual. Medical guidance from the student’s treating practitioners is sought where available and appropriate.
Asthma	Asthma is a respiratory condition that can be triggered by physical exertion, environmental factors, or stress. A severe asthma attack requires immediate medical response.	Students with asthma are identified at enrolment. Supervising teachers are briefed. Relevant supervisors at events are alerted. Students are encouraged to have their reliever medication accessible during class and events. Teachers know the location of first aid resources

		and the procedure for responding to a respiratory emergency.
Anaphylaxis	Anaphylaxis is a life-threatening allergic reaction requiring immediate administration of adrenaline (EpiPen) and emergency medical services. It is one of the most critical medical conditions to manage in a group setting.	Students with anaphylaxis bring their EpiPen and medical response information (ASCIA Action Plan) to all Studio V classes and events. This documentation is held by the supervising teacher during class and by designated supervisors at events. A dedicated First Aid Officer is present at all Studio V events. All Studio V teachers hold current First Aid certification which includes anaphylaxis response training. Relevant supervisors at all events are specifically briefed on which students have anaphylaxis and the location of their EpiPen.

Note: This table documents the categories of conditions currently present in the Studio V student community. Individual student details are held confidentially in Dancebiz and in teacher briefing records. This table is reviewed and updated annually as part of the Term 4 Policy Review.

Evidence of Compliance - Standard 5.1

- Dancebiz enrolment records - medical conditions and additional needs captured at enrolment
- Teacher briefing records - documentation of Studio Director briefings to supervising teachers
- Event briefing records - supervisor alerts for students with medical conditions at events
- First Aid certification records - all teaching staff hold current First Aid and CPR certification including anaphylaxis response
- ASCIA Action Plans - held by supervising teachers for students with anaphylaxis
- Staff Training Register - records training completion including diverse needs awareness
- Incident Report Forms - any incidents involving students with additional needs documented

3. Standard 5.2 - Accessible Information, Support and Complaints Processes

Our Commitment

Studio V ensures that all children and young people - regardless of their background, ability, or circumstances - have access to information, support, and the Studio V complaints process in ways that are accessible, culturally safe, and easy to understand.

Accessibility of Information

- **Plain English Communication:** All Studio V communications to families - including policy documents, enrolment information, event packs, and general correspondence - are written in plain, clear English. Studio V deliberately avoids jargon, complex language, or unnecessarily formal phrasing that could create barriers for families for diverse linguistic backgrounds or for families with lower literacy rates.
- **Direct Communication Encouraged:** Families are consistently encouraged to contact Vassie Catalano directly - by email (info@studiov.com.au) or in person - if they have any questions, concerns, or need for further clarification on any matter. The Studio Director's contact details are included in all Studio V communications. This open access is particularly important for families from culturally and linguistically diverse backgrounds who may prefer to discuss matters verbally rather than in writing.
- **Students from CALD Backgrounds:** Studio V has enrolled students from families where a language other than English is spoken at home. Studio V ensures these families are not disadvantaged in accessing information or support by: using plain, uncomplicated English in all communications; offering to discuss any matter verbally or in person if written communication presents a barrier; and ensuring the Studio Director is accessible and responsive to any query, however simple.
- **Accessibility of the Complaints Process:** The Studio V Complaints and Concerns Handling Procedure is written in plain English and is accessible on the Studio V website and through the enrolment documentation. Families and students who wish to raise a concern can do so verbally, in writing, in person, or via email. No family is required to navigate complex or formal processes to raise a concern - the Studio Director is accessible and responsive to any query, however simple.
- **Age-Appropriate Communication with Students:** Information and support is communicated to students in language that is appropriate to their age and developmental stage. For younger students, parents and carers are the primary communication channel. For older students, information is provided directly in clear, respectful, and age-appropriate terms. See Standard 3 for the full student empowerment and communication framework.
- **Students with Communication Needs:** Where a student has a communication difference or additional need that affects how they access information or express concerns - for example, a student on the autism spectrum - Studio V works with the student's family to understand the best way to communicate with and support that student. Parents and carers are the primary guide in these situations, and their knowledge of their child's communication needs is actively sought and respected.

Evidence of Compliance - Standard 5.2

Studio V family communications - plain English standard maintained across all correspondence

Studio V website - policy documents in accessible language, publicly available

Studio Director contact details - included in all family communications and on website

Complaints and Concerns Handling Procedure - accessible, plain English document available to all families

Dancebiz enrolment - records of communication preferences and additional needs

Family communication records - demonstrating responsive and accessible engagement with all families

4. Standard 5.3 - Particulars Attention to Children with Disability, CALD Backgrounds, LGBTQ+ Identity, and Those Unable to Live at Home

Our Commitment

Standard 5.3 requires Studio V to give particular attention to the needs of four specific groups of children and young people who may face additional vulnerability or barriers to safety: children with disability; children from culturally and linguistically diverse backgrounds; children who identify as LGBTQ+; and children who are unable to live at home. Studio V's approach to each group is documented below.

Children and Young People with Disability

As documented under Standard 5.1, Studio V has direct and active experience supporting students with a range of disabilities and additional needs including ADHD, Autism Spectrum Disorder, Ehlers Danlos Syndrome, and others. Studio V's approach is grounded in genuine practice rather than policy aspiration.

- **Individualised Support:** Every student with a disability or additional need is supported on the basis of their individual circumstances, as communicated by their family and as observed by their teacher. Studio V does not apply a one-size-fits-all approach to disability support.
- **Teacher Adaptation:** Teachers are expected and supported to adapt their teaching practice to accommodate students with disability - including modifying exercises, adjusting the pace and complexity of instruction, and applying consent-based physical correction practices with particular care.
- **Medical Condition Management:** Students with medical conditions that require emergency response - including anaphylaxis and severe asthma - are managed through a specific, documented protocol as detailed under Standard 5.1. Their safety at all Studio V activities is actively planned for, not left to chance.
- **No Exclusion on the Basis of Disability:** Studio V does not exclude students from participation in classes, performances, or other activities on the basis of disability, except

where participation would pose a genuine and documented safety risk that cannot be mitigated. Any such decision is made by the Studio Director in consultation with the student's family and, where relevant, their treating health practitioners.

- **Reasonable Adjustments:** Studio V makes reasonable adjustments to support students with disability to participate fully in studio life. This may include: modifying choreographic elements; adjusting uniform or costume requirements; adapting class structure; or providing additional support from a teacher or assistant teacher. Reasonable adjustments are determined in consultation with the student's family.

Children and Young People from Culturally and Linguistically Diverse (CALD) Backgrounds

Studio V has students from families where a language other than English is spoken at home. Studio V's approach to supporting these students and their families is grounded in genuine practice.

- **Plain English as Standard:** Studio V's default communication style - plain, clear, and jargon-free English - is its primary accessibility measure for CALD families. This is not a special accommodation, but a consistent standard applied across all communications.
- **Direct Access to Studio Director:** Families from CALD backgrounds are specifically encouraged to contact Vassie Catalano directly with any questions or concerns. The Studio Director's email address is included in all communications, and families are warmly invited to reach out regardless of the simplicity or complexity of their questions.
- **Culturally Inclusive Environment:** Studio V's culture of respect, inclusion, and zero tolerance for racism (documented in Standard 1) creates the foundation for CALD students and families to feel safe and welcomed. Culturally diverse music, themes, and movement styles are incorporated into Studio V's curriculum through the Fusion Syllabus.
- **No Disadvantage in Safety Information:** Studio V ensures that no student from a CALD background is disadvantaged in their access to child safety information, support, or the complaints process. The plain English standard, open door policy, and accessible complaints process apply equally to all families.

Children and Young People Who Identify as LGBTIQ+

Studio V is committed to being a genuinely inclusive and affirming environment for students who identify as lesbian, gay, bisexual, transgender, intersex, queer, or questioning. Studio V recognises that LGBTIQ+ young people may face additional vulnerability in some community settings, and is committed to ensuring Studio V is not one of those settings.

- **Inclusive Language in Class:** Studio V teachers use inclusive, gender-neutral language in all class settings. Students are not gendered in ways that may be exclusionary or distressing. This applies across all age groups and class types.
- **SFD Syllabus - Gender-Neutral Choreographic Options:** Studio V is a member of the Southern Federation of Dance, whose syllabus advocates for and prescribes inclusive and

gender-neutral choreographic options. This means that the curriculum itself - not just the delivery - reflects an inclusive approach to gender identity and expression in dance.

- **Zero Tolerance for Discrimination:** Studio V's Code of Conduct explicitly prohibits discrimination on the basis of sexual orientation, gender identity, or any other personal characteristics. Any incident of discrimination or harassment directed at an LGBTIQ+ student is treated as a serious breach of the Code of Conduct and responded to in accordance with Studio V's complaints and concerns process.
- **Safe To Be Themselves:** Studio V is a place where all students - including LGBTIQ+ students - are safe to be themselves. Teachers model respectful, affirming conduct and address any exclusionary behaviour promptly and directly.
- **Confidentiality:** Information about a student's sexual orientation or gender identity is treated with the utmost confidentiality. This information is never disclosed to other students, families, or staff without the student's express consent.

Children and Young People Unable to Live at Home

Children who are unable to live at home - including those in out-of-home care, foster care, or other alternative care arrangements - may be among the most vulnerable children in any community setting. Studio V recognises this and is committed to ensuring these students receive the same level of care, respect, and support as all other students.

- **No Assumption About Family Structure:** Studio V does not assume that all students live with their biological parents or in a traditional family structure. Communications, enrolment, processes, and interactions with families are designed to be respectful and inclusive of diverse family arrangements.
- **Authorised Contacts and Emergency Information:** The Dancebiz enrolment process captures emergency contact details and authorised collection information for each student. For students in alternative care arrangements, Studio V ensures that the correct authorised adult is documented and that collection and communication protocols are followed precisely.
- **Heightened Awareness:** Where Studio V is aware that a student is in an alternative care arrangement, the relevant teacher and the Child Safety Officer are specifically attentive to that student's wellbeing and any signs of distress or vulnerability. These students may have experienced trauma and may require additional sensitivity and support.
- **Confidentiality of Care Arrangements:** Information about a student's care arrangements is treated with strict confidentiality and shared only with those staff members who need to know it to support the student safely.
- **Reporting Obligations:** Studio V's mandatory reporting obligations apply with equal force - and with particular attentiveness - for students in alternative care arrangements. Any concern about a student's safety or wellbeing is reported in accordance with the Studio V Complaints and Concerns Handling Procedure and mandatory reporting requirements.

Evidence of Compliance - Standard 5.3

Dancebiz enrolment records - medical conditions, additional needs, emergency contacts, and authorised collection information

Teacher briefing records - disability and additional needs briefings by Studio Director

First Aid certification records - all staff hold current certification including anaphylaxis response

ASCIA Action Plans - held by supervising teachers and event supervisors for students with anaphylaxis

SFD Dance Industry Code of Ethics 2026 - gender-neutral and inclusive choreographic syllabus

Studio V Code of Conduct - anti-discrimination provisions covering disability, sexual orientation, gender identity, and cultural background

Family communication records - demonstrating plain English standard and open door accessibility

Staff Training Register - inclusive practice and diverse needs training

5. Standard 5.4 - Particular Attention to the Needs of Aboriginal Children and Young People

Studio V's specific approach to the cultural safety of Aboriginal and Torres Strait Islander children and young people is documented in full in Standard 1 of this Child Safety & Wellbeing Policy. Standard 1 addresses cultural safety comprehensively across five sub-clauses - covering cultural expression, staff training and awareness, anti-racism measures, active support for participation and inclusion, and the whole-of-organisation approach to culturally safe policy and practice.

In summary, Studio V's approach under Standard 5.4 includes:

- Acknowledgement of Country at all Studio V events and performances
- Culturally inclusive curriculum through the Fusion Syllabus
- Zero tolerance for racism, with a documented response and consequence framework.
- Staff training in cultural safety as part of induction and ongoing professional development
- A proactive approach to inclusion that does not depend on Aboriginal and Torres Strait Islander students or families identifying themselves first
- The Child Safety Officer as the designated point of contact for any cultural safety concern.

Please refer to Standard 1 - Culturally Safe Environments for the full documentation for the full documentation of Studio V's approach to this requirement.

6. Studio V Whole-of-Organisation Equity Framework - Summary

The following table summarises Studio V’s approach to equity across all student groups identified in Standard 5, and the evidence available for each.

Student Group	Studio V’s Approach	Key Evidence
<p>Students with disability or additional needs</p>	<p>Enrolment captures medical and additional needs information; Studio Director personally briefs supervising teachers; event supervisors alerted; medical conditions actively managed (including anaphylaxis protocol); teachers adapt practice to individual needs; reasonable adjustments made in consultation with families; no exclusion on basis of disability</p>	<p>Dancebiz enrolment records; teacher briefing records; ASCIA Action Plans; First Aid certification records; event briefing records</p>
<p>Students from CALD backgrounds</p>	<p>Plain English communications as standard; direct access to Studio Director encouraged and facilitated; culturally inclusive curriculum (Fusion Syllabus); zero tolerance for racism; open door policy for all queries and concerns</p>	<p>Family communication records; SFD Code of Ethics; Standard 1 documentation; Studio Director contact in all communications</p>
<p>LGBTIQ+ students</p>	<p>Inclusive, gender-neutral language in all classes; SFD syllabus prescribes gender-neutral choreographic options; zero tolerance for discrimination; confidentiality of sexual orientation and gender identity; safe and affirming studio culture</p>	<p>SFD Dance Industry Code of Ethics 2026; Studio V Code of Conduct; staff training records; class observation</p>
<p>Students unable to live at home</p>	<p>Enrolment captures authorised contacts and collection information; heightened attentiveness to wellbeing; confidentiality of care arrangements; mandatory reporting obligations applied with particular care</p>	<p>Dancebiz authorised contact records; Child Safety Officer briefing records; Incident Report Forms</p>

<p>Aboriginal and Torres Strait Islander students</p>	<p>Full approach documented in Standard 1 - including cultural expression support, staff training, anti-racism measures, proactive inclusion, and CSO as point of contact</p>	<p>See Standard 1 - Culturally Safe Environments for full evidence documentation</p>
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7. Standard 5 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
<p>5.1</p>	<p>The organisation understands children’s diverse circumstances and provides support and responds to those who are vulnerable.</p>	<p>Enrolment captures medical conditions and additional needs; Studio Director personally briefs supervising teachers; event supervisors alerted for all relevant medical conditions; anaphylaxis protocol implemented (EpiPen with supervising teacher; First Aid Officer at events; teacher anaphylaxis training); EDS managed through adapted teaching practice; staff trained to recognise vulnerability indicators.</p>
<p>5.2</p>	<p>Children and young people have access to information, support and complaints processes that are culturally safe, accessible and easy to understand.</p>	<p>Plain English standard across all communications; Studio Director contact in every communication; direct verbal access to Studio Director facilitated; Complaints and Concerns Procedure in plain English and publicly accessible; communication needs of students with disability accommodated in consultation with families.</p>

<p>5.3</p>	<p>Particular attention is paid to children with disability, CALD backgrounds, LGBTIQ+ identity, and those unable to live at home.</p>	<p>Disability: individualised support, teacher adaptation, medical condition management, reasonable adjustments, no exclusion policy. CALD: plain English standard, direct Studio Director access, culturally inclusive curriculum. LGBTIQ+: inclusive language, gender-neutral SFD syllabus, zero discrimination, confidentiality. Unable to live at home: authorised contact records, heightened attentiveness, mandatory reporting vigilance.</p>
<p>5.4</p>	<p>Particular attention is paid to the needs of Aboriginal children and young people.</p>	<p>Full approach documented in Standard 1. Includes: Acknowledgement of Country; Fusion Syllabus cultural content; anti-racism measures; staff cultural safety training; proactive inclusion strategy; CSO as designated cultural safety contact.</p>

8. Related Documents

- Studio V Child Safety & Wellbeing Policy - All Standards (1 -11)
- Studio V Code of Conduct - Students & Families
- Studio V Code of Conduct - Staff, Contractors and Volunteers
- Studio V Complaints and Concerns Handling Procedure
- Studio V Staff Induction Checklist
- Studio V Staff Training Register
- Studio V WWCC and Qualifications Register
- Studio V Risk Management Plan
- Studio V Incident Report Form
- ASCIA Anaphylaxis Action Plan - held on file for relevant students
- Disability Discrimination Act 1992 (Cth)

- Equal Opportunity Act 2010 (Vic)
- Victorian Child Safe Standards – Commission for Children and Young People (CCYP)
- SFD Dance Industry Code of Ethics 2026 – Southern Federation of Dance
- Child Wellbeing and Safety Act 2005 (Vic)

9. Policy Review

This policy section is formally reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting, or sooner if required by legislative changes, a significant incident, or organisational circumstances. The review specifically considers: any new enrolments or changes in the student community that affect the diversity and equity requirements; any incidents involving students from the groups identified in this standard; and any legislative or best practice changes relevant to equity and inclusion. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 6 - Suitable Staff and Volunteers

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

Document	Child Safety & Wellbeing Policy - Standard 6
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out how Studio V ensures that all people working with children and young people - whether as staff, contractors, volunteers, or student volunteer assistant teachers - are suitable, appropriately screened, properly inducted, and supported to reflect child safety and wellbeing values in their practice.

Standard 6 was specifically flagged in Studio V's rectification plan. This policy responds to that feedback directly and comprehensively, establishing a formal, documented framework for recruitment, screening, induction, and ongoing supervision that embeds child safety at every stage.

Studio V acknowledges that prior to this policy, several of these processes existed in informal practice but were not formally documented. This policy formalises those practices, tightens where necessary - particularly around WWCC verification prior to any trial - and establishes clear, evidenceable standards going forward.

2. Scope

This policy applies to all people engaged by or working with Studio V School of Dance in any capacity that involves contact with children and young people, including:

- Vassie Catalano - Studio Director and Child Safety Officer
- All teaching staff (engaged as contractors)
- All administration staff (engaged as contractors)
- Student volunteer assistant teachers (participating in the Assistant Teacher Program)
- Parent volunteers (assisting at events and performances)
- Any other person engaged on a casual, temporary, or one-off basis who will have contact with students

3. Standard 6.1 - Recruitment Emphasises Child Safety and Wellbeing

Our Commitment

From June 2026, Studio V formally embeds child safety and wellbeing into every stage of its recruitment process - from initial advertising and outreach, through to reference checks, interviews, and the decision to engage. Studio V acknowledges that prior to this policy, child safety was implied but not explicitly stated in recruitment communications. This policy establishes explicit child safety requirements as a non-negotiable feature of all future recruitment.

Recruitment Advertising and Outreach

- **Child Safety Statement in All Advertising:** All future advertising or outreach for teaching or administration positions at Studio V - whether via social media, word of mouth, industry networks, or any other channel - will include an explicit statement that Studio V is a child safe organisation, that all applicants must hold a current Working With Children Check as a condition of engagement, and that child safety screening forms part of the selection process.
- **Sample Child Safety Statement for Advertising:** The following statement is to be included in all Studio V position advertisements from June 2026: 'Studio V School of Dance is a child safe organisation committed to the safety, participation and empowerment of all children and young people. All applicants must hold a current Victorian Working With Children Check. Child safety screening, including reference checks and qualification verification, forms part of our recruitment process.'
- **Position Descriptions:** All position descriptions for Studio V roles involving contact with students will explicitly reference the child safety obligations of the role, including the requirement to comply with Studio V's Child Safety & Wellbeing Policy and Code of Conduct.

Pre-Employment Screening

- **Working With Children Check - Mandatory Pre-Commencement:** All prospective staff, contractors, and volunteers must provide evidence of a current, valid Victorian Working With Children Check before commencing their role at Studio V. This requirement applies without exception - including before any supervised trial or observation session. No person will be permitted to be in the presence of students in any capacity without a verified current WWCC, regardless of the level of supervision in place.

- **WWCC Verification Process:** Studio V verifies all WWCCs using the Victorian Government’s online WWCC verification service at www.workingwithchildren.vic.gov.au. Verification is conducted by the Child Safety Officer before the person commences. The verification result, WWCC card number, and expiry date are recorded in the Studio V WWCC and Qualifications Register.
- **Qualifications Check:** Studio V verifies that all prospective teaching staff hold qualifications, certifications, or demonstrate experience appropriate to the technique and age groups they will be teaching. Copies of relevant qualifications are obtained and retained on file.
- **Reference Checks:** A minimum of two reference checks are conducted for all prospective teaching staff before engagement is confirmed. At least one referee should be a previous employer or supervisor in a role involving work with children or young people. Reference checks specifically include questions about the applicant’s conduct with children and young people, their professional boundaries, and any concerns about their suitability for a child-facing role.
- **Interview Process:** All prospective teaching staff participate in an interview with Vassie Catalano before engagement is confirmed. The interview includes specific questions about the applicant’s understanding of child safety, their approach to professional boundaries, and their experience working with children across different age groups. Child safety is embedded in the interview as a core competency, not an afterthought.
- **Supervised Trial:** Where a practical supervised trial is conducted, the following requirements apply without exception: the applicant must hold a verified current WWCC before the trial commences; the trial must be supervised by Vassie Catalano or a nominated senior teacher at all times; the applicant does not assume sole responsibility for students during the trial under any circumstances; and the trial is used in part to assess the applicant’s conduct with any attitude toward students, not only their technical teaching ability.

Standard Reference Check Questions - Child Safety

The following questions are included in all Studio V reference checks for prospective teaching staff:

Reference Check Question	What We Are Assessing
In your experience working with this person, how did they conduct themselves with children and young people?	General conduct, warmth, and appropriateness with students
Did you observe this person maintaining appropriate professional boundaries with students at all times?	Boundary awareness and professional conduct
Are you aware of any concerns - however minor - about this person’s conduct with children or young people?	Any red flags or historical concerns

Would you be comfortable with this person working unsupervised with children and young people?	Overall suitability assessment
Is there anything else you think we should know about this person’s suitability for a role working with children?	Open-ended suitability question

Evidence of Compliance - Standard 6.1

Position advertisements - child safety statement included in all advertising from June 2026

WWCC verification records - all current staff verified and recorded in WWCC and Qualifications Register

Qualification records - copies of relevant teaching qualifications on file

Reference check records - documented reference checks for all teaching staff including child safety questions

Interview records - child safety questions included in all interviews

Supervised trial records - confirmation of WWCC verification prior to trial

4. Standard 6.2 - Relevant Staff and Volunteers Hold Current Working With Children Checks

Our Commitment

Studio V requires all staff, contractors, and volunteers who work with children and young people to hold a current, valid Victorian Working With Children Check. This requirement is non-negotiable and applies prior to commencement in any role, including any trial or observation.

WWCC Requirements by Role

Role	WWCC Required	Timing	Notes
Studio Director (Vassiliki Catalano)	Yes	Current at all times	Verified and recorded in WWCC Register
Teaching Staff (all contractors)	Yes	Before any trial or commencement	Verified via online portal before first contact with students

Administration Staff (where contact with students occurs)	Yes	Before commencement	Verified via online portal
Parent Volunteers	Yes	Before assisting at any event	Verified by Child Safety Officer prior to event. Copy or verification confirmation retained on file.
Student Volunteer Assistant Teachers (aged 18 or over)	Yes	Before commencing in program	Verified via online portal. Recorded in WWCC Register.
Student Volunteer Assistant Teachers (under 18)	Not required	N/A - cannot hold WWCC	Direct adult supervision required at all times. Age recorded in register.
Guest Teachers / Casual Contractors	Yes	Before any contact with students	Same requirements as teaching staff. No exceptions.

WWCC and Qualifications Register

Studio V maintains a WWCC and Qualifications Register that records the following information for all current staff, contractors, and volunteers:

- Full name and role
- WWCC card number
- WWCC expiry date
- Date of verification by Studio V
- First Aid certification - provider, date obtained, and expiry date
- CPR certification - provider, date obtained, and expiry date
- Any other relevant qualifications (e.g. dance teaching qualifications, VCE assessor accreditation)

The register is maintained by the Child Safety Officer and reviewed at the commencement of each term to identify any upcoming expiries. Staff and contractors are notified at least four weeks before their WWCC or First Aid certification is due to expire and are required to provide evidence of renewal before the expiry date.

Ongoing Monitoring

- **Term-by-Term Review:** The WWCC and Qualifications Register is reviewed by the Child Safety Officer at the commencement of each school term. Any expiring WWCCs or qualifications are flagged and the relevant staff member is notified.
- **Immediate Removal from Student Contact:** If a staff member’s WWCC expires or is cancelled at any time, they are immediately removed from any role involving contact with students until a current WWCC is obtained and verified. This applies without exception.
- **WWCC Conditions and Cancellations:** Studio V monitors the WWCC register for any notifications from the Working With Children Check Unit regarding conditions or cancellations. Any such notification is acted upon immediately by the Child Safety Officer.

Evidence of Compliance - Standard 6.2

Studio V WWCC and Qualifications Register - current for all staff, contractors, and volunteers

Online WWCC verification records - verification confirmations for all current staff

First Aid and CPR certification records - recorded in WWCC and Qualifications Register

Term-by-term register review - documented in Child Safety Officer records

5. Standard 6.3 - Induction and Awareness of Responsibilities

Our Commitment

All Studio V staff, contractors, and volunteers receive a comprehensive induction before commencing in their role. The induction ensures that every person working with students at Studio V understands their responsibilities to children and young people - including child safety obligations, record keeping, information sharing, and mandatory reporting - before they have any contact with students.

Staff Induction Checklist

Studio V’s Staff Induction Checklist is the formal record of induction completion. Every new staff member, contractor, and volunteer works through the checklist with the Child Safety Officer or a nominated senior staff member before commencing. The completed, signed checklist is retained on file by the Child Safety Officer.

The induction covers the following areas:

Induction Module	Content	Sign-Off Required
Welcome and Organisational Overview	Introduction to Studio V, its values, programs, and student community.	Yes - staff member signature

	Overview of the studio's structure, staff roles, and reporting lines.	
Child Safety & Wellbeing Policy	Full review of the Studio V Child Safety & Wellbeing Policy across all 11 standards. Opportunity to ask questions. Acknowledgement that the policy has been read and understood.	Yes - signed policy acknowledgement form
Code of Conduct	Review of the Studio V Code of Conduct for Staff, Contractors and Volunteers. Specific discussion of professional boundaries, appropriate physical contact, communication standards, and online conduct.	Yes - signed Code of Conduct acknowledgement
Mandatory Reporting Obligations	Explanation of mandatory reporting obligations under Victorian law. The Failure to Disclose and Failure to Protect offences. How to make a report. Studio V's internal reporting procedure.	Yes - staff member signature
Information Sharing and Record Keeping	Confidentiality obligations. The need-to-know principle. How to complete the Studio V Incident Report Form. Dancebiz record keeping. The 7-year minimum retention requirement.	Yes - staff member signature
Cultural Safety	Introduction to cultural safety for Aboriginal and Torres Strait Islander children and young people. Studio V's commitments under Standard 1. The Acknowledgement of Country. Anti-racism expectations.	Yes - staff member signature
Personal Safety and Consent-Based Practice	Age-appropriate personal safety approach across student age bands. Consent-based physical correction practice. How to handle a disclosure from a student.	Yes - staff member signature

Diverse Needs and Inclusion	Overview of Studio V's student community including students with disability, medical conditions, and diverse backgrounds. Briefing on any specific students with additional needs relevant to the staff member's role.	Yes - staff member signature
Supervision Responsibilities	Supervision expectations for classes, change rooms, events, and offsite activities. Specific supervision obligations for assistant teachers and parent volunteers. No sole supervision rule.	Yes - staff member signature
Complaints and Concerns Procedure	How to raise a child safety concern. The Studio V reporting pathway. What happens after a report is made. The role of the Child Safety Officer.	Yes - staff member signature
Online Safety and Social Media	Studio V's Online Safety and Social Media Policy. No private messaging with students. Photography and consent requirements. Professional conduct online.	Yes - staff member signature
Emergency Procedures	Location of first aid resources. Emergency evacuation procedure. Anaphylaxis response protocol. Who to contact in an emergency.	Yes - staff member signature
Ausdance Victoria Online Child Safe Induction	Completion of the Ausdance Victoria online Child Safe Induction module. Certificate of completion provided to Child Safety Officer.	Yes - completion certificate on file
Questions and Final Sign-Off	Opportunity to ask any questions. Final sign-off confirming all induction modules have been completed.	Yes - dated staff member and Child Safety Officer signatures

Induction for Volunteers

Parent volunteers who assist at Studio V events receive a targeted event briefing rather than the full staff induction. This briefing covers:

- Studio V's child safety commitment and their role in upholding it
- Supervision expectations - including no sole supervision of students
- Change room protocols
- Who to contact if they have a concern
- Photography and social media expectations during the event
- Emergency procedures for the venue

Attendance at the event briefing is recorded on a signed Event Briefing Attendance Register retained by the Child Safety Officer.

Induction for Student Volunteer Assistant Teachers

Student volunteer assistant teachers complete the Studio V Assistant Teacher Orientation, documented in full in the Studio V Assistant Teacher Program Policy. The orientation is conducted before their first-class involvement and covers role boundaries, reporting obligations, supervision arrangements, and the Student Volunteer Code of Conduct.

Evidence of Compliance - Standard 6.3

Studio V Staff Induction Checklist - completed and signed copies on file for all current staff and contractors

Signed Child Safety & Wellbeing Policy acknowledgement forms - on file for all staff

Signed Code of Conduct acknowledgement forms - on file for all staff

Ausdance Victoria online induction completion certificates - on file for all staff once completed

Staff Training Register - records all induction and training completion dates

Event Briefing Attendance Register - signed by all parent volunteers before each event

Assistant Teacher Orientation Acknowledgement Forms - on file for all assistant teachers

6. Standard 6.4 - Ongoing Supervision and People Management Focused on Child Safety

Our Commitment

Studio V's ongoing supervision and people management practices are designed to reinforce child safety and wellbeing at every level of the organisation. Supervision is not a one-time event at induction - it is a continuous, embedded practice that ensures all staff maintain high standards of professional conduct and student care throughout their engagement with Studio V.

Supervision Framework

- **Studio Director Oversight:** Vassie Catalano, as Studio Director and Child Safety Officer, maintains active oversight of all staff and contractors. This includes regular presence at the studio, observation of classes where relevant, attendance at events, and ongoing communication through the weekly Tuesday operations meeting with Caitlin Adams and the weekly Friday administration meeting with Annalise Sortino. Amelia Tang may also attend either of these weekly meetings, where required.
- **Senior Teacher Support for Junior Staff:** Junior teachers - Mackenzie Borg, Mackenzie Richards, Maya Rackley, and Sarah Smith - are supported and mentored by senior teaching staff in their day-to-day work. Senior teachers - including Vassie Catalano, Halina Craig, Caitlin Adams, and Amanda Watson - are available to provide guidance, model best practice, and address any conduct or professional concerns as they arise.
- **Term Staff Meetings - Child Safety as Standing Agenda Item:** Child safety is a standing agenda item at every term staff meeting. This ensures that child safety remains front of mind for all staff throughout the year, and provides a regular forum for raising concerns, sharing updates, and reinforcing expectations.
- **Annual Policy Review - Performance and Compliance Reflection:** The Term 4 Annual Child Safety Policy Review Meeting provides an opportunity to reflect on the year’s child safety performance across the staff group - including any incidents, concerns, near-misses, or areas for improvement identified during the year.
- **Conduct Concerns - Prompt Response:** Any concern about a staff member’s conduct with students - whether raised by a student, family, colleague, or observed directly - is taken seriously and responded to promptly by the Child Safety Officer. The response process is documented in the Studio V Complaints and Concerns Handling Procedure.
- **Training Currency:** The Child Safety Officer monitors the Staff Training Register to ensure all staff maintain current training, including First Air and CPR certifications and child safety knowledge. Staff are notified when training is due for renewal and are supported to complete it in a timely manner.

Supervision of Specific Staff Groups

Staff Group	Supervision Arrangement	Frequency
Junior Teachers (Mackenzie Borg, Mackenzie Richards, Sarah Smith, Maya Rackley)	Mentored by senior teaching staff. Available to raise questions or concerns at any time. Supported at term staff meetings. Child Safety Officer available directly for any concern.	Ongoing - daily during teaching; term staff meetings; direct access to CSO

<p>Teaching Contractors (all)</p>	<p>Compliance with child safety policies monitored through signed acknowledgements, training records, and term staff meeting attendance. Conduct observed by Studio Director and senior staff.</p>	<p>Term staff meetings; annual policy review; direct contact as needed</p>
<p>Administration Staff (Caitlin Adams, Amelia Tang, Annalise Sortino)</p>	<p>Weekly meetings with Studio Director (Tuesday and Friday). Child safety administrative responsibilities monitored through meeting records and Dancebiz audit.</p>	<p>Weekly during term; direct access to CSO</p>
<p>Student Volunteer Assistant Teachers</p>	<p>Under direct supervision of designated class teacher at all times. Monitored by Studio Director. Assistant Teacher Program reviewed annually.</p>	<p>Every class; annual program review</p>
<p>Parent Volunteers</p>	<p>Supervised by Studio V staff at all events. Event briefing attendance recorded. Conduct observed by Studio Director or nominated senior staff member.</p>	<p>Per event</p>

Evidence of Compliance - Standard 6.4

- Staff Training Register - records training currency for all staff
- Staff meeting minutes - child safety standing agenda item documented each term
- Weekly meeting records - Tuesday and Friday meeting notes demonstrating ongoing oversight
- Signed policy update acknowledgements - obtained from all contractors when policies are updated
- Complaints and Concerns Register - records any conduct concerns and responses
- Assistant Teacher Program allocation register - supervision arrangements documented
- Event Briefing Attendance Register - parent volunteer supervision documented
- Child Safety and Safeguarding Committee meeting minutes - term-by-term oversight of WWCC register, training register, and compliance documentation (meetings begin start Term 3, 2026)

7. Current Staff, Contractor and Volunteer Register

The following table documents all current Studio V staff, contractors, and student volunteer assistant teachers, their role, and their WWCC and qualification status as at June 2026.

Name	Role	Status	WWCC Required	WWCC Verified	First Aid Current	CPR Current
Vassie Catalano	Studio Director, Senior Teacher, Child Safety Officer	Staff	Yes	Yes	Yes	Yes
Caitlin Adams	Senior Teacher, Production & Evolve Coordinator, Administration	Contractor	Yes	Yes	Yes	Yes
Halina Craig	Senior Teacher, VCE Dance Coordinator & Assessor	Contractor	Yes	Yes	Yes	Yes
Amanda Watson	Senior Teacher	Contractor	Yes	Yes	Yes	Yes
Amelia Tang	Administration, Teacher	Contractor	Yes	Yes	Yes	Yes
Annalise Sortino	Administration, Teacher	Contractor	Yes	Yes	Yes	Yes
Alisha Gasparini	Teacher	Contractor	Yes	Yes	Yes	Yes
Bridget Bucello	Teacher	Contractor	Yes	Yes	Yes	Yes
Liana Sortino	Teacher	Contractor	Yes	Yes	Yes	Yes

Jessica Chapman	Teacher	Contractor	Yes	Yes	Yes	Yes
Calista Prince	Teacher	Contractor	Yes	Yes	Yes	Yes
Gemma Pearce	Teacher	Contractor	Yes	Yes	Yes	Yes
Maya Rackley	Teacher/ Co-Teacher	Contractor	Yes	Yes	Yes	Yes
Mackenzie Borg	Junior Teacher/ Co-Teacher	Contractor	Yes	Yes	Yes	Yes
Mackenzie Richards	Junior Teacher/ Co-Teacher	Contractor	Yes	Yes	Yes	Yes
Sarah Smith	Junior Teacher / Co-Teacher	Contractor	New WWCC in process of verification	In process	Yes	Yes
Parent Volunteers (event-spe cific)	Event assistants	Volunteer	Yes	Verified per event	N/A	N/A
Student Volunteer Assistant Teachers (all under 18)	Assistant Teacher Program	Student Volunteer	Not required - all under 18	N/A	N/A	N/A

8. Standard 6 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
6.1	Recruitment, including advertising, referee checks and pre-employment screening, emphasise child safety and wellbeing.	Child safety statement in all advertising from June 2026; WWCC mandatory before any trial or commencement; qualifications verified; minimum two reference checks including child safety questions; interview includes child safety competency assessment; supervised trial with WWCC prerequisite and child safety observation.
6.2	Relevant staff and volunteers have current working with children checks or equivalent background checks.	WWCC required for all staff, contractors, and parent volunteers before commencement; verified via online portal; recorded in WWCC and Qualifications Register with expiry dates; term-by-term monitoring; immediate removal from student contact if WWCC expires or is cancelled.
6.3	All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people.	14-module Staff Induction Checklist covering: child safety policy, Code of Conduct, mandatory reporting, information sharing, cultural safety, personal safety, diverse needs, supervision, complaints procedure, online safety, emergency procedures, and Ausdance Vic online induction; signed acknowledgements on file; volunteer event briefing; assistant teacher orientation.

<p>6.4</p>	<p>Ongoing supervision and people management is focused on child safety and wellbeing.</p>	<p>Studio Director active oversight; senior teacher mentoring for junior staff; child safety as standing agenda item at term staff meetings; annual policy review performance reflection; prompt response to conduct concerns; contractor compliance monitoring; training currency monitored via Staff Training Register.</p>
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9. Related Documents

- Studio V Child Safety & Wellbeing Policy - All Standards (1 -11)
- Studio V Code of Conduct - Staff, Contractors and Volunteers
- Studio V Student Volunteer Code of Conduct
- Studio V Assistant Teacher Program Policy
- Studio V Staff Induction Checklist
- Studio V Staff Training Register
- Studio V WWCC and Qualifications Register
- Studio V Teacher Contract Agreement
- Studio V Complaints and Concerns Handling Procedure
- Studio V Incident Report Form
- Studio V Online Safety and Social Media Policy
- Studio V Event Briefing Attendance Register
- Studio V Assistant Teacher Orientation Acknowledgement Form
- Victorian Child Safe Standards – Commission for Children and Young People (CCYP)
- Working with Children Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Ausdance Victoria - Child Safe Induction (online module)

10 Policy Review

This policy section is formally reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting. This review considers: any changes to the Working with Children Act or related legislation; any incidents or concerns involving staff conduct during the year; the currency of all staff WWCCs and qualifications; and any improvements to the recruitment, induction, or supervision framework identified during the year. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - formalising existing informal practices and introducing new requirements including explicit child safety advertising statement, WWCC pre-trial requirement, formal induction checklist, and structured reference check questions. Prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 7 - Complaints Process

Processes for complaints and concerns are child focussed.

Document	Child Safety & Wellbeing Policy - Standard 7
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022, Children, Youth and Families Act 2005 (Vic); Crimes Act 1958 (Vic); Privacy and Data Protection Act 2014 (Vic)

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out Studio V's child-focussed complaints and concerns handling process. It addresses Standard 7 of the Victorian Child Safe Standards in full, covering: the complaints handling policy and its accessibility; how complaints are communicated to and understood by all stakeholders; how complaints are taken seriously and responded to promptly; reporting obligations to external authorities; and privacy, employment law, and mandatory reporting compliance.

Studio V acknowledges that prior to this policy, complaints and concerns were managed informally - typically through direct communication with Vassie Catalano, with an email trail and relevant notes retained in the studio's incident files. This policy formalises that practice into a defined, tiered, and fully documented process that is accessible, child-focussed, and compliant with the Victorian Safe Standards.

Studio V has not been required to report a child safety concern to an external authority to date. This policy documents the clear obligations and processes that apply if that situation ever arises, ensuring Studio V is prepared to act swiftly, correctly, and in the best interests of the child.

2. Guiding Principles

Studio V's complaints and concerns process is underpinned by the following principles:

- **Child Focussed:** The safety, wellbeing, and best interests of the child are the primary consideration in every complaint and concern, regardless of who raised it or what it involves.
- **Accessible:** The complaints process is easy to understand and available to all students, families, staff, and volunteers. No person should feel that raising a concern is too difficult, too formal, or too risky.
- **Taken Seriously:** Every complaint and concern is treated as legitimate until assessed. No concern is dismissed, minimised, or discouraged.
- **Prompt:** Studio V responds to complaints and concerns in a timely manner appropriate to their urgency and severity. Child safety concerns are treated as urgent.
- **Culturally Safe:** The complaints process is accessible and respectful for people from all cultural backgrounds. Plain English is used throughout. Verbal complaints are accepted and welcome.
- **Confidential:** Information about complaints and concerns is treated with strict confidentiality and shared only on a need-to-know basis, in accordance with Studio V's privacy obligations and Victorian information sharing laws.
- **No Retaliation:** Studio V strictly prohibits any retaliation against a person who raises a concern in good faith. Any retaliation is itself treated as a serious break of the Code of Conduct.

3. Standard 7.1 - Accessible, Child-Focussed Complaint Handling Policy

Our Commitment

Studio V maintains an accessible, child-focussed Complaints and Concerns Handling Policy that clearly outlines the roles and responsibilities of leadership, staff, and volunteers; how different types of concerns are handled; what constitutes a break of the Code of Conduct; and the obligations to act and report. This policy is the document.

Tiered Response Framework

Studio V's complaints and concerns framework operates across three tiers. The tier determines who responds, how quickly, and whether external reporting is required. Staff are trained to correctly identify which tier a concern falls into and to act accordingly.

Tier	Type of Concern	Who Responds	Timeframe	External Reporting
1	<p>Minor concerns and low-level interpersonal issues. Examples: student feeling upset after class feedback; minor peer conflict; a student expressing frustration to a teacher; a family query about class placement or fees.</p>	<p>Class teacher responds at class level. Where appropriate, query is forwarded to Studio Director for clarification, or outcome of conversation is communicated to Vassie Catalano. Teacher uses professional judgement to resolve and documents if relevant.</p>	<p>Addressed promptly - ideally within the same class or day</p>	<p>Not required unless the concern escalates to Tier 2 or 3</p>
2	<p>Moderate concerns requiring Child Safety Officer involvement. Examples: a complaint from a family about a teacher's conduct; a student disclosing a concern about another student's behaviour; a breach of the Code of Conduct by a staff member; a concern about a student's wellbeing that does not meet mandatory reporting threshold; an injury to a child that occurs within a Studio V setting and requires recording.</p>	<p>Vassie Catalano (Child Safety Officer) leads the response. The matter is documented on the Studio V Incident Report Form. The complainant is acknowledged within 2 business days.</p>	<p>Acknowledged within 2 business days. Resolution sought within 10 business days where possible.</p>	<p>Not required unless concern escalates to Tier 3 or mandatory reporting threshold is reached</p>

<p>3</p>	<p>Serious child safety concerns requiring urgent action and potential external reporting Examples: a disclosure of abuse or neglect; a reasonable belief that a child is at risk of significant harm; an allegation of sexual abuse or grooming involving a staff member, volunteer, or student; a criminal matter involving a child.</p>	<p>Vassie Catalano (Child Safety Officer) responds immediately. External authorities contacted as required. The matter is documented in full. Legal obligations are met without delay.</p>	<p>Immediate - within the same day. External reporting made as soon as a reasonable belief is formed.</p>	<p>Required - see Section 6 (Standard 7.4) for external reporting obligations and contact details</p>
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Roles and Responsibilities in the Complaints Process

Role	Responsibilities
<p>Vassie Catalano Studio Director & Child Safety Officer</p>	<p>Receives and leads the response to all Tier 2 and Tier 3 concerns. Makes all decisions about external reporting. Documents all concerns on the Incident Report Form. Maintains the Complaints and Concerns Register. Communicates outcomes to complainants. Ensures mandatory reporting obligations are met. Reviews all complaints annually as part of the Term 4 Policy Review. Chairs the Studio V Child Safety and Safeguarding Committee which reviews the Complaints and Concerns Register at each term meeting.</p>
<p>All Teaching Staff and Contractors</p>	<p>Respond to Tier 1 concerns at class level using professional judgement. Communicate relevant Tier 1 outcomes to Vassie Catalano where appropriate. Escalate any concern that meets Tier 2 or Tier 3 criteria to the Child Safety Officer immediately. Never discourage a student or family from raising a concern. Document Tier 1 matters if relevant and report to Child Safety Officer.</p>
<p>Administration Staff (Caitlin Adams, Amelia Tang, Annalise Sortino)</p>	<p>Receive complaints or concerns that come through email or administrative channels. Escalate to Vassie Catalano immediately for any Tier 2 or Tier 3 matter. Maintain accurate</p>

	records of communications relating to complaints in Dancebiz and email files.
Child Safety and Safeguarding Committee	Reviews the Complaints and Concerns Register at each term meeting. Identifies patterns or systemic issues across the year’s complaints. Assesses the adequacy of Studio V’s responses. Reports findings to the full staff body at term staff meetings and through the Annual Policy Review.
Student Volunteer Assistant Teachers	Report any concern about a student’s safety or wellbeing to their supervising teacher immediately. Do not attempt to handle concerns independently. Are not involved in the complaints response process beyond making the initial report to their teacher.
Parent Volunteers	Report any concern observed during an event to the nearest Studio V staff member or directly to Vassie Catalano. Are not involved in the complaints response process beyond making the initial report.

Evidence of Compliance - Standard 7.1

This Child Safety & Wellbeing Policy - Standard 7 - is the accessible, child-focused complaints handling policy

Studio V Complaints and Concerns Register - maintained by Child Safety Officer

Studio V Incident Report Form - used to document all Tier 2 and Tier 3 concerns

Staff Induction Checklist - complaints procedure module completed by all staff

Staff Training Register - records training completion including complaints procedure

Staff meeting minutes - complaints procedure discussed as part of child safety standing agenda item

4. Standard 7.2 - Effective Complaint Handling Understood by All Stakeholders

Our Commitment

Studio V ensures that its complaints handling process is understood by children and young people, families, staff, and volunteers in a way that is accessible, age-appropriate, and culturally safe. The process is not buried in documentation - it is actively communicated to the Studio V community.

How We Communicate the Complaints Process

- **To Families at Enrolment:** The Studio V complaints process is communicated to all families as part of the enrolment documentation. Families are informed of their right to raise a concern, how to do so, and who to contact. The Studio Director's email address and contact details are provided.
- **On the Studio V Website:** The Child Safety & Wellbeing Policy - including this Standard 7 section - is published on the Studio V website and accessible to any member of the public, family, or prospective staff member at any time.
- **Child Safety Statement of Commitment - Studio Availability:** The Studio V Child Safety Statement of Commitment, is displayed on the website and is available in hard copy, upon request, or at any Studio V meeting or event. It includes reference to Studio V's commitment to taking all concerns seriously and the availability of a complaints process.
- **To Staff at Induction:** All staff and contractors are trained on the complaints process as part of their induction, including how to identify which tier a concern falls into, how to respond at class level, and when and how to escalate to the Child Safety Officer. This is documented on the Staff Induction Checklist.
- **To Volunteers at Event Briefings:** Parent volunteers are briefed on how to raise a concern at every event briefing. They are told to report any concern to the nearest Studio V staff member or directly to Vassie Catalano.
- **To Assistant Teachers at Orientation:** Student volunteer assistant teachers are briefed on their reporting obligations during the Assistant Teacher Orientation - specifically, to report any concern to their supervising teacher immediately.
- **Age-Appropriate Communication with Students:** Teachers communicate to students - in age-appropriate language - that they can always speak to any Studio V teacher or to Vassie Catalano if something doesn't feel right. For younger students, this is reinforced through the family communication channels. See Standard 3 for the full student empowerment framework.
- **Culturally Safe Access:** Families from culturally and linguistically diverse backgrounds are specifically encouraged to contact Vassie Catalano directly - verbally or in person - if they have a concern. No family is required to navigate a complex written process to raise a concern. Plain English and direct personal access are the primary accessibility measures.

Evidence of Compliance - Standard 7.2

Enrolment documentation - complaints process communicated to families at enrolment

Studio V website - Child Safety & Wellbeing Policy publicly accessible

Child Safety Statement of Commitment - displayed at studio and on website

Staff Induction Checklist - complaints procedure module signed by all staff

Event Briefing Attendance Register - volunteers briefed on reporting at each event

Assistant Teacher Orientation Acknowledgement Form - reporting obligations covered

5. Standard 7.3 - Complaints Taken Seriously and Responded to Promptly

Our Commitment

Studio V is committed to taking every complaint and concern seriously and responding to it promptly, fairly, and thoroughly. No concern is too small to acknowledge, and no concern involving a child’s safety is ever treated as anything other than urgent.

The Complaints Response Process - Step by Step

Step	Action	Responsible Person	Timeframe
1	Concern is raised - verbally, in writing, by email, or in person - by a student, family member, staff member, or volunteer.	Anyone receiving the concern	Immediately upon receipt
2	The person receiving the concern acknowledges it respectfully and thanks the person for raising it. They do not minimise, dismiss, or promise a specific outcome at this stage.	Teacher (Tier 1) or Child Safety Officer (Tier 2/3)	Immediately
3	The concern is assessed against the Tier framework (Section 3). If it is Tier 2 or Tier 3, it is escalated to the Child Safety Officer immediately.	Teacher or administration staff	Immediately upon receipt
4	For Tier 2 and Tier 3 concerns: the Child Safety Officer documents the concern on the Studio V Incident Report Form. The form captures: date and time received; name and contact details of the person raising the concern; nature of the concern; any immediate actions taken; and next steps.	Vassie Catalano	Within the same day for Tier 3; within 2 business days for Tier 2

5	The complainant is formally acknowledged. For Tier 2 concerns, a written acknowledgement (email) is sent confirming the concern has been received and is being considered. For Tier 3 concerns, the complainant is contacted immediately.	Vassie Catalano	Tier 3: immediately. Tier 2: within 2 business days
6	The concern is investigated fairly and promptly. This may involve: speaking with the person who raised the concern; speaking with any staff member involved; reviewing relevant records; seeking advice from an external body if needed.	Vassie Catalano	As promptly as the matter requires. Tier 2 target: within 10 business days.
7	A decision is made and appropriate action is taken. This may include: a conversation with a staff member; a formal warning; a change in practice; an apology; referral to external authorities. The action is proportionate and documented.	Vassie Catalano	Upon completion of investigation
8	The complainant is informed of the outcome, to the extent permitted by privacy and confidentiality obligations. They are thanked for raising the concern.	Vassie Catalano	Upon completion of investigation
9	The matter is recorded in the Studio V Complaints and Concerns Register and the completed Incident Report Form is filed securely by the Child Safety Officer.	Vassie Catalano	Upon resolution

10	The complaint is reviewed as part of the Term 4 Annual Policy Review to identify any systemic issues or improvements required.	Vassie Catalano	Annually - Term 4
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Supporting the Person Who Raised the Concern

- **Acknowledgement:** Every person who raised a concern is acknowledged promptly and thanked for doing so. Studio V recognises that raising a concern can take courage, and treats every person who comes forward with respect and appreciation.
- **Updates:** Where an investigation takes time, the complainant is provided with updates at reasonable intervals so they are not left wondering what is happening with their concern.
- **Outcome Communication:** The complainant is informed of the outcome of their concern, to the extent that confidentiality and privacy obligations allow. Where details cannot be shared, the complainant is told why.
- **No Retaliation:** Studio V takes seriously any suggestion that a person has experienced negative consequences for raising a concern in good faith. Any retaliation is treated as a separate, serious breach of the Code of Conduct.
- **Support for Children:** Where a child has raised a concern or made a disclosure, their immediate safety and emotional wellbeing is the first priority. The child is supported and reassured throughout the process. Parents or carers are involved as appropriate, unless doing so would put the child at risk.

Evidence of Compliance - Standard 7.3

Studio V Incident Report Form - completed for all Tier 2 and Tier 3 concerns
 Studio V Complaints and Concerns Register - records all complaints and outcomes
 Email records - complainant acknowledgement and outcome communications
 Staff Induction Checklist - complaints response procedure trained
 Staff meeting minutes - any complaint-related discussions documented

6. Standard 7.4 - Reporting to Relevant Authorities

Our Commitment

Studio V has clear policies and procedures for reporting complaints and concerns to relevant authorities where required - and in some cases, even where the law does not strictly require it. Studio V will always act in the best interests of the child, and will not allow procedural uncertainty to delay appropriate reporting.

Studio V has not been required to make a report to an external authority to date. The following documents Studio V’s clear understanding of when and how external reporting is required, so that if that situation ever arises, there is no ambiguity about what to do.

When External Reporting is Required

Circumstance	Reporting Obligation	Who Reports	Contact Details
A mandatory reporter forms a reasonable belief that a child has suffered, or is likely to suffer, significant harm from abuse or neglect	Mandatory report to Child Protection under the Children, Youth and Families Act 2005 (Vic). This is a legal obligation and must be made as soon as practicable after forming the belief.	Vassie Catalano as Child Safety Officer, or any mandatory reporter at Studio V	Child Protection: 13 12 78 (business hours) After hours: 13 12 78 Emergency: 000
An adult forms a reasonable belief that a sexual offence has been committed against a child under 16 by another adult	Disclosure to Victoria Police is required under the Failure to Disclose provisions of the Crimes Act 1958 (Vic). Failure to report is a criminal offence.	Any adult at Studio V who holds this belief	Victoria Police: 000 (emergency) or 131 444 (non-emergency)
A person in a position of authority becomes aware of a substantial risk that a child will become a victim of a sexual offence and fails to act	Failure to Protect offence under the Crimes Act 1958 (Vic). The person in authority must take action to reduce or remove the risk.	Vassie Catalano as Studio Director and Child Safety Officer	Take immediate action to protect the child. Contact Victoria Police if criminal conduct is suspected.
A concern arises that does not meet mandatory reporting threshold but warrants external support or guidance	Studio V may contact The Orange Door, Child FIRST, or the Commission for Children and Young People for advice,	Vassie Catalano	The Orange Door: 1800 512 359 Child FIRST: 13 12 78 CCYP: (03) 8601 5281

	even where reporting is not strictly required.		
An allegation is made against a Studio V staff member or volunteer	The staff member or volunteer is stood down from any role involving student contact pending investigation. The matter is reported to Victoria Police if a criminal offence is suspected. VRQA is notified if required.	Vassie Catalano	Victoria Police: 000 or 131 444 VRQA: (03) 9637 2806

How a Report is Made

- **Do Not Wait for Certainty:** A report to Child Protection or Victoria Police does not require certainty that abuse has occurred. A ‘reasonable belief’ is the threshold - which means that a reasonable person in the same circumstances would believe abuse has occurred or is likely to occur. If in doubt, report.
- **Consult Before Reporting, If Possible:** Where time allows, Vassie Catalano should be consulted before an external report is made. However, if a mandatory reporter is unable to reach the Child Safety Officer and believes a report must be made, they should make the report directly without waiting.
- **Do Not Investigate Before Reporting:** Where a Tier 3 concern arises, Studio V does not conduct its own investigation before making an external report. The role of external authorities is to investigate. Studio V’s role is to report promptly and cooperate fully.
- **Document Everything:** The date, time and nature of any external report made, the name of the person who made it, and the response received from the authority are all documented on the Studio V Incident Report Form and in the Complaints and Concerns Register.
- **Cooperation With Authorities:** Studio V cooperates fully with any investigation by Child Protection, Victoria Police, or any other relevant authority. Studio V does not obstruct, delay, or discourage any investigation.
- **Confidentiality During Reporting:** The fact that a report has been made is treated as strictly confidential. It is not discussed with other staff, students, or families, except on a strict need-to-know basis.

Evidence of Compliance - Standard 7.4

This policy - documenting clear external reporting obligations and contact details
 Staff Induction Checklist - mandatory reporting, Failure to Disclose, and Failure to Protect obligations trained
 Staff Training Register - records training completion
 Studio V Incident Report Form - includes section for recording external reports made
 Staff meeting minutes - reporting obligations discussed as standing agenda item

7. Standard 7.5 - Reporting, Privacy and Employment Law Obligations

Our Commitment

Studio V ensures that all reporting, privacy, and employment law obligations are met in the handling of complaints and concerns. Confidentiality is maintained appropriately, with information shared only on a need-to-know basis and in accordance with Victorian and federal legal requirements.

Privacy Obligations

- **Confidentiality as Default:** Information relating to a complaint or concern - including the identity of the complainant, the nature of the concern, any investigation, and the outcome - is treated as strictly confidential. It is not shared with staff, families, or third parties except as required by law or in the best interests of the child.
- **Privacy and Data Protection Act 2014 (Vic):** Studio V handles personal information in accordance with the Privacy and Data Protection Act 2014 (Vic). Information about complaints is stored securely, accessed only by authorised persons, and retained for the required minimum period.
- **Information Sharing Scheme:** Where relevant, Studio V shares information about a child's safety or wellbeing in accordance with Victoria's Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS). These schemes permit - and in some cases require - the sharing of confidential information to promote child safety even without consent.
- **Complainant Privacy:** The identity of the person who raised a concern is protected to the greatest extent possible. Where it is not possible to investigate without revealing the complainant's identity, the complainant is informed and their consent sought before proceeding.
- **Staff Privacy:** Where a complaint involves a staff member, that staff member has the right to know the nature of the concern and to respond. However, the identity of the complainant may be withheld where disclosure would put the complainant at risk.

Employment Law Obligations

- **Contractor Status:** Studio V's teaching staff are engaged as contractors. Notwithstanding this, Studio V has the right and obligation to enforce its child safety policies and Code of Conduct as conditions of engagement. A serious breach of the Code of Conduct may result in termination of the contractor agreement.
- **Natural Justice:** Where a complaint involves a staff member or contractor, that person is given a fair opportunity to respond to the concern before any decision is made. Studio V follows principles of natural justice in all complaint responses involving staff.
- **Stood Down Pending Investigation:** Where a serious allegation is made against a staff member or contractor, they are stood down from any role involving contact with students pending investigation. This is a precautionary measure and does not constitute a finding of wrongdoing.
- **Documentation:** All actions taken in relation to a complaint involving a staff member - including any decision to stand down, investigate, warn, or terminate - are documented carefully and retained securely by the Child Safety Officer for the required minimum period.
- **Record Security:** Complaint records held digitally, or in physical files, are accessible only to Vassie Catalano as Child Safety Officer. All complainant and incident records are retained for a minimum of 7 years, or until the child concerned turns 25 - whichever is longer.

Evidence of Compliance - Standard 7.5

Studio V Complaints and Concerns Register - securely maintained by Child Safety Officer

Studio V Incident Report Form - completed and filed for all Tier 2 and Tier 3 matters

Dancebiz - secure storage of relevant records with restricted access

Teacher contractor agreement - includes child safety policy compliance and Code of Conduct as conditions of engagement

Staff Training Register - records training completion including privacy and confidentiality obligations

Record retention policy - minimum 7 years or until child turns 25, whichever is longer

8. Complaints and Concerns Register

Studio V maintains a Complaints and Concerns Register as a secure, confidential record of all Tier 2 and Tier 3 complaints and concerns received. The register is maintained by the Child Safety Officer and reviewed annually at the Term 4 Policy Review Meeting.

Each entry in the register records:

- Date and time the concern was received

- How it was received (verbal, email, written, in person)
- Name and role of the person who received it
- Name and contact details of the person who raised it (if provided)
- Name of the child or young person involved (if applicable)
- Nature of the concern - brief description
- Tier classification (Tier 2 or Tier 3)
- Immediate actions taken
- Investigation steps and timeline
- Whether an external report was made, and to whom
- Outcome and actions taken
- Date complainant was informed of outcome
- Date matter was closed

The Complaints and Concerns Register is a confidential document. It is not shared with staff or families, except as required by law or by an external investigative authority.

9. Standard 7 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
7.1	The organisation has an accessible, child-focused complaint handling policy outlining roles, responsibilities, approaches to different complaint types, Code of Conduct breaches, and obligations to act and report.	This document is Studio V's child-focused complaints handling policy. Tiered response framework (Tiers 1–3) documents how different concern types are handled. Roles and responsibilities defined for all staff categories. Code of Conduct breach process documented. External reporting obligations clearly stated.

<p>7.2</p>	<p>Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.</p>	<p>Process communicated at enrolment via Dancebiz; published on website; displayed via Child Safety Statement of Commitment; trained at staff induction; briefed to volunteers at events; covered in assistant teacher orientation; communicated to students in age-appropriate terms by teachers; direct verbal access to Studio Director for CALD families.</p>
<p>7.3</p>	<p>Complaints are taken seriously and responded to promptly and thoroughly.</p>	<p>10-step response process documented with defined timeframes (Tier 3: immediate; Tier 2: acknowledged within 2 business days, resolved within 10 business days); Incident Report Form used for all Tier 2/3 concerns; Complaints and Concerns Register maintained; complainant supported and updated throughout; no retaliation policy enforced.</p>
<p>7.4</p>	<p>The organisation has policies and procedures for reporting complaints and concerns to relevant authorities, whether or not the law requires reporting, and cooperates with law enforcement.</p>	<p>Five external reporting scenarios documented with specific obligations and contact details (Child Protection, Victoria Police, The Orange Door, CCYP, VRQA); mandatory reporting, Failure to Disclose, and Failure to Protect obligations clearly explained; reporting process documented; full cooperation with authorities committed to.</p>

<p>7.5</p>	<p>Reporting, privacy and employment law obligations are met.</p>	<p>Confidentiality as default; Privacy and Data Protection Act 2014 (Vic) compliance; CISS and FVISS information sharing obligations documented; complainant and staff privacy protected; contractor Code of Conduct enforcement; natural justice in staff complaints; stood-down protocol for serious allegations; 7-year minimum record retention.</p>
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10. Related Documents

- Studio V Child Safety & Wellbeing Policy - All Standards (1 -11)
- Studio V Code of Conduct - Staff, Contractors and Volunteers
- Studio V Code of Conduct - Students and Families
- Studio V Staff Induction Checklist
- Studio V Staff Training Register
- Studio V Teacher Contract Agreement
- Studio V Complaints and Concerns Register
- Studio V Incident Report Form
- Studio V Child Safety and Safeguarding Committee - Terms of Reference (Version 1.0, June 2026)
- Victorian Child Safe Standards – Commission for Children and Young People (CCYP)
- Crimes Act 1958 (Vic) - Failure to Disclose and Failure to Protect
- Privacy and Data Protection Act 2014 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Information Sharing Scheme (CISS) - Victoria
- Family Violence Information Sharing Scheme (FVISS) - Victoria

11. Key External Contacts - Quick Reference

The following contact details are to be kept accessible to all Studio V staff at all times.

Organisation	Purpose	Contact
Child Protection - Victoria	Mandatory reports; concerns about significant harm to a child	13 12 78 (24 hours, 7 days)
Victoria Police	Criminal matters; Failure to Disclose reports; emergency response	000 (emergency) 131 444 (non-emergency)
The Orange Door	Support and advice for child and family wellbeing concerns	1800 512 359
Commission for Children and Young People (CCYP)	Regulatory guidance on Child Safe Standards; VRQA matters	(03) 8601 5281 www.ccyp.vic.gov.au
VRQA	Regulatory body for Studio V's registration as a non-school education provider	(03) 9637 2806 www.vrqa.vic.gov.au
Child FIRST	Family support and early intervention referrals	13 12 78
Emergency Services	Medical emergency; immediate safety threat	000

12. Policy Review

This policy section is formally reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting. This review specifically considers: the number and nature of complaints received during the year; any systemic issues identified; the effectiveness of the tiered response framework; any changes to mandatory reporting or privacy legislation; and any improvements recommended by staff, families, or external bodies. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - formalising existing informal practices

			into a defined tiered framework. Prepared in response to VRQA rectification plan, May 2026
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Child Safety & Wellbeing Policy

Standard 8 - Child Safety Knowledge, Skills and Awareness

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Document	Child Safety & Wellbeing Policy - Standard 8
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out how Studio V equips all staff and volunteers with the knowledge, skills, and awareness to keep children and young people safe. It addresses Standard 8 of the Victorian Child Safe Standards in full, covering training to implement child safety policy, recognise indicators of harm, respond effectively to child safety issues, and build culturally safe environments.

Studio V acknowledges that prior to this policy, no formal child safety training program was in place. This policy establishes a comprehensive, two-track training framework: an immediate internal training program that can be delivered by the Studio Director, with operational support, before the June 2026 submission deadline, and an ongoing annual training calendar that builds Studio V's child safety capability over time. Both tracks are documented, evidenceable, and directly address the VRQA's rectification requirements for Standard 8.

2. Studio V Child Safety Training Framework

Studio V’s child safety training framework operates across two tracks that together ensure all staff and volunteers have the knowledge, skills, and awareness required by Standard 8.

Track	Description	Timing	Audience	Evidence
Track 1	Studio V Internal Child Safety Training Session - a structured, facilitated training session delivered by Vassie Catalano & Caitlin Adams, covering all core child safety knowledge areas required by Standard 8. This session is designed to be delivered before June 3, 2026, creating immediate, dated, and signed evidence of training completion for all current staff.	Before 3 June 2026 - as a priority Training will be completed over 2 sessions: Online, Friday 28th May 2026 In Person, Tuesday 2nd June 2026	All current staff and contractors	Signed Studio V Child Safety Training Attendance Register; session agenda and materials on file
Track 2	Annual Child Safety Training Calendar - a structured program of internal and external training delivered across each calendar year, covering all Standard 8 requirements and building on Track 1 content. Includes the Ausdance Victoria online Child Safe Induction and a suite of free external resources from CCYP,	Commencing Term 3 2026; annually thereafter	All staff, contractors, and volunteers (role-appropriate)	Staff Training Register; external training completion certificates; staff meeting minutes

	Reconciliation Australia, and others.			
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3. Standard 8.1 - Self Trained to Implement the Child Safety & Wellbeing Policy

Our Commitment

All Studio V staff and volunteers are trained and supported to effectively implement the Studio V Child Safety & Wellbeing Policy. Child safety training begins at induction and is reinforced through ongoing education and the annual training calendar.

Track 1 - Studio V Internal Child Safety Training Session

The Studio V Internal Child Safety Training Session is a structured, facilitated session of approximately 90 minutes, delivered by Vassie Catalano and Caitlin Adams to all current staff and contractors. It is designed to be completed before June 3, 2026, creating immediate evidence of training completion. The session follows the agenda set out in Section 7 of this document.

Upon completion of this session:

- Each staff member signs the Studio V Child Safety Training Attendance Register, confirming their attendance and participation
- The signed register is retained by the Child Safety Officer as evidence of training completion
- Completion is recorded in the Staff Training Register for each staff member
- The session agenda and any materials used are retained on file by the Child Safety Officer

Track 2 - Ausdance Victoria Online Child Safe Induction

All Studio V staff and contractors are required to complete the Ausdance Victoria online Child Safe Induction module. This module is specifically designed for the dance industry context and covers all 11 Victorian Child Safe Standards in a format directly relevant to Studio V's operations.

- **Provider:** Ausdance Victoria
- **Contact:** victoria@ausdancevic.org.au
- **Link:** <https://ausdancevic.org.au/course/child-safe-induction/>
- **Timing:** All current staff to complete by end of June, 2026. All new staff to complete as part of induction before commencing.
- **Evidence:** Completion certificate provided to the Child Safe Officer and recorded in the Staff Training Register

Induction Training

As documented in Standard 6, all new staff and contractors complete the Studio V Staff Induction Checklist before commencing. The induction includes a comprehensive child safety module covering all aspects of the Child Safety & Wellbeing Policy. Induction is the first and foundational training experience for every new Studio V staff member.

Term Staff Meetings - Ongoing Reinforcement

Child safety is a standing agenda item at every term staff meeting. Each meeting provides an opportunity to reinforce child safety knowledge, share updates, discuss any emerging issues, and remind staff of their obligations. This ongoing reinforcement ensures that child safety knowledge does not fade between formal training events.

Evidence of Compliance - Standard 8.1

Studio V Child Safety Training Attendance Register - signed by all staff at the internal training session

Staff Training Register - records all training completion dates for all staff

Ausdance Victoria completion certificates - on file for all staff (from Term 3, 2026)

Staff Induction Checklist - child safety module completed and signed at induction

Staff meeting minutes - child safety standing agenda item documented each term

4. Standard 8.2 - Recognising Indicators of Child Harm

Our Commitment

All Studio V staff and volunteers receive training and information to recognise indicators of child harm - including physical harm, emotional and psychological harm, sexual harm, neglect, and harm caused by other children and young people. Staff are trained to respond to what they observe, not just to wait for a formal disclosure.

Indicators of Harm - What Staff Are Trained to Recognise

The Studio V Internal Child Safety Training Session (Section 7) includes a dedicated module on recognising indicators of harm. The following table summarises the key indicators covered in that training, which all staff are trained to be alert to:

Type of Harm	Indicators Staff Are Trained to Recognise
Physical Harm	Unexplained bruising, burns, or injuries; injuries inconsistent with explanation given; flinching at physical contact; reluctance to change for class; wearing clothing to cover injuries; appearing fearful of a particular person
Emotional and Psychological Harm	Sudden changes in behaviour or mood; withdrawal from class or peers; excessive anxiety, distress, or fearfulness; low self-esteem or self-deprecating language; regression to younger behaviours; difficulty concentrating

<p>Sexual Harm</p>	<p>Age-inappropriate sexual knowledge or behaviour; sexualised language or drawing; reluctance to participate in physical activities; physical symptoms such as discomfort or pain; disclosure — direct or indirect - of sexual contact</p>
<p>Neglect</p>	<p>Consistently appearing hungry, tired, or unwashed; poorly maintained clothing or equipment; appearing unwell without medical attention; frequently absent; no one available to collect them after class</p>
<p>Harm by Other Children or Young People</p>	<p>Signs of bullying, exclusion, or intimidation within the class group; a student appearing fearful of or distressed by another student; changes in friendship groups; disclosures about peer behaviour</p>
<p>Grooming Behaviours (by an adult toward a child)</p>	<p>An adult seeking excessive one-on-one time with a specific child; giving gifts or special treatment; undermining parental authority; encouraging secrecy; testing physical boundaries gradually</p>

Responding to Indicators - What Staff Do

- **Observe and Document:** If a staff member notices an indicator of harm, they note what they observed - specifically and objectively - as soon as possible after the class.
- **Do Not Investigate:** Staff do not question the child about what they have observed or attempt to investigate the concern themselves. Their role is to report, not investigate.
- **Report to the Child Safety Officer:** The observation is reported to Vassie Catalano as Child Safety Officer as soon as possible. Where the Child Safety Officer is not immediately available, the staff member documents the concern on the Incident Report Form and flags it for urgent attention.
- **Follow the Tiered Response Framework:** The concern is assessed against the Tier framework in Standard 7 and responded to accordingly.
- **Harm by Other Children:** Where the concern involves harm caused by one student to another, the same reporting process applies. The matter is escalated to the Child Safety Officer who determines the appropriate response, which may include speaking with both students’ families.

Evidence of Compliance - Standard 8.2

Studio V Child Safety Training Attendance Register - indicators of harm module covered in internal training session

Internal Training Session agenda - Section 7 of this document; indicators of harm table included

Staff Training Register - records training completion

Studio V Incident Report Form - used to document observations of harm indicators

Staff meeting minutes - harm indicators discussed as part of child safety standing agenda

5. Standard 8.3 - Responding Effectively to Child Safety Issues and Supporting Colleagues

Our Commitment

All Studio V staff and volunteers are trained to respond effectively to child safety concerns - including how to handle a disclosure from a student and how to support a colleague who has received a disclosure or is managing a child safety concern.

Responding to a Disclosure

A disclosure occurs when a child or young person tells a staff member - directly or indirectly - that they have experienced or are experiencing harm. Disclosures may be explicit ('something happened to me') or indirect ('I know someone this happened to' or through play, drawing, or behaviour). All disclosures are treated as genuine and responded to with care.

Studio V staff are trained to respond to a disclosure using the following approach:

Do	Don't
Stay calm and listen without interrupting	React with shock, alarm, or disbelief
Thank the child for telling you and affirm their courage in speaking up	Promise to keep the disclosure secret
Use simple, open language: "Can you tell me a little more about that?"	Ask leading questions or press for details
Reassure the child that they are not in trouble and have done nothing wrong	Make promises you cannot keep (e.g. "I'll make sure nothing bad happens")
Tell the child what will happen next in simple, honest terms	Leave the child alone or unsupported after a disclosure

Document exactly what was said, as soon as possible after the conversation	Conduct your own investigation into the disclosure
Report to the Child Safety Officer immediately	Discuss the disclosure with other staff members who don't need to know

Supporting Colleagues

Receiving a disclosure or managing a child safety concern can be distressing for staff members. Studio V is committed to supporting colleagues through this experience.

- **Immediate Debrief:** After a staff member has received a disclosure or managed a serious child safety concern, they are offered the opportunity to debrief with Vassie Catalano as soon as practicable. This debrief is supportive and non-judgemental.
- **No Blame:** A staff member who has received a disclosure and responded in good faith - even imperfectly - is supported, not criticised. The focus is on ensuring the child is safe and the correct process is followed from that point forward.
- **Ongoing Support:** Where a child safety concern has an extended resolution timeline, the staff member involved is kept informed and supported throughout.
- **External Support:** Where a staff member is significantly affected by a child safety matter, Vassie Catalano may suggest they seek external support, such as through their GP.

Evidence of Compliance - Standard 8.3

Studio V Child Safety Training Attendance Register - disclosure response and colleague support covered in internal training session

Internal Training Session agenda - disclosure response do/don't table included

Staff Training Register - records training completion

Studio V Complaints and Concerns Handling Procedure - tiered response framework

Staff meeting minutes - disclosure response discussed as part of child safety standing agenda

6. Standard 8.4 - Building Culturally Safe Environments

Our Commitment

All Studio V staff and volunteers receive training and information on how to build culturally safe and inclusive environments for all children and young people - particularly Aboriginal and Torres Strait Islander children and young people, and children from culturally and linguistically diverse backgrounds.

Cultural Safety Training

- **Internal Training Session - Cultural Safety Module:** The Studio V Internal Child Safety Training Session (Section 7) includes a dedicated cultural safety module covering: what cultural safety means in a dance studio context; Studio V's commitments under Standard 1; the Acknowledgement of Country and why it matters; anti-racism expectations and the response framework; and how to support students from CALD backgrounds.
- **Reconciliation Australia - Free Online Resources:** All Studio V staff are provided with access to Reconciliation Australia's free online cultural learning resources as part of their annual training. These resources deepen staff understanding of Aboriginal and Torres Strait Islander cultures, histories, and the importance of cultural safety. Available at: www.reconciliation.org.au/learning
- **CCYP Cultural Safety Resources:** The Commission for Children and Young People publishes specific guidance on cultural safety for child safe organisations, available free at www.cyp.vic.gov.au. Staff are directed to these free resources as part of their induction and annual training.
- **SFD Code of Ethics - Inclusion and Equity:** Studio V's membership of the Southern Federation of Dance and its adherence to the SFD Dance Industry Code of Ethics 2026 provides a dance-specific framework for inclusive practice. The SFD Code explicitly addresses equity, inclusion, and cultural respect. Staff are provided with a copy of the SFD Code at induction.
- **Ongoing Reinforcement:** Cultural safety is a standing item in Studio V's term staff meeting agenda and is reviewed annually at the Term 4 Policy Review Meeting. Any updates to cultural safety practice or resources are communicated to all staff promptly.

Evidence of Compliance - Standard 8.4

Studio V Child Safety Training Attendance Register - cultural safety module covered in internal training session

Internal Training Session agenda - cultural safety module included

Staff Training Register - records Reconciliation Australia resource completion

SFD Dance Industry Code of Ethics 2026 - provided to all staff at induction

Staff meeting minutes - cultural safety as standing agenda item

Annual Policy Review minutes - cultural safety review documented

7. Studio V Internal Child Safety Training Session - Agenda and Facilitator Guide

The following is the complete agenda for the Studio V Internal Child Safety Training Session. This session is facilitated by Vassie Catalano and Caitlin Adams and is to be delivered to all current staff and contractors before June 3, 2026. The session takes approximately 150 minutes. We are

delivering the training across two comprehensive sessions - 1. Online - Friday, 28th May 2026; and, 2. In Person - Tuesday, 2nd June 2026.

Session Purpose: To ensure all Studio V staff have the foundational knowledge, skills, and awareness required by Victorian Child Safe Standard 8, and to create dated, signed evidence of training completion for the VRQA submission.

Time	Module	Content	Facilitator Notes
0:00–0:10	Welcome and Context	Welcome all staff. Explain why this session is happening - the VRQA rectification requirement and Studio V's genuine commitment to child safety. Explain that attendance will be recorded and signed today.	Set a warm, non-alarmist tone. This is about building confidence, not creating anxiety.
0:10–0:20	Studio V's Child Safety Commitment	Overview of Studio V's Child Safety & Wellbeing Policy. The 11 Child Safe Standards and what they mean for Studio V. The role of the Child Safety Officer. Where to find the policy.	Distribute printed policy summary or direct staff to the website. Emphasise that this is not new - Studio V has always cared about safety; we are now formalising it.
0:20–0:30	Indicators of Harm	Walk through the indicators of harm table (Standard 8.2 of this policy). Discuss each category: physical, emotional/psychological, sexual, neglect, peer harm, grooming. Invite staff to ask questions.	Use the indicators table from Section 4 of this document as a handout. Emphasise that staff observe and report - they do not investigate.
0:30–0:45	Responding to a Disclosure	Walk through the disclosure do/don't table (Standard 8.3 of this policy). Role-play or discuss a scenario: "a student tells you after class that someone at home has been hurting them. What do you do?"	Use the do/don't table from Section 5 of this document. Keep the scenario discussion supportive and constructive - the goal is confidence, not fear.
0:45–0:55	Reporting Obligations	Mandatory reporting - what it is and when it applies. Failure to Disclose and Failure to Protect. Studio V's tiered response framework. How to complete the Incident Report Form. External contact details.	Reference Standard 7 and the key external contacts list. Ensure every staff member knows where to find the Incident Report Form.

0:55–1:05	Cultural Safety	What cultural safety means at Studio V. Our commitments to Aboriginal and Torres Strait Islander students and families. Anti-racism expectations. Supporting students from CALD backgrounds. The Acknowledgement of Country.	Reference Standard 1 and Standard 5. Distribute the SafetyCulture resource link, to be completed before June, 30th 2026. Deliver or practise the Acknowledgement of Country together, if appropriate.
1:05–1:15	Code of Conduct and Boundaries	Key provisions of the Studio V Code of Conduct. Professional boundaries in a dance context. Consent-based physical correction. Online safety and social media. No private messaging with students.	Reference the Code of Conduct document. Invite questions about specific scenarios if staff have them. This document will be viewed and signed at the completion of the session.
1:15–1:25	Questions and Discussion	Open floor for questions, clarifications, or concerns. Acknowledge that some of this content can feel heavy - normalise that and encourage ongoing conversation.	Listen actively. If a question cannot be answered on the spot, commit to following up in writing.
1:25–1:50	Sign-Off Documentation and Close	Distribute and collect the Studio V Child Safety Training Attendance Register. Each staff member signs to confirm attendance and participation. Staff to receive contract addendum reinforcing child safety obligations. Staff to receive Child Safety & Wellbeing Policy acknowledgement. Thank all staff for their time and commitment.	Ensure every attendee signs before leaving. Ensure attendees sign contract addendum, Code of Conduct and Child Safety & Wellbeing Policy Acknowledgment. Record any absences and schedule catch-up sessions for absent staff members.

Attendance Register

The Studio V Child Safety Training Attendance Register must be completed at every internal training session. It captured the following for each attendee:

- Full name
- Role at Studio V
- Date of Session
- Signature confirming attendance and participation

The signed register is retained by the Child Safety Officer as evidence of training completion and each staff member’s completion is recorded in the Staff Training Register.

8. Annual Child Safety Training Calendar

From 2026, Studio V maintains an Annual Child Safety Training Calendar that documents all training delivered to staff across the year. The calendar ensures that training is planned, delivered, and evidenced consistently, and that no staff member’s child safety knowledge becomes stale.

When	Training Activity	Provider	Audience	Cost	Evidence
Before 3 June 2026	Studio V Internal Child Safety Training Session (Track 1)	Vassie Catalano, Caitlin Adams (internal)	All current staff	Free	Signed Attendance Register; session agenda and minutes on file
Before 30th June, 2026	Ausdance Victoria Online Child Safe Induction	Ausdance Victoria	All staff and contractors	\$50 (non members)	Completion certificates on file; Staff Training Register updated
Before 30th June, 2026	SafetyCulture – Indigenous Peoples and Cultural Awareness (AUS)	SafetyCulture	All staff	Free	Staff Training Register; confirmation of completion, or screenshot of completion
16th December, 2026	Annual Child Safety Policy Review Meeting - training component	Vassiliki Catalano (internal)	All staff	Free	Staff meeting minutes; Annual Policy Review documentation
Annually - as required	First Aid and CPR Renewal	Registered RTO (e.g. St John Ambulance, Red Cross, private certified providers)	All staff	Varies by provider	Certificates on file; WWCC and Qualifications Register updated

Term 1, 2027 onwards	Studio V Annual Child Safety Refresher Session	Vassie Catalano (internal)	All staff	Free	Signed Attendance Register; updated session content on file
As required - new staff	Staff Induction - Child Safety Module	Vassie Catalano (internal)	New staff before commencement	Free	Signed Induction Checklist on file

9. Standard 8 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
8.1	Staff and volunteers are trained and supported to effectively implement the child safety and wellbeing policy.	Studio V Internal Child Safety Training Sessions (Track 1) - delivered before June 3, 2026; signed Attendance Register on file; Ausdance Victoria online induction (Track 2) - all staff by end Term 2, 2026; Staff Induction Checklist - child safety module at commencement; term staff meetings - child safety as standing agenda item; Staff Training Register maintained.
8.2	Staff and volunteers receive training to recognise indicators of child harm including harm caused by other children and young people.	Indicators of harm table - covered in internal training session; six categories documented (physical, emotional/psychological, sexual, neglect, peer harm, grooming); respond-observe-report framework trained; Incident Report Form used to document observations; indicators reviewed at term staff meetings.

<p>8.3</p>	<p>Staff and volunteers receive training to respond effectively to child safety issues and support colleagues who disclose harm.</p>	<p>Disclosure response do/don't table - covered in internal training session; scenario-based practice in session; colleague support framework documented; debrief process with Child Safety Officer; no-blame culture established; Complaints and Concerns Handling Procedure provides clear response pathway.</p>
<p>8.4</p>	<p>Staff and volunteers receive training on how to build culturally safe environments for children and young people.</p>	<p>Cultural safety module in internal training session; SafetyCulture Indigenous Peoples and Cultural Awareness (Aus) (all staff, 2026); CCYP cultural safety guidance; SFD Code of Ethics 2026 provided at induction; cultural safety as standing term meeting agenda item; annual policy review cultural safety agenda item.</p>

10. Related Documents

- Studio V Child Safety & Wellbeing Policy - All Standards (1 -11)
- Studio V Staff Induction Checklist
- Studio V Staff Training Register
- Studio V Child Safety Training Attendance Register
- Studio V Complaints and Concerns Handling Procedure
- Studio V WWCC and Qualifications Register
- Studio V Incident Report Form
- Studio V Code of Conduct - Staff, Contractors and Volunteers
- Ausdance Victoria - Child Safe Induction (online module)
- SafetyCulture - Indigenous Peoples and Cultural Awareness (Aus)
- Reconciliation Australia - Cultural Learning Resources (www.reconciliation.org.au/learning)
- Commission for Children and Young People (CCYP) - Cultural Safety Resources (www.ccyp.vic.gov.au)
- Victorian Child Safe Standards - Commission for Children and Young People (CCYP)
- Child Wellbeing and Safety Act 2005 (Vic)

11. Policy Review

This policy section is formally reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting. The review considers: training completion rates for all staff; the content and effectiveness of the internal training session; any new external training resources or requirements and any training gaps identified through incidents, complaints, or staff feedback. The Annual Training Calendar is updated as part of this review. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - establishing Studio V's first formal child safety training framework. Two-track approach: immediate internal training session and ongoing annual training calendar. Prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 9 - Child Safety in Physical and Online Environments

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Document	Child Safety & Wellbeing Policy - Standard 9
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December 16th, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022; Privacy and Data Protection Act 2014 (Vic)

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out how Studio V ensures that all physical and online environments in which it operates promote the safety and wellbeing of children and young people, while minimising the opportunity for harm to occur.

Studio V operates across multiple third-party hired venues for regular classes and events. All class and performance spaces are hired from external organisations - none are owned or leased by Studio V. This makes Standard 9 compliance particularly important, as Studio V must actively manage child safety risks across environments it does not control, and must ensure that third-party venues meet appropriate safety expectations before children are brought into those spaces.

This policy acknowledges that prior to June 2026, Studio V’s physical environment risk management was informal and undocumented. This policy establishes a formal, practical framework for physical

environment risk assessment, online safety, and third-party venue procurement that Studio V implements from this point forward.

2. Studio V Venue Register

Studio V operates across the following hired venues. All venues are third-party spaces hired from external organisations. Studio V has no ownership or lease interest in any of these spaces.

Venue	Address	Hiring Organisation	Type	Use
Scots Hall	185-187 Burgundy St, Heidelberg Vic 3084	Heidelberg Scots Uniting Church	Church hall	Regular weekly classes
Evans Upper Studio	47-51 Warnccliffe Rd, Ivanhoe East Vic 3079	St George’s Anglican Church	Church hall (upper level)	Regular weekly classes
Evans Lower Hall	47-51 Warnccliffe Rd, Ivanhoe East Vic 3079	St George’s Anglican Church	Church hall (lower level)	Regular weekly classes
St Johns Hall	55 Cape St, Heidelberg Vic 3084	St Johns Catholic Church	Church hall	Regular weekly classes
Nets Studio 1	Nets Stadium, 2 Somers Ave, Macleod Vic 3085	Banyule City Council	Purpose-built dance studio	Regular weekly classes
Nets Studio 2	Nets Stadium, 2 Somers Ave, Macleod Vic 3085	Banyule City Council	Purpose-built dance studio	Regular weekly classes
Doncaster Secondary College	123 Church Rd, Doncaster Vic 3108	Doncaster Secondary College	School theatre/hall	Mid-year Demo performance

Empower Theatre	360 Main Rd, Lower Plenty Vic 3093	Empower 365	Theatre	End of year concert
Magis Performing Arts Centre	Bungay St, Watsonia Vic 3087	Loyola College	Theatre	End of year concert
Darebin Arts Centre Theatre	401 Bell St, Preston Vic 3072	Darebin City Council	Professional theatre	End of year concert

3. Standard 9.1 - Identifying and Mitigating Risks in Physical and Online Environments

Our Commitment

Studio V staff and volunteers proactively identify and mitigate risks in both physical and online environments - without compromising a child’s right to privacy, social connection, access to information, and learning opportunities. Risk management is embedded in how Studio V plans and delivers all programs and activities.

Physical Environment Risk Management Framework

From June 2026, Studio V implements a formal physical environment risk management framework across all hired venues. This framework consists of three components: a Term Commencement Venue Safety Check conducted at the start of each school term; an Event-Specific Risk Assessment conducted before each performance, competition, or offsite activity; and an Annual Risk Register review conducted at the Term 4 Policy Review Meeting.

Component 1 - Term Commencement Venue Safety Check

At the commencement of each school term, Vassie Catalano or a nominated senior staff member conducts a walk-through safety check of each hired class venue before students commence for the term. The check is documented on the Studio V Venue Safety Checklist and retained by the Child Safety Officer.

The Term Commencement Venue Safety Check covers the following areas for each venue:

Area	What to Check	Action if Issue Found
Studio floor and surfaces	Floor is clean, dry, and free of hazards. No loose boards, lifted edges, or slippery surfaces. Appropriate dance flooring in place.	Do not use the space until the hazard is resolved. Notify the venue contact immediately.

		Document on Venue Safety Checklist.
Mirrors and fixed equipment	All mirrors are secure and undamaged. Any fixed barres or equipment are stable and safe.	Do not allow students near unsafe equipment. Notify venue contact. Document on checklist.
Lighting	All lighting is functioning. No flickering or failed lights that could cause a safety hazard or create concealed areas.	Request immediate repair from venue contact. Use alternative lighting where safe to do so.
Change rooms and bathrooms	Change rooms are clean, appropriately lit, and lockable from the inside. No hidden spaces or areas without line of sight. Bathrooms are functional.	Notify venue contact. Do not use unsafe change room until resolved. Apply additional supervision protocols if needed.
Access and entry points	Entry and exit points are clearly marked and functional. External access is appropriate - no unauthorised persons can enter the studio space during class without passing through a supervised area.	Address access control issues with venue contact before class commences.
Waiting areas	Waiting areas for families are clearly defined and separated from class spaces where appropriate. No unsupervised student access to external areas.	Implement additional supervision or boundary measures as needed.
Emergency exits	All emergency exits are clearly marked, unobstructed, and functional. Emergency exit routes are known to all staff.	Do not use the space until emergency exits are cleared. Notify venue contact.
First aid resources	Location of first aid kit is known. First aid kit is stocked and accessible. Location of AED (defibrillator) is known if present at venue.	Restock first aid kit as needed. Note AED location on checklist.

<p>Emergency information</p>	<p>Venue emergency evacuation procedure is posted or accessible. Venue address is known for emergency services.</p>	<p>Obtain venue emergency procedure from venue contact. Post at each studio space.</p>
<p>Shared venue considerations</p>	<p>Are other community groups using the venue at the same time? Are shared spaces (corridors, car parks) appropriately supervised?</p>	<p>Assess any risk from shared venue use. Apply additional supervision as needed during transitions.</p>

Component 2 - Event-Specific Risk Assessment

Before every performance, competition, or offsite activity, an Event-Specific Risk Assessment is completed by Vassie Catalano. The assessment is documented and retained by the Child Safety Officer.

The Event-Specific Risk Assessment covers:

- Venue safety check (using the Venue Safety Checklist above, adapted for the event setting)
- Change room and backstage supervision arrangements - who is responsible, same-gender supervision confirmed.
- Supervision roster - all staff and volunteer roles documented with named individuals
- WWCC confirmation - all volunteers verified as holding a current WWCC before the event
- Student collection and release protocols - how students are collected at the end of the event
- Medical considerations - EpiPens and ASCIA Action Plans for students with anaphylaxis held by designated supervisors
- Emergency procedures - venue evacuation plan known to all staff; emergency services contact confirmed
- Photography and filming - consent protocols confirmed; designated photography areas established
- Third-party venue safety requirements - venue-specific induction or safety requirements completed

Component 3 - Annual Risk Register

Studio V maintains a Child Safety Risk Register that is reviewed annually at the Term 4 Policy Review Meeting. The Risk Register documents identified risks across all Studio V environments, assesses their likelihood and consequences, and records the controls in place to manage each risk. The register is updated when new risks are identified, activities change, or incidents occur.

The Risk Register is a separate supporting document in the Studio V child safety suite, developed and maintained by the Child Safety Officer.

Key Physical Environment Risk Controls

The following specific risk controls apply across all Studio V physical environments at all times:

- **No student left alone in a studio space:** A qualified teacher or approved adult is present in the studio at all times during class. No student is left unsupervised in a studio space.

- **Change room protocols:** Same-gender adult supervision in all change room settings. No adult alone with a child in a change room at any time. Change room doors remain unlocked and monitored. Students do not use mobile phones in change rooms. Male adults (including fathers, grandfathers, and male volunteers) are not permitted in female change rooms.
- **Waiting area management:** Students are not released to waiting areas unaccompanied. Where families wait in shared spaces, the boundary between the waiting area and the studio space is clearly communicated.
- **Transitions between spaces:** Student movement between studio spaces, change rooms, and waiting areas is supervised. Students are not permitted to move through shared venue spaces without supervision during class time.
- **Shared venue access:** Where Studio V shares a venue with other community groups, staff are aware of who else is in the building and ensures that no unauthorised adult has access to Studio V's students or class spaces.
- **First aid preparedness:** A current First Aid kit is accessible at each venue. All Studio V teachers hold current First Aid and CPR certification. Students with anaphylaxis have their EpiPen and ASCIA Action Plan accessible to their supervising teacher at all times.
- **Emergency procedures:** All Studio V staff know the emergency evacuation procedure for each venue at which they teach. Venue emergency procedures are obtained from the venue contact and retained on file by the Child Safety Officer.

Evidence of Compliance - Standard 9.1

Studio V Venue Safety Checklist - completed at commencement of each term for all class venues

Studio V Event-Specific Risk Assessment - completed before each performance, competition, or offsite activity

Studio V Child Safety Risk Register - reviewed annually at Term 4 Policy Review

Supervision roster - documented for all events

WWCC verification records - all event volunteers verified before each event

First Aid certification records - all staff hold current certification

ASCIA Action Plans - held by supervising teachers for students with anaphylaxis

Venue emergency evacuation procedures - obtained from each venue and retained on file

4. Standard 9.2 - Online Environments Used in Accordance with Code of Conduct and Child Safety Policy

Our Commitment

Studio V ensures that all online environments and digital communications are used in accordance with its Code of Conduct and Child Safety & Wellbeing Policy. Clear, documented standards apply to all digital interactions between Studio V staff and students or families, and are enforced consistently across all platforms.

Studio V Online Environments

Studio V uses the following digital platforms and communications channels in the course of its operations:

Platform / Channel	Primary Use	Who Uses It	Child Safety Controls
Email - Studio V / Dancebiz	Primary communication with families; enrolment; administrative correspondence	Vassiliki Catalano, Caitlin Adams, Amelia Tang, Annalise Sortino	All family communications sent from official Studio V email accounts. Vassie Catalano's email included in all communications as the primary contact. No personal email accounts used for official Studio V communications.
Dancebiz	Student enrolment, records, family communications, fee management	Administration staff	Access restricted to authorised Studio V staff only. Student records held securely. Consent captured at enrolment.
WhatsApp - Staff Group	Internal staff communications and updates	All teaching staff	Staff-to-staff communications only. Child safety matters communicated through this channel are retained as part of the communication record.

<p>Instagram - @studioschoolofdance</p>	<p>Studio marketing, student showcasing, community engagement</p>	<p>Managed by Vassie Catalano, Caitlin Adams</p>	<p>All content subject to Studio V social media policy. Student images only posted with current consent. No identifying information about individual students posted. See Online Safety and Social Media Policy.</p>
<p>Website - Studio V</p>	<p>Public information, policy publication, family resources</p>	<p>Vassiliki Catalano (content); Amelia Tang (content, technical); Thryve web manager (technical)</p>	<p>Child Safety & Wellbeing Policy, Statement of Commitment, and CSO policy published and kept current. No student identifying information published without consent.</p>

Online Safety Standards - All Staff

- **No private messaging with students:** No Studio V staff member communicated with a student via personal social media, personal messaging apps (including personal WhatsApp, Instagram DMs, Snapchat, or any other platform) outside of official Studio V communication channels. All student and family contact occurs through official Studio V email or Dancebiz.
- **Professional conduct online:** All Studio V staff maintain professional conduct across all online platforms - including personal social media accounts. Conduct that would be inappropriate in person is equally inappropriate online.
- **No sharing of student images without consent:** No images or videos of students are shared on any platform - including personal social media - without current, documented consent from the student’s parent or carer. Consent is captured at enrolment through Dancebiz and is reviewed annually.
- **Photography and filming during classes and events:** Photography and filming of students during classes, rehearsals, and events is managed in accordance with the Studio V Online Safety and Social Media Policy. Families who have not provided consent are identified before any photography or filming occurs.

- **Online communications are transparent:** All online communications between Studio V and students or families are conducted through official, transparent channels. Communications can be reviewed by the Child Safety Officer if needed.
- **Reporting online safety concerns:** Any staff member who becomes aware of an online safety concern - including inappropriate contact between a staff member and a student, or inappropriate content involving a student - reports it to the Child Safety Officer immediately in accordance with the Studio V Complaints and Concerns Handling Procedure.

Evidence of Compliance - Standard 9.2

Studio V Online Safety and Social Media Policy - standalone document in this suite
 Studio V Code of Conduct - online conduct provisions signed by all staff
 Dancebiz - social media and photography consent captured at enrolment
 Staff Induction Checklist - online safety module completed and signed by all staff
 Staff Training Register - records training completion including online safety
 Instagram account management records - @studioschoolofdance managed by nominated staff member

5. Standard 9.3 - Risk Management Plans Consider Organisational Settings, Activities, and Physical Environment

Our Commitment

Studio V’s risk management processes consider potential risks associated with all studio activities, settings, and the physical environment - including regular classes, rehearsals, performances, competitions, and any offsite or travel activities.

Activity-Based Risk Considerations

Activity / Setting	Key Child Safety Risks	Controls in Place
Regular weekly classes (all venues)	Inadequate supervision; unsafe physical environment; inappropriate physical correction; undisclosed student medical needs; unauthorised adult access to students	Term Commencement Venue Safety Check; qualified teacher present at all times; consent-based physical correction practice; medical needs captured at enrolment and communicated to teachers; supervised venue access

<p>Change rooms (all venues)</p>	<p>Adult alone with child; student filming or photographing others; inadequate supervision; unauthorised access</p>	<p>Same-gender adult supervision; no adult alone with child; mobile phones prohibited in change rooms; male adults not permitted in female change rooms; doors unlocked or monitored</p>
<p>Waiting areas</p>	<p>Unsupervised students; unauthorised adult access to children; student distress not observed</p>	<p>Clear waiting area protocols; minimum age for unaccompanied waiting; staff awareness of students in waiting areas</p>
<p>Performances and concerts (Doncaster Secondary College, Empower Theatre, Magis Performing Arts Centre, Darebin Arts Centre)</p>	<p>Chaotic backstage environment; change room supervision; unauthorised adult access backstage; student medical emergency; student separated from group</p>	<p>Event-Specific Risk Assessment; named supervision roster; same-gender change room supervision; WWCC-verified volunteers only backstage; First Aid Officer present; designated collection point for students; Student Rest and Fatigue Management - Studio V recognises that late-finishing performance events create a fatigue risk for students attending early morning classes the following day. As a matter of child safety practice, Studio V considers the cancellation or rescheduling of morning classes that fall within 12 hours of a performance event finish time, in recognition of student’s right to adequate rest and the increased risk of injury and emotional vulnerability associated with fatigue. This decision is made by the Studio Director on an event-by-event basis and communicated to families in advance via Dancebiz.</p>
<p>Mid-year Demo (Doncaster Secondary College)</p>	<p>As above; school venue with additional access points; student collection in unfamiliar environment</p>	<p>Pre-event venue safety check; supervision roster; family briefing on collection process; emergency procedure for this venue confirmed</p>

<p>Competitions and offsite activities</p>	<p>Student travel; unfamiliar venue; extended supervision periods; student medical needs in unfamiliar setting</p>	<p>Parent consent for all offsite activities; supervision roster; EpiPens and medical information travel with students; emergency contact details held by supervising staff; venue safety check on arrival</p>
<p>Student volunteer assistant teachers (all settings)</p>	<p>Assistant teacher placed in position of responsibility beyond their age and role; no adult supervision</p>	<p>Assistant teachers always under direct supervision of qualified class teacher; never alone with students; supervision documented in allocation register</p>
<p>Parent volunteers (events and performances)</p>	<p>Volunteer without WWCC in student contact areas; volunteer exceeding their role</p>	<p>WWCC verified before event; volunteers briefed and supervised; volunteers not permitted in change rooms unless same-gender and approved; roles clearly defined at event briefing</p>

Venue-Specific Considerations

Each of Studio V’s hired venues has specific characteristics that are considered in the risk management framework:

- **Church hall venues (Scots Hall, Evans Upper and Lower, St Johns Hall):** These venues are shared community spaces that may be used by other community groups at times when Studio V does not hire for classes. Studio V staff are aware of who else is using the building during Studio V class times. Transitions through shared spaces (corridors, car parks) are supervised. Access to Studio V class spaces by non-Studio V adults is monitored.
- **Nets Studio 1 and 2 (Banyule City Council):** These are purpose-built dance studios within a larger sports facility. The facility may have other users during Studio V class times. Studio V follows all Banyule Council venue requirements. The purpose-built nature of these studios provides dedicated, contained class spaces with appropriate facilities, including an accessible, private bathroom/change space.
- **Theatre venues (Empower, Darebin Arts Centre):** Professional theatre venues involve complex backstage environments, multiple access points, and large numbers of students and families in the same space. An Event-Specific Risk Assessment is completed before each performance at these venues. Darebin Arts Centre has a documented venue induction process which Studio V completes before each performance.
- **Doncaster Secondary College/Loyola Secondary College:** As school venues, Doncaster Secondary College and Loyola Secondary College have their own child safety

requirements. Studio V obtains and compiles with the colleges' venue requirements before each user.

Evidence of Compliance - Standard 9.3

- Studio V Venue Safety Checklist - term commencement checks for all class venues
- Studio V Event-Specific Risk Assessment - completed before each event
- Studio V Child Safety Risk Register - activity-based risk documentation
- Supervision roster - named individuals for all event supervisory roles
- Event briefing records - staff and volunteer briefings documented
- Darebin Arts Centre venue induction records - completed before each performance
- Doncaster Secondary College venue requirements documentation

6. Standard 9.4 - Third-Party Venue Procurement Ensures Child Safety

Our Commitment

Studio V takes reasonable steps to ensure that all third-party venues for classes, rehearsals, performances, and other activities meet child safety expectations. In line with Studio V's VRQA rectification plan - this policy establishes a formal, documented, third-party venue safety framework.

Third-Party Venue Safety Requirements

Before using any third-party venue for the first time, and at the commencement of each year for regularly venues, Studio V takes the following steps:

Step	Action	Evidence
1	Contact the venue to obtain their emergency evacuation procedure and any venue-specific safety requirements. This may be via email, a venue hire agreement, or a venue induction process.	Email or written communication from venue confirming safety requirements; venue hire agreement; venue induction record
2	Complete the Studio V Third-Party Venue Safety Checklist (see Section 7) for each venue. This checklist documents the venue's safety features, any risks identified, and the controls in place.	Completed Studio V Third-Party Venue Safety Checklist - retained on file by Child Safety Officer

3	Where the venue has a formal induction process (e.g. Darebin Arts Centre), complete the induction before the first use of that venue and retain the induction record.	Venue induction record - retained on file by Child Safety Officer
4	Confirm that the venue's facilities are adequate for the age group and activity being conducted. This includes: adequacy of change room facilities; access control; emergency exit availability; and any specific hazards relevant to dance activities (flooring, ceiling height, mirrors).	Venue Safety Checklist; pre-event inspection notes
5	Brief all supervising staff and volunteers on venue-specific safety requirements before each use.	Event briefing record; supervision roster
6	Retain all venue safety documentation on file for the minimum required period (7 years or until youngest student turns 25, whichever is longer).	Child Safety Officer file; documented in Child Safety Risk Register

Current Venue Safety Documentation Status

Venue	Documentation Status	Action Required
Scots Hall (Heidelberg Scots Uniting Church)	Emergency Evacuation Procedure; Child Safety Policy VIC/TAS; Studio V Venue Safety Checklist Term 2 2026;	Up to date.
Evans Upper & Lower (St George's Church, East Ivanhoe)	Emergency Evacuation Procedure; confirmation from venue that updated Child Safety Policy will be sent; Studio V Venue Safety Checklist Term 2 2026	Up to date - venue confirmation received that updated Child Safety Policy will be sent for file ASAP
St Johns Hall (St Johns Catholic Church, Heidelberg)	Emergency Evacuation procedure confirmed as visible on wall of venue; Child Safety 'safeguarding' policy on file;	Up to date.

	Studio V Venue Safety Checklist Term 2 2026;	
Nets Studio 1 & 2 (Banyule City Council, Macleod)	Venue operations documentation, including emergency evacuation procedure; email re: child safety obligations; Nets Stadium Workplace Safety Audit Checklist; Studio V Venue Safety Checklist Term 2 2026;	Up to date.
Doncaster Secondary College	In process	Theatre venue (Doncaster Secondary College) confirmed that emergency details and child safety information to be sent prior to event.
Empower Theatre	Emergency evacuation procedure sent; venue confirmed staff are trained and hold current WWCC.	Up to date.
Magis Performing Arts Centre	In process	Theatre venue (Loyola College) confirmed that emergency details and child safety information to be sent prior to event.
Darebin Arts Centre Theatre	Darebin Arts Centre Induction Form from 2025; Production Brief Template for 2026 End Of Year Showcase season (December); 2026 Child Safety Form.	Venue induction to recur with 2026 hire; emergency evacuation plan requested. Complete Venue Safety Checklist when

7. Studio V Third-Party Venue Safety Checklist

The following checklist is to be completed for each Studio V venue at the commencement of each year and whenever a new venue is first used. It is completed by Vassie Catalano or a nominator senior staff member and retained on file by the Child Safety Officer.

Venue Safety Checklist	Details / Notes	Satisfactory?
Venue name and address		Yes / No / N/A
Venue contact name and phone		
Date of inspection / check		
Completed by		
Venue hire agreement on file		Yes / No
Emergency evacuation procedure obtained and on file		Yes / No
Emergency exits clearly marked and unobstructed		Yes / No
First aid kit location known		Yes / No
AED (defibrillator) location known (if present)		Yes / No / Not present
Studio floor suitable for dance - clean, dry, no hazards		Yes / No
Lighting adequate in all areas including change rooms		Yes / No
Change room facilities adequate for age group		Yes / No
Change room doors lockable from inside		Yes / No
No hidden spaces or areas without line of sight in change rooms		Yes / No
Access to studio space is controlled - no unauthorised adult access		Yes / No
Waiting area is defined and separated from studio space		Yes / No

Shared venue users identified (other community groups present)		Yes / No / None
Venue-specific induction completed (if required)		Yes / No / Not required
Any hazards identified	List hazards and controls applied:	
Overall assessment - venue is suitable for child-safe use		Yes / No - if No, do not use venue until issues resolved
Signature		
Date		

8. Standard 9 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
9.1	Staff and volunteers identify and mitigate risks in physical and online environments without compromising children’s rights.	Term Commencement Venue Safety Check (all class venues, each term); Event-Specific Risk Assessment (all performances and offsite activities); Annual Risk Register review (Term 4); key physical controls documented (change rooms, waiting areas, supervision, first aid, emergency procedures, shared venue management); online safety controls documented across all platforms.

<p>9.2</p>	<p>The online environment is used in accordance with the Code of Conduct and child safety policy and practices.</p>	<p>No private messaging with students policy; all student/family contact via official Studio V channels; photography and filming consent captured at enrolment; social media accounts managed by nominated staff member; online conduct provisions in Code of Conduct (signed by all staff); online safety module in Staff Induction Checklist; Studio V Online Safety and Social Media Policy (standalone document).</p>
<p>9.3</p>	<p>Risk management plans consider risks posed by organisational settings, activities, and the physical environment.</p>	<p>Activity-based risk table documents risks and controls for: regular classes, change rooms, waiting areas, performances, competitions, offsite activities, assistant teachers, and parent volunteers. Venue-specific considerations documented for all hired spaces. Event-Specific Risk Assessment framework covers all performance and offsite settings; Dancebiz family communications - confirming morning class cancellations or adjustments following late-finishing performance events, with child wellbeing cited as the reason.</p>

<p>9.4</p>	<p>Facilities and services from third parties have procurement policies that ensure the safety of children and young people.</p>	<p>Third-party venue safety framework established: venue contact for emergency procedure; Studio V Third-Party Venue Safety Checklist completed for each venue; formal venue inductions completed where required (Darebin Arts Centre); venue documentation retained on file; annual review at term commencement; Venue Register documents all current hired spaces.</p>
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9. Related Documents

- Studio V Child Safety & Wellbeing Policy - All Standards (1 -11)
- Studio V Online Safety and Social Media Policy
- Studio V Child Safety Risk Register
- Studio V Venue Safety Checklist (Term Commencement)
- Studio V Third-Party Venue Safety Checklist
- Studio V Event-Specific Risk Assessment Template
- Studio V Supervision Roster Template
- Studio V Incident Report Form
- Studio V WWCC and Qualifications Register
- Studio V Code of Conduct - Staff, Contractors and Volunteers
- Studio V Complaints and Concerns Handling Procedure
- ASCIA Anaphylaxis Action Plans - held on file for relevant students
- Venue hire agreements - all current venues
- Venue emergency evacuation procedures - all current venues
- Darebin Arts Centre venue induction record
- Victorian Child Safe Standards - Commission for Children and Young People (CCYP)
- Child Wellbeing and Safety Act 2005 (Vic)
- Privacy and Data Protection Act 2014 (Vic)

10. Policy Review

This policy section is formally reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting. The review considers: any incidents or near-misses in physical or online environments during the year; any changes to hired venues; new activities or settings introduced during the year; feedback from staff or families about physical or online safety; and any changes to relevant legislation or best practice guidance. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - establishing Studio V's first formal child safety training framework. Two-track approach: immediate internal training session and ongoing annual training calendar. Prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 10 - Review of Child Safety Practices

Implementation of the Child Safe Standards is regularly reviewed and improved.

Document	Child Safety & Wellbeing Policy - Standard 10
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy sets out how Studio V regularly reviews, evaluates, and improves its child safety practices. It addresses Standard 10 of the Victorian Child Safe Standards in full, covering the regular review of child safe practices, the analysis of complaints and incidents to identify systemic issues, and the reporting of review findings back to staff, volunteers, families, and children and young people.

Studio V acknowledges that prior to this policy suite, child safety practices were improved formally over time in response to evolving safety requirements - but these improvements were never formally documented or structured as a review process. This policy established June 2026 as Studio V's formal baseline: the point at which the Child Safety & Wellbeing Policy suite (Version 1.0) was developed and adopted, and from which all future reviews will be measured.

The establishment of this formal review framework is itself an act of continuous improvement - it represents Studio V's commitment to moving from responsive, informal practice improvement to a proactive, documented, and accountable review cycle.

2. Standard 10.1 - Regular Review, Evaluation, and Improvement of Child Safe Practices

Our Commitment

Studio V is committed to the ongoing review, evaluation, and improvement of its child safety practices. Policies and procedures are regularly assessed to ensure they remain current, effective, and aligned with legislative requirements, regulatory guidance, and best practice in child-safe organisations.

The Annual Child Safety Policy Review Meeting

The centrepiece of Studio V’s review framework is the Annual Child Safety Policy Review Meeting, held in Term 4 of each year. This meeting is a formal, minted staff meeting with a specific child safety review agenda. It is distinct from the regular term staff meeting and is dedicated entirely to the review and improvement of Studio V’s child safety policies and practices.

The Annual Child Safety Policy Review Meeting is chaired by Vassie Catalano as Studio Director and Child Safety Officer, and is attended by selected Studio V senior teaching and administration staff.

Annual Review Agenda

The following agenda is the standard framework for the Annual Child Safety Policy Review Meeting. Items are added or expanded based on the year’s specific circumstances. The Annual Child Safety Policy Review Meeting is convened and coordinated by the Studio V Child Safety and Safeguarding Committee. The Term 4 Committee meeting serves as the preparatory session for the Annual Review, ensuring all registers, training records, and improvement actions are reviewed before the full staff meeting.

Agenda Item	What Is Reviewed	Output
<p>1. Policy Suite Review</p>	<p>Each section of the Child Safety & Wellbeing Policy (Standards 1–11) is reviewed against: any legislative or regulatory changes during the year; any CCYP or VRQA guidance updates; any incidents, complaints, or near-misses from the year; staff feedback; and emerging best practice.</p>	<p>Updated policy documents with new version numbers and effective dates. Summary of changes communicated to all staff.</p>

<p>2. Incidents and Complaints Review</p>	<p>All incidents and complaints recorded during the year are reviewed (de-identified where appropriate). Patterns or systemic issues are identified. The adequacy of Studio V's response to each matter is assessed.</p>	<p>Systemic improvement actions documented. Incident and complaints register reviewed and closed as appropriate.</p>
<p>3. Training Review</p>	<p>The Annual Training Calendar is reviewed. Training completion rates for all staff are assessed. Any gaps in training or knowledge identified during the year are noted. The training calendar for the following year is planned.</p>	<p>Updated Annual Training Calendar for the following year. Any additional training required identified and scheduled.</p>
<p>4. WWCC and Qualifications Review</p>	<p>The WWCC and Qualifications Register is reviewed. Any upcoming expiries in the following year are identified and flagged to relevant staff. First Aid and CPR renewal dates are confirmed.</p>	<p>WWCC and Qualifications Register updated. Renewal reminders issued to relevant staff.</p>
<p>5. Venue Safety Review</p>	<p>The Venue Register and Venue Safety Checklists are reviewed. Any changes to hired venues during the year are noted. Any venue-specific issues identified during the year are assessed.</p>	<p>Venue Register updated. Any venue safety improvements actioned.</p>
<p>6. Staff and Community Feedback</p>	<p>Feedback received from staff, families, and students during the year is reviewed. Any feedback that has informed practice changes is acknowledged. Opportunities for improved engagement are identified.</p>	<p>Feedback incorporated into policy or practice updates where appropriate. Community informed of changes arising from their feedback.</p>

<p>7. Assistant Teacher Program Review</p>	<p>The Assistant Teacher Program is reviewed: eligibility criteria; current participant ages and WWCC status; allocation register; orientation completion records; any conduct or wellbeing concerns from the year.</p>	<p>Program updated for the following year. Eligibility criteria reviewed (including the Level 5/6 minimum threshold consideration from 2027).</p>
<p>8. Continuous Improvement Actions</p>	<p>All improvement actions identified during the meeting are documented with responsible persons and target dates.</p>	<p>Continuous Improvement Action Plan for the following year. Actions assigned and tracked.</p>
<p>9. Sign-Off</p>	<p>The Studio Director signs off on all updated policies and the review minutes.</p>	<p>Signed policy documents. Signed meeting minutes. Updated version numbers.</p>

Version Control and Policy History

All Studio V child safety policies are subject to version control. Each policy document carries a version number, effective date, and review date. When a policy is updated following the Annual Review, the new version supersedes all previous versions. The version history table at the end of each policy document records all changes made.

The policy version history for the Studio V Child Safety & Wellbeing Policy suite is as follows:

Version	Date	Summary
<p>1.0</p>	<p>June 2026</p>	<p>Initial policy suite - developed in response to VRQA rectification plan, May 2026. Represents Studio V's formal baseline. Covers all 11 Child Safe Standards plus supporting policies and procedures.</p>
<p>1.1</p>	<p>Term 4, 2026 (planned)</p>	<p>First Annual Review - to be completed at Term 4 Annual Child Safety Policy Review Meeting. Will incorporate: year one incidents and feedback; training completion review; WWCC register audit; Assistant Teacher Program review (including Level 5/6 eligibility consideration for 2027).</p>

Subsequent versions	Annually - Term 4	Annual review and update cycle. Version number increments with each annual review. Major changes increment the major version number (e.g. 2.0); minor updates increment the minor version (e.g. 1.2).
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Interim Reviews

In addition to the Annual Review, Studio V conducts interim reviews of specific policies or practices when triggered by any of the following circumstances:

- A significant child safety incident or near-miss occurs
- A complaint is received that reveals a gap or weakness in policy or practice
- A legislative or regulatory change affects Studio V’s child safety obligations
- The VRQA or CCYP issues new guidance or requirements
- A staff member or family raises a concern about a current policy or practice that warrants review
- Studio V introduces a new program, activity, or venue that creates new child safety considerations

Interim reviews are documented by the Child Safety Officer any any resulting policy changes are communicated to all relevant staff promptly.

Continuous Improvement in Practice

Beyond the formal annual review cycle, Studio V embeds continuous improvement in everyday practice through:

- **Term staff meetings:** Child safety is a standing agenda item at every term staff meeting. Any emerging concerns, practice improvements, or policy clarifications are discussed and actioned in real time rather than waiting for the annual review.
- **Tuesday and Friday management meetings:** The weekly meetings between the Studio Director and administration staff provide a regular opportunity to identify and address any operational child safety matters that arise between term meetings.
- **Post-event debrief:** Following each major performance, competition, or offsite activity, Studio V informally debriefs on what worked well and what could be improved from a child safety perspective. Where a significant issue is identified, it is documented and actioned.
- **Staff feedback:** Staff are encouraged to raise child safety improvement suggestions at any time - not just as the annual review. The Child Safety Officer is accessible and responsive to suggestions from any staff member.

Evidence of Compliance - Standard 10.1

Annual Child Safety Policy Review Meeting - formal agenda and minutes (from Term 4, 2026)

Policy version control - version numbers, effective dates, and review dates on all policy documents

Policy version history table - documents all changes made at each review

Term staff meeting minutes - child safety standing agenda item each term

Interim review records - documented when triggered by incidents, complaints, or regulatory changes

Continuous Improvement Action Plan - arising from each Annual Review

3. Standard 10.2 - Complaints, Concerns, and Safety Incidents Analysed to Inform Continuous Improvement

Our Commitment

Studio V carefully reviews and analyses all complaints, concerns, and safety incidents to identify underlying causes and any systemic failures. This analysis informs improvements to policies, procedures, and staff practices - ensuring that Studio V learns from every concern raised, not just resolves it in isolation.

How Incidents and Complaints Inform Improvement

- **Incident Report Forms:** The Studio V Incident Report Form (a standalone document in this suite) allows for root cause analysis - not just a description of what happened, but an assessment of why it happened and what could be done differently to prevent recurrence. This analysis is completed by the Child Safety Officer for all Tier 2 and Tier 3 matters in preparation for the Annual Policy Review Meeting.
- **Complaints and Concerns Register - pattern identification:** The Studio V Complaints and Concerns Register is reviewed at the Annual Child Safety Policy Review Meeting to identify any patterns across the year's complaints. Where multiple complaints share a common theme - for example, concerns about a particular practice, venue, or communication gap - this is treated as a signal of a systemic issue requiring a policy or practice response.
- **Near-miss reporting:** Studio V encourages staff to report near-misses - situations where a child-safety concern almost arose but was avoided - as well as actual incidents. Near-misses are documented on the Incident Report Form and reviewed in the same way as actual incidents. A culture of near-miss reporting is a hallmark of a genuinely learning organisation.

- **Improvement actions documented:** Where an incident, complaint, or near-miss analysis identifies an improvement action, that action is documented in the Continuous Improvement Action Plan with a responsible person, target date, and outcome. Actions are tracked to completion and reported at the next term staff meeting.
- **No-blame culture for good-faith reporting:** Studio V explicitly endorses a no-blame culture for staff who report incidents, near-misses, or concerns in good faith. The focus is on learning and improving, not attributing fault. Staff who report concerns are thanked and supported, not criticised.

Continuous Improvement Action Plan

Studio V maintains a Continuous Improvement Action Plan that records all improvement actions arising from incident analysis, complaint review, staff feedback, and the Annual Review. The plan is a living document, updated throughout the year and reviewed in full at the Annual Child Safety Policy Review Meeting.

Each action in the plan records:

- The issue or gap identified
- The source of the identification (incident, complaint, feedback, review)
- The improvement action to be taken
- The person responsible for the action
- The target completion date

Studio V's Improvement Journey - Acknowledging the Baseline

Studio V acknowledges that prior to June 2026, child safety practice improvements were made informally over the years in response to evolving requirements - but these improvements were not formally documented or structured as a review process. The development of this Child Safety & Wellbeing Policy suite (Version 1.0) in June 2026 represents a significant and deliberate improvement action in its own right: the formalisation of Studio V's child safety framework into a documented, evidenceable, and reviewable structure.

From this baseline, Studio V commits to a formal, annual improvement cycle. Every future Annual Review will be measured against this baseline, and the improvement journey will be documented in the policy version history for each document in the suite.

Evidence of Compliance - Standard 10.2

Studio V Incident Report Form - includes root cause analysis section

Studio V Complaints and Concerns Register - reviewed annually for patterns and systemic issues

Continuous Improvement Action Plan - documents all improvement actions with responsible persons and target dates

Annual Child Safety Policy Review Meeting minutes - documents incident and complaint review

Term staff meeting minutes - improvement actions reported and tracked

Policy version history - records all changes made as a result of improvement reviews

4. Standard 10.3 - Reporting Review Findings to Staff, Volunteers, Community, Families, and Children

Our Commitment

Studio V is committed to transparency in its child safety review process. Findings from reviews and improvements to child safety practices are communicated to staff, volunteers, families and the broader studio community - ensuring that child safety is a shared responsibility that the whole Studio V community is kept informed about.

Reporting to Staff and Volunteers

- **Annual Review findings:** The outcomes of the Annual Child Safety Policy Review Meeting - including any policy changes, new requirements, and improvements actions - are communicated to all staff and volunteers at the next available term staff meeting. Where a change affects a specific staff member's role, they are informed directly and promptly.
- **Updated policies distributed:** When policies are updated following the Annual Review, updated copies are provided to all staff and contractors. A signed acknowledgment that the updated policy has been read and understood is collected and retained on file by the Child Safety Officer. Updated policies are also published on the Studio V website.
- **Term staff meetings - ongoing updates:** Child safety updates - including any changes arising from interim reviews, regulatory updates, or improvement actions - are communicated to staff at term staff meetings throughout the year, not just at the Annual Review.
- **Assistant Teacher Orientation - updated annually:** The Assistant Teacher Orientation is reviewed and updated annually as part of the Annual Review. Any changes to the program or its child safety requirements are communicated to assistant teachers and their supervising teachers before the commencement of each year.

Reporting to Families and the Community

- **Annual family communications:** At the commencement of each year, Studio V communicates with families about any relevant updates to its child safety policies and practices. This communication is sent via Dancebiz email and confirms the current Child Safety Officer contact details, the location of the published policy on the website, and any significant changes made at the previous year's Annual Review.
- **Website updates:** The Studio V website is updated to reflect the current version of the Child Safety & Wellbeing Policy within 5 business days of any policy update being approved. Families can access the current policy at any time.
- **Specific community notifications:** Where a review finding or improvement action affects families directly - for example, a change to a supervision protocol, a new venue safety requirement, or a change to the photography consent process - families are specifically notified via Dancebiz email in a timely manner.
- **Feedback acknowledged:** Where a policy or practice change has arisen from family or community feedback, Studio V acknowledges this in its communications where appropriate - for example, noting that 'following feedback from our community, we have updated our [practice]'. This demonstrated to families that their input is genuinely valued and acted upon.
- **Examples of community communication:** Studio V has a practice of communicating safety-related decisions to families as they arise - for example, communicating protocols around male adults in change rooms at performances, or communicating venue safety arrangements before major events. These communications are retained as evidence of transparent community engagement.

Reporting to Children and Young People

- **Age-appropriate communications:** Where a child safety policy or practice change affects students directly, it is communicated to them in age-appropriate language by their class teacher. For younger students, this communication is primarily directed to parents and carers. For senior students, it may be communicated directly.
- **Student voice in review:** Studio V's commitment to student voice (documented in Standard 3) means that student feedback is considered as part of the Annual Review process. Where students have raised concerns or suggestions that have informed a policy change, this is acknowledged to those students where appropriate.
- **Annual senior student briefing:** Senior Production students and Senior Assistant Teachers are briefed annually on any relevant child safety updates at the commencement of each year. This briefing is delivered by the Studio Director or a relevant senior teacher.

Communication Schedule - Annual Cycle

When	Communication	Audience	Channel
Term 4 - Annual Review	Annual Child Safety Policy Review Meeting outcomes communicated	Senior staff and contractors	Term staff meeting; email follow-up
Term 4 - Annual Review	Updated policies distributed and signed acknowledgements collected	All staff and contractors	In person at staff meeting; email with updated documents
Commencement of each year (Term 1)	Child safety annual update communication - policy location, CSO contact, any changes from Annual Review	All families	Dancebiz email
Commencement of each year (Term 1)	Senior student child safety briefing	Senior Production Students, Senior Assistant Teachers	Class-level communication by Vassie Catalano and senior teacher
Commencement of each year (Term 1)	Assistant Teacher Program annual update - any changes to program requirements	All assistant teachers and their families	In person at orientation; email to families
As required - interim reviews	Notification of any significant policy or practice change	Affected staff, families, or community	Email; staff meeting; Dancebiz communication
As required - specific events	Event-specific safety communications (e.g. change room protocols, photography rules)	Families attending events	Dancebiz email; event information pack
Within 5 business days of any policy update	Updated policy published on Studio V website	General public and Studio V community	Studio V website

<p>Term Commencement (four times per year)</p>	<p>Child Safety and Safeguarding Committee meeting - minutes distributed to all Committee members; improvement actions reported to full staff body at term staff meeting.</p>	<p>Committee members, all staff (via term meeting)</p>	<p>Committee minutes; term staff meeting</p>
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Evidence of Compliance - Standard 10.3

- Annual Review meeting minutes - documents findings and outcomes communicated to staff
- Signed policy acknowledgements - all staff confirm receipt and understanding of updated policies
- Annual family communication - Dancebiz email records confirming year commencement child safety update
- Studio V website - current policy version published and accessible
- Event safety communications - Dancebiz email records of specific safety notifications to families
- Staff meeting minutes - ongoing child safety updates documented throughout the year
- Studio V Child Safety and Safeguarding Committee minutes - term-by-term governance record (beginning Term 3, 2026)
- Studio V Child Safety and Safeguarding Committee - Terms of Reference establishing the Committee’s review mandate

5. Standard 10 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
10.1	The organisation regularly reviews, evaluates, and improves child safe practices.	Annual Child Safety Policy Review Meeting - Term 4, formal agenda and minutes; all 11 standards reviewed; version-controlled policy documents with effective dates and review dates; interim reviews triggered by incidents, complaints, or regulatory changes; continuous improvement embedded in term staff meetings, weekly management meetings, and post-event debriefs; June 2026 policy suite (Version 1.0) established as formal baseline.
10.2	Complaints, concerns, and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.	Incident Report Form allows for root cause analysis; Complaints and Concerns Register reviewed annually for patterns; near-miss reporting encouraged and treated as genuine improvement input; Continuous Improvement Action Plan documents all actions with responsible persons and target dates; no-blame culture for good-faith reporting; improvement actions tracked to completion and reported at term staff meetings.

<p>10.3</p>	<p>The organisation reports on the findings of relevant reviews to staff and volunteers, community, families, and children and young people.</p>	<p>Annual Review findings communicated to all staff at next term meeting; updated policies distributed with signed acknowledgements; annual family communication via Dancebiz at Term 1 commencement; Studio V website updated within 5 business days of any policy change; specific community notifications for practice changes affecting families; senior student annual briefing; student voice considered in Annual Review; documented communication schedule maintained.</p>
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6. Related Documents

- Studio V Child Safety & Wellbeing Policy - All Standards (1 -11)
- Studio V Annual Child Safety Policy Review Meeting - Agenda Template
- Studio V Continuous Improvement Action Plan
- Studio V Complaints and Concerns Register
- Studio V Incident Report Form
- Studio V Staff Training Register
- Studio V WWCC and Qualifications Register
- Studio V Staff Meeting Minutes Template
- Studio V Child Safety Training Attendance Register
- Victorian Child Safe Standards - Commission for Children and Young People (CCYP)
- Child Wellbeing and Safety Act 2005 (Vic)

7. Policy Review

This policy section is itself subject to the Annual Child Safety Policy Review Meeting. The review process documented in this section is reviewed to ensure it remains appropriate, effective, and aligned with the organisation’s growing child safety maturity and with any changes to regulatory requirements. The review will be conducted by the Child Safety Officer and approved by the Studio Director. Outcomes are communicated to all staff at the next available staff meeting.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - establishing Studio V's first formal child safety training framework. Two-track approach: immediate internal training session and ongoing annual training calendar. Prepared in response to VRQA rectification plan, May 2026

Child Safety & Wellbeing Policy

Standard 11 - Implementation of Child Safety Practices

Policies and procedures document how the organisation is safe for children and young people.

Document	Child Safety & Wellbeing Policy - Standard 11
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Policy Owner	Vassiliki (Vassie) Catalano - Studio Director & Child Safety Officer
Version	1.0
Effective Date	June 2026
Review Date	December, 2026 – Annual Child Safety Policy Review Meeting
Approved By	Vassie Catalano, Studio Director
Regulation	Child Wellbeing and Safety Act 2005 (Vic); Child Safe Standards (Vic) 2022

1. Purpose

This section of the Studio V School of Dance Child Safety & Wellbeing Policy is the capstone of the full policy suite. Standard 11 requires that Studio V's policies and procedures document how the organisation is safe for children and young people - that they address all Child Safe Standards, are easy to understand, are informed by best practice and stakeholder consultation, are championed by leaders, and are understood and implemented by staff.

This document serves two functions. First, it directly addressed each of the five sub-clauses of Standard 11 in its own right. Second, it provides a master index and compliance map for the entire Studio V Child Safety & Wellbeing Policy suite - demonstrating that the suite as a whole addresses all 11 Child Safe Standards completely and cohesively.

Standard 11 was developed last in this suite deliberately. Everything that precedes it - Standards 1 through 10, and all supporting policies and procedures - is the evidence base to which this document points. The strength of Standard 11 is the strength of the whole suite.

2. Standard 11.1 - Policies and Procedures Address All Child Safe Standards

Our Commitment

Studio V maintains a comprehensive suite of policies and procedures that collectively address all 11 Victorian Child Safe Standards. These documents outline Studio V's commitment to child safety and provide clear guidance for implementation across all areas of operation.

The Studio V Child Safety & Wellbeing Policy Suite - Master Compliance Map

The following table maps each Child Safe Standard to the specific Studio V policy documents that address it, and identifies the primary evidence available for each standard.

Standard	Title	Addressed In	Primary Evidence
1	Culturally Safe Environments	Child Safety & Wellbeing Policy - Standard 1	Acknowledgement of Country script; Fusion Syllabus documentation; Staff Induction Checklist (cultural safety module); Staff Training Register; Incident Report Forms for any racism concerns; SafetyCulture Indigenous Peoples and Cultural Awareness module completion records
2	Child Safety Embedded in Leadership, Governance and Culture	Child Safety & Wellbeing Policy - Standard 2	Staff and role register; meeting framework documentation; signed policy acknowledgements; staff meeting minutes; Annual Policy Review minutes; teacher contractor agreement; Child Safety Officer Role Description; Child Safety and Safeguarding Committee Terms of Reference; Committee meeting minutes (from Term 3, 2026)

<p>3</p>	<p>Empowerment of Children and Young People</p>	<p>Child Safety & Wellbeing Policy - Standard 3</p>	<p>Staff Induction Checklist (personal safety and disclosure modules); staff meeting minutes; Production program documentation; Evolve Program documentation; concert programs; Assistant Teacher Program register; senior student speaker records</p>
<p>4</p>	<p>Family and Community Engagement</p>	<p>Child Safety & Wellbeing Policy - Standard 4</p>	<p>Dancebiz enrolment acknowledgements; timetable consultation emails; Production Program annual family survey; concert running order review records; Parents Committee records; family email communications; website policy publication</p>
<p>5</p>	<p>Diversity and Equity</p>	<p>Child Safety & Wellbeing Policy - Standard 5</p>	<p>Dancebiz enrolment records (medical and additional needs); teacher briefing records; ASCIA Action Plans; First Aid certification records; event supervisor briefing records; SFD Code of Ethics 2026; Staff Training Register</p>
<p>6</p>	<p>Suitable Staff and Volunteers</p>	<p>Child Safety & Wellbeing Policy - Standard 6</p>	<p>WWCC and Qualifications Register; WWCC verification records; qualification records; reference check records; Staff Induction Checklist (signed); Staff Training Register; Ausdance Victoria completion certificates; Event Briefing Attendance Register; teacher contractor agreement</p>

7	Complaints Process	Child Safety & Wellbeing Policy - Standard 7	Complaints and Concerns Register; Incident Report Forms; email acknowledgement and outcome communications; Staff Induction Checklist (complaints procedure module); staff meeting minutes; External contacts list provided to all staff and volunteers
8	Child Safety Knowledge, Skills and Awareness	Child Safety & Wellbeing Policy - Standard 8	Child Safety Training Attendance Register (internal training session); Staff Training Register; Ausdance Victoria completion certificates; SafetyCulture cultural awareness module records; staff meeting minutes
9	Child Safety in Physical and Online Environments	Child Safety & Wellbeing Policy - Standard 9	Venue Safety Checklists; Event-Specific Risk Assessments; Child Safety Risk Register; venue hire agreements; venue emergency evacuation procedures; Darebin Arts Centre induction record; supervision rosters; WWCC verification for volunteers; Dancebiz photography consent records; Code of Conduct (online provisions)

10	Review of Child Safety Practices	Child Safety & Wellbeing Policy - Standard 10	Annual Child Safety Policy Review Meeting minutes (Term 4, 2026 onwards); policy version control records; Continuous Improvement Action Plan; Complaints and Concerns Register (annual review); annual family communication via Dancebiz; website policy version currency
11	Implementation of Child Safety Practices	Child Safety & Wellbeing Policy - Standard 11 (this document)	This document; full policy suite as listed above; signed staff acknowledgements; website publication; stakeholder consultation records; leadership sign-off on all documents

Supporting Policies and Procedures

In addition to the 11-standard Child Safety & Wellbeing Policy, the Studio V child safety suite includes the following standalone supporting documents:

Document	Purpose	Supports Standards
Studio V Child Safety Statement of Commitment	Public-facing commitment statement displayed at studio and on website	2, 4, 11
Studio V Code of Conduct - Staff, Contractors and Volunteers	Behavioural standards for all staff; signed at induction	2, 6, 9, 11
Studio V Code of Conduct - Students and Families	Behavioural standards for families; acknowledged at enrolment	2, 3, 4, 11
Studio V Student Volunteer Code of Conduct	Behavioural standards for assistant teachers; signed at orientation	2, 3, 6, 11

Studio V Assistant Teacher Program Policy	Full governance framework for the student volunteer assistant teacher program	2, 3, 6, 9
Studio V Child Safety Officer Role Description	Documents the CSO role, responsibilities, and accountability	2, 6
Studio V Teacher Contractor Agreement; and signed Child Safety Addendum (to be fully incorporated from 2027)	Legal engagement document including child safety compliance clause	2, 6, 7
Studio V Staff Induction Checklist	14-module induction framework; signed by each staff member	6, 8
Studio V Staff Training Register	Ongoing record of all training completion for all staff	6, 8, 10
Studio V Child Safety Training Attendance Register	Signed attendance record for internal training sessions	8
Studio V WWCC and Qualifications Register	Register of all WWCC, First Aid, CPR, and qualification currency	6
Studio V Incident Report Form	Structured form for documenting child safety concerns and incidents	7, 10
Studio V Complaints and Concerns Register	Register of all Tier 2 and Tier 3 complaints and outcomes	7, 10
Studio V Child Safety Risk Register	Risk identification, assessment, and control documentation	2, 9
Studio V Venue Safety Checklist	Term commencement safety check for all hired class venues	9
Studio V Third-Party Venue Safety Checklist	Pre-use safety assessment for all hired venues	9
Studio V Event-Specific Risk Assessment	Pre-event risk assessment for all performances and offsite activities	9
Studio V Supervision Roster Template	Event supervision planning document	2, 9

Studio V Event Briefing Attendance Register	Signed record of volunteer event briefings	6, 9
Studio V Online Safety and Social Media Policy	Standards for all digital communications and social media use	9
Studio V Staff Meeting Minutes Template	Standard format for documenting all child safety staff meeting discussions	2, 10
Studio V Continuous Improvement Action Plan	Tracks all improvement actions arising from reviews and incidents	10
Studio V Production Program Annual Family Survey	Annual availability and Code of Conduct consultation for production families	4
Studio V Assistant Teacher Orientation Acknowledgement Form	Signed confirmation of orientation completion by assistant teachers	6
Studio V Parent/Carer Consent Form - Assistant Teacher Program	Written parental consent for participation in the assistant teacher program	6
Studio V Child Safety and Safeguarding Committee - Terms of Reference	Governance document establishing the Committee’s membership, responsibilities, meeting schedule, and terms of reference	2, 6, 10, 11

Evidence of Compliance - Standard 11.1

This document - the Master Compliance Map demonstrates that all 11 Child Safe Standards are addressed

The full Studio V Child Safety & Wellbeing Policy suite - Standards 1 through 11

The full Studio V supporting policy and procedure suite - as listed in the table above

Policy version control - all documents carry version numbers, effective dates, and review dates

Vassiei Catalano’s sign-off on all policy documents - confirming leadership approval

3. Standard 11.2 - Policies and Procedures are Documented and Easy to Understand

Our Commitment

All Studio V child safety policies and procedures are clearly documented, accessible, and written in a way that is easy to understand for staff, families, and - where appropriate - children and young people.

How We Ensure Accessibility and Clarity

- **Plain English standard:** All Studio V child safety policies are written in plain, clear English. Legal and regulatory language is explained in everyday terms. Jargon is avoided. The test applied to every section is: would a new teacher reading this for the first time understand what they need to do?
- **Consistent document structure:** All 11 Standard sections follow a consistent structure - purpose, commitment, specific measures, evidence allouts, action items, compliance summary, related documents, review, and sign-off. This consistency means staff can navigate any section of the policy and find information in a predictable location.
- **Visual formatting:** Studio V's policy documents use visual formatting - including tables, colour-coded callout boxes (purple for evidence), and clear headings - to make complex information accessible and scannable. Evidence callout boxes give staff an at-a-glance summary of what they need to provide for each standard.
- **Compliance summary tables:** Each Standard section includes a compliance summary table that maps every sub-clause to the specific evidence available. This allows the VRQA to assess compliance at a glance and allows staff to see exactly how each requirement is met.
- **Publicly available:** The Child Safety & Wellbeing Policy is published on the Studio V website in full. Any member of the public, family, or prospective staff member can access it at any time.
- **Available at induction:** All staff receive a copy of the Child Safety & Wellbeing Policy at induction and are required to sign an acknowledgment that they have read and understood it.
- **Family-facing versions:** Where appropriate, family-facing summaries of key child safety requirements are communicated through enrolment documentation, event information packs, and annual communications. These summaries are written specifically for a family audience rather than a regulatory audience.

Evidence of Compliance - Standard 11.2

Child Safety & Wellbeing Policy suite - plain English, consistent structure, visual formatting throughout

Studio V website - policy published and publicly accessible

Signed staff acknowledgement forms - confirming all staff have read and understood the policy

Dancebiz enrolment - policy acknowledged by families at enrolment

Family communications - plain English summaries of key child safety requirements

4. Standard 11.3 - Best Practice Models and Stakeholder Consultation Inform Policy Development

Our Commitment

The development and review of Studio V's child safety policies and procedures is informed by best practice standards and by input from staff, families, and the broader studio community. Studio V does not develop policy in isolation - it draws on authoritative external framework and the lived experience of its own community.

Best Practice References

The Studio V Child Safety & Wellbeing Policy Suite has been developed with reference to the following best practice models and frameworks:

- **Victorian Child Safe Standards - CCYP:** The Commission for Children and Young People's own guidance, model policies, and self-assessment tools have been the primary regulatory reference throughout this suite.
- **Ausdance Victoria - Child Safe Policies in Dance:** Ausdance Victoria's guidance for the Victorian dance industry, including their online Child Safe Induction, has informed the dance-specific application of the standards throughout this suite.
- **SFD Dance Industry Code of Ethics 2026:** The Southern Federation of Dance Code of Ethics has been incorporated as a complementary industry framework, particularly in relation to professional standards, student wellbeing, and inclusive practice.
- **Keep Kids Safe in Dance:** Dance-specific child safety resources from Keep Kids Safe in Dance have informed the personal safety and consent-practice content in Standard 3.
- **Dance school exemplars:** The policies of Victorian dance schools with strong publicly available child safety frameworks have been reviewed and referenced in the development of this suite, including Dance Dynamics, Next Generation Dance Studio, and Peninsula School of Dance.
- **ASCIA Anaphylaxis Guidelines:** The Australasian Society of Clinical Immunology and Allergy's anaphylaxis management guidelines and action plan templates have directly informed the medical conditions management framework in Standard 5.

- **SafetyCulture and Reconciliation Australia:** Cultural safety resources from Reconciliation Australia and the SafetyCulture Indigenous Peoples and Cultural Awareness module have informed the cultural safety training framework in Standards 1 and 8.

Stakeholder Consultation

The Studio V Child Safety & Wellbeing Policy suite has been developed through a process that incorporates stakeholder input at multiple levels:

- **Studio V leadership:** Vassie Catalano as Studio Director and Child Safety Officer has been the primary decision-maker and approver throughout the development of this suite, ensuring the policies reflect the reality of Studio V's operations and are practically implementable.
- **Staff input:** The development of this policy suite has incorporated knowledge of Studio V's staff structure, meeting framework, teaching practices, and operational context - ensuring that policies reflect how the studio actually operates rather than how it might theoretically operate.
- **Family engagement mechanisms:** Studio V's established family engagement practices - including the timetable consultation, Production Program annual family survey, concert running order review, Parents Committee, and open door policy - provide ongoing channels through which family input informs studio practice. These mechanisms are themselves documented in Standard 4 and serve as standing stakeholder consultation structures.
- **Student voice:** Studio V's commitment to student voice, documented in Standard 3, means that student perspectives are considered in the development and review of policies. Senior students - through the Production Program, VCE Dance and the Assistant Teacher Program - are engaged as stakeholders in the studio's culture and practices.
- **VRQA rectification process:** The VRQA's rectification plan (May 2026) was itself a form of stakeholder consultation - it identified the specific gaps in Studio V's original submission and informed the complete redevelopment of this policy suite. The rectification plan has been addressed systematically and in full across all 11 standards.

Evidence of Compliance - Standard 11.3

Reference list - best practice frameworks cited throughout the policy suite

SFD Dance Industry Code of Ethics 2026 - incorporated as an industry framework

VRQA rectification plan (May 2026) - informed systematic policy redevelopment

Family engagement records - timetable consultation, Production survey, running order review, Parents Committee

Ausdance Victoria - online Child Safe Induction and industry guidance referenced

ASCIA Action Plan templates - best practice medical management framework incorporated

5. Standard 11.4 - Leaders Champion and Model Compliance with Policies and Procedures

Our Commitment

Studio V leadership actively champions and models compliance with all child safety policies and procedures. Leaders set clear expectations and reinforce a culture of accountability and child safety across the organisation. At Studio V, leadership of child safety starts at the top - with Vassie Catalano as Studio Director and Child Safety Officer - and flows through every level of the organisation.

How Leadership Champions Child Safety

- **Vassie Catalano - dual role as Director and CSO:** By holding both the Studio Director and Child Safety Officer roles, Vassie Catalano ensures that child safety is never deprioritised in favour of operational or commercial concerns. The CSO role is not delegated to a junior staff member - it is held by the most senior person in the organisation. This is the clearest possible signal of leadership commitment to child safety.
- **Policy sign-off by the Studio Director:** Every policy in the Studio V child safety suite is approved and signed by Vassie Catalano as Studio Director. This is not a rubber stamp - it is a personal accountability statement that these policies reflect Studio V's genuine commitments and that the Studio Director stands behind them.
- **Modelling child safe behaviour:** Vassie Catalano and the senior teacher staff - Halina Criag, Caitlin Adams and Amanda Watson - model child safe behaviour in every class, every interaction, and every decision. They demonstrate the expectations they set for others.
- **Child safety at every staff meeting:** The Studio Director chairs or attends every term staff meeting at which child safety is a standing agenda item. This consistent prioritisation of child safety in the meeting structure sends a clear message to all staff about its importance.
- **Personal delivery of training:** The Studio V Internal Child Safety Training Session (Standard 8) is facilitated personally by Vassie Catalano. Leadership-delivered training is significantly more powerful than externally delivered training in reinforcing organisational culture.
- **Responding to concerns:** Vassie Catalano personally responds to all Tier 2 and Tier 3 child safety concerns. Her direct involvement in the complaints and concerns process demonstrates that child safety matters are taken seriously at the highest level of the organisation.
- **Transparent public commitment:** The Studio V Child Safety Statement of Commitment is displayed under Vassie Catalano's name, and the Child Safety & Wellbeing Policy is published on the website with her as the named policy owner. This public accountability is a form of leadership championing.
- **Child Safety and Safeguarding Committee:** Studio V has established a formal three-person Child Safety and Safeguarding Committee to distribute child safety oversight across its leadership group. Vassie Catalano chairs the Committee, Caitlin Adams serves

as Deputy Child Safety Officer and member, and Amelia Tang serves as Committee Secretary. The Committee meets each term, produces minuted records, and reports to the full staff body. This governance structure ensures that child safety oversight does not rest with a single person and that there is always a named, authorised person available to receive and escalate concerns.

Senior Staff as Child Safety Champions

- **Halina Craig - VCE Dance Coordinator & Assessor:** Champions child safety through the VCE Dance program, where mature, direct conversations about safety, consent, and boundaries are embedded in the curriculum. Models professional, reflective practice for senior students.
- **Caitlin Adams - Production & Evolve Program Coordinator, Administration:** Champions child safety through the Production Program annual family survey, event risk assessment and coordination, and direct supervision of assigned assistant teachers. Co-leads the Tuesday operations meeting where child safety matters are regularly discussed.
- **Amanda Watson - Senior Teacher:** Champions child safety through consistent, professional conduct in class and through the mentoring and support of junior teaching staff.

Evidence of Compliance - Standard 11.4

Vassie Catalano named as both Studio Director and Child Safety Officer - dual role documented throughout the policy suite

Studio Director signature on all policy documents

Studio V Internal Child Safety Training Session - facilitated personally by Vassie Catalano

Staff meeting minutes - Studio Director chairs child safety discussions

Child Safety Statement of Commitment - displayed under Vassie Catalano's name

Studio V website - Vassie Catalano named as Child Safety Officer with contact details

Complaints and Concerns Register - Studio Director personally responds to all Tier 2 and Tier 3 matters

6. Standard 11.5 - Staff and Volunteers Understand and Implement Policies and Procedures

Our Commitment

All Studio V staff and volunteers are supported to understand and implement child safety policies and procedures in their day-to-day roles. Understanding is not assumed - it is built through induction,

trending, ongoing communication, and the consistent modelling of expected conduct by leadership and senior staff.

How We Build Understanding and Implementation

- **Induction - the foundation:** Every new staff member, contractor, and volunteer completes the Studio V Staff Induction Checklist before having any contact with students. The induction covers all 14 modules of child safety knowledge required to implement Studio V's policies effectively. Signed induction checklists are retained on file as evidence of understanding.
- **Training - building capability:** The Studio V Internal Child Safety Training Session equips all current staff with the foundational knowledge, skills, and awareness required by Standard 8. The Annual Training Calendar ensures that this capability is maintained and built upon over time. Signed attendance registers and external completion certificates evidence training completion.
- **Code of Conduct - clear expectations:** The Studio V Code of Conduct translates the policy's principles into specific, practical behavioural expectations. Staff sign the Code of Conduct before commencing, confirming they understand what is expected of them. The Code is written in plain language and covers the scenarios most relevant to a dance studio context.
- **Ongoing reinforcement - term staff meetings:** Child safety is a standing agenda item at every staff meeting. This ensures that implementation does not become a 'set and forget' compliance exercise - it remains an active, discussed, and reinforced priority throughout the year.
- **Accessible policies - always available:** The Child Safety & Wellbeing Policy is available to all staff at all times - on the Studio V website, provided at induction, and accessible through the Child Safety Officer. Staff are never in a position of needing to know their obligations but not being able to find them.
- **Clear reporting lines:** Every staff member knows exactly who to go to with a child safety concern - their supervising teacher for Tier 1 matters, and the Child Safety Officer (Vassie Catalano) for Tier 2 and Tier 2 matters. Reporting lines are documented in Standards 2 and 7 and reinforced at induction and in training.
- **Role-specific guidance:** The policy suite includes role-specific guidance for different staff groups - senior teachers, junior teachers, administration staff, assistant teachers, and parent volunteers each have clearly documented responsibilities and expectations approximate to their role. No staff member is left to guess what child safety means in the context of their specific role.
- **Contractor compliance requirements:** All teaching contractors are required to comply with Studio V's child safety policies and Code of Conduct as a condition of their engagement, documented in their teacher contractor agreement. Contractor status does not diminish child safety obligations.

Evidence of Compliance - Standard 11.5

- Signed Staff Induction Checklists - all staff and contractors, on file with Child Safety Officer
- Signed Code of Conduct acknowledgements - all staff and contractors, on file with Child Safety Officer
- Child Safety Training Attendance Register - signed by all staff at internal training session
- Staff Training Register - records all training completion dates for all staff
- Staff meeting minutes - ongoing child safety implementation discussed each term
- Teacher contractor agreement - child safety compliance as a condition of engagement
- Event Briefing Attendance Register - volunteers briefed before each event
- Assistant Teacher Orientation Acknowledgement Forms - all assistant teachers, on file

7. Standard 11 - Compliance Summary

Clause	Requirement	Evidence / How We Comply
11.1	Policies and procedures address all Child Safe Standards.	Master Compliance Map (Section 2) demonstrates that all 11 Child Safe Standards are addressed across the policy suite. 25 supporting policy and procedure documents complete the suite. All documents are version-controlled and signed off by the Studio Director.
11.2	Policies and procedures are documented and easy to understand.	Plain English standard throughout; consistent 9-section document structure; visual formatting with colour-coded callouts and compliance summary tables; publicly available on Studio V website; provided to staff at induction with signed acknowledgement; family-facing summaries in enrolment documentation and communications.

<p>11.3</p>	<p>Best practice models and stakeholder consultation inform the development of policies and procedures.</p>	<p>Best practice references: CCYP guidance, Ausdance Victoria, SFD Code of Ethics 2026, Keep Kids Safe in Dance, YPAD, ASCIA guidelines, Reconciliation Australia, SafetyCulture, Victorian dance school exemplars. Stakeholder consultation: Vassie Catalano as Director/CSO; staff operational context; family engagement mechanisms (survey, timetable consultation, Parents Committee); student voice framework; VRQA rectification plan as structured external feedback.</p>
<p>11.4</p>	<p>Leaders champion and model compliance with policies and procedures.</p>	<p>Studio Director holds dual Director/CSO role; signs all policy documents; personally facilitates internal training; chairs child safety agenda items at staff meetings; personally responds to Tier 2/3 complaints; named publicly as CSO on website and policy documents; Child Safety Statement of Commitment displayed at studio under her name. Senior staff (Adams, Craig, Watson) champion child safety in their respective program areas.</p>

<p>11.5</p>	<p>Staff and volunteers understand and implement policies and procedures.</p>	<p>14-module Staff Induction Checklist (signed); Code of Conduct (signed); Internal Child Safety Training Session (signed attendance register); Annual Training Calendar; child safety as standing term meeting agenda item; policies always accessible; clear reporting lines documented; role-specific guidance for all staff categories; contractor compliance clause in teacher agreement; volunteer event briefing (signed attendance).</p>
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8. Studio V Child Safety Document Suite - Complete Index

The following is the complete index of all documents in the Studio V Child Safety & Wellbeing Policy suite as at June, 2026.

#	Document Title	Version	Date	Status
1	Child Safety & Wellbeing Policy - Standard 1: Culturally Safe Environments	1.0	June 2026	Complete - ready for submission
2	Child Safety & Wellbeing Policy - Standard 2: Leadership, Governance and Culture	1.0	June 2026	Complete - ready for submission
3	Child Safety & Wellbeing Policy - Standard 3: Empowerment of Children and Young People	1.0	June 2026	Complete - ready for submission
4	Child Safety & Wellbeing Policy - Standard 4: Family and Community Engagement	1.0	June 2026	Complete - ready for submission
5	Child Safety & Wellbeing Policy - Standard 5: Diversity and Equity	1.0	June 2026	Complete - ready for submission

6	Child Safety & Wellbeing Policy - Standard 6: Suitable Staff and Volunteers	1.0	June 2026	Complete - ready for submission
7	Child Safety & Wellbeing Policy - Standard 7: Complaints Process	1.0	June 2026	Complete - ready for submission
8	Child Safety & Wellbeing Policy - Standard 8: Child Safety Knowledge, Skills and Awareness	1.0	June 2026	Complete - ready for submission
9	Child Safety & Wellbeing Policy - Standard 9: Child Safety in Physical and Online Environments	1.0	June 2026	Complete - ready for submission
10	Child Safety & Wellbeing Policy - Standard 10: Review of Child Safety Practices	1.0	June 2026	Complete - ready for submission
11	Child Safety & Wellbeing Policy - Standard 11: Implementation of Child Safety Practices	1.0	June 2026	Complete - ready for submission
12	Studio V Child Safety Statement of Commitment	1.0	June 2026	Complete - ready for submission
13	Studio V Code of Conduct - Staff, Contractors and Volunteers	1.0	June 2026	Complete - ready for submission
14	Studio V Code of Conduct - Students and Families	1.0	June 2026	Complete - ready for submission
15	Studio V Student Volunteer Code of Conduct	1.0	June 2026	Complete - ready for submission
16	Studio V Assistant Teacher Program Policy	1.0	June 2026	Complete - ready for submission
17	Studio V Child Safety Officer Role Description	1.0	June 2026	Complete - ready for submission

18	Studio V Teacher Contractor Agreement	[existing]	[existing]	Reviewed - Studio V 2026 Teacher Contractor Agreement - Child Safety Addendum created. Complete - ready for submission
19	Studio V Staff Induction Checklist	1.0	June 2026	Complete - ready for submission
20	Studio V Staff Training Register	1.0	June 2026	Complete - ready for submission
21	Studio V Child Safety Training Attendance Register	1.0	June 2026	Complete - ready for submission
22	Studio V WWCC and Qualifications Register	1.0	June 2026	Register formalised from existing comprehensive spreadsheet. Complete - ready for submission
23	Studio V Incident Report Form	1.0	June 2026	Report form formalised from existing structure. Complete - ready for submission
24	Studio V Complaints and Concerns Register	1.0	June 2026	Complete - ready for submission
25	Studio V Child Safety Risk Register	1.0	June 2026	Complete - ready for submission
26	Studio V Venue Safety Checklist	1.0	June 2026	Template complete - ready for submission. Regular use venue checklists complete - ready for submission

27	Studio V Third-Party Venue Safety Checklist	1.0	June 2026	Complete - ready for submission
28	Studio V Event-Specific Risk Assessment Template	1.0	June 2026	Complete - ready for submission
29	Studio V Supervision Roster Template	1.0	June 2026	Complete - ready for submission
30	Studio V Event Briefing Attendance Register	1.0	June 2026	Complete - ready for submission
31	Studio V Online Safety and Social Media Policy	1.0	June 2026	Complete - ready for submission
32	Studio V Staff Meeting Minutes Template	1.0	June 2026	Complete - ready for submission
33	Studio V Continuous Improvement Action Plan	1.0	June 2026	Complete - ready for submission
34	Studio V Production Program Annual Family Survey	[existing]	[existing]	To be formalised and retained on file. 2026 version ready for submission. 2027 version will include updates to Code of Conduct as per this submission.
35	Studio V Assistant Teacher Orientation Acknowledgement Form	1.0	June 2026	Complete - ready for submission
36	Studio V Parent/Carer Consent Form - Assistant Teacher Program	1.0	June 2026	Complete - ready for submission

9. Related Documents

Standard 11 relates to the entire Studio V Child Safety & Wellbeing Policy suite. All documents listed in Section 8 and above are related documents for this standard. Key external references are also included below:

- Studio V Child Safety & Wellbeing Policy - Standard 1: Culturally Safe Environments
- Studio V Child Safety & Wellbeing Policy - Standard 2: Leadership, Governance and Culture

- Studio V Child Safety & Wellbeing Policy - Standard 3: Empowerment of Children and Young People
- Studio V Child Safety & Wellbeing Policy - Standard 4: Family and Community Engagement
- Studio V Child Safety & Wellbeing Policy - Standard 5: Diversity and Equity
- Studio V Child Safety & Wellbeing Policy - Standard 6: Suitable Staff and Volunteers
- Studio V Child Safety & Wellbeing Policy - Standard 7: Complaints Process
- Studio V Child Safety & Wellbeing Policy - Standard 8: Child Safety Knowledge, Skills and Awareness
- Studio V Child Safety & Wellbeing Policy - Standard 9: Child Safety in Physical and Online Environments
- Studio V Child Safety & Wellbeing Policy - Standard 10: Review of Child Safe Practices
- Studio V Child Safety Statement of Commitment
- Studio V Code of Conduct - Staff, Contractors and Volunteers
- Studio V Code of Conduct - Students and Families
- Studio V Student Volunteer Code of Conduct
- Studio V Assistant Teacher Program Policy
- Studio V Child Safety Officer Role Description
- Studio V Teacher Contractor Agreement
- Studio V Staff Induction Checklist
- Studio V Staff Training Register
- Studio V Child Safety Training Attendance Register
- Studio V WWCC and Qualifications Register
- Studio V Incident Report Form
- Studio V Complaints and Concerns Register
- Studio V Child Safety Risk Register
- Studio V Venue Register
- Studio V Venue Safety Checklist
- Studio V Third-Party Venue Safety Checklist
- Studio V Event-Specific Risk Assessment Template
- Studio V Supervision Roster Template
- Studio V Event Briefing Attendance Register
- Studio V Online Safety and Social Media Policy
- Studio V Staff Meeting Minutes Template
- Studio V Continuous Improvement Action Plan
- Studio V Annual Child Safety Policy Review Meeting Agenda Template

- Studio V Production Program Annual Family Survey and Code of Conduct Acknowledgment
- Studio V Assistant Teacher Orientation Acknowledgment Form
- Studio V Parent/Carer Consent Form - Assistant Teacher Program

External References

- Victorian Child Safe Standards - Commission for Children and Young People (CCYP)
- Child Wellbeing and Safety Act 2005 (Vic)
- CCYP Child Safe Standards Implementation Guide
- Ausdance Victoria - Child Safe Policies in Dance
- SFD Dance Industry Code of Ethics 2026 - Southern Federation of Dance
- VRQA - Child Safe Standards: Managing the Risk of Child Abuse in Non-Schools

10. Policy Review

This policy section - and the Master Compliance Map it contains - is reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting. The review confirms that all 11 Child Safe Standards continue to be addressed across the policy suite, that any new supporting documents have been added to the index, and that the suite as a whole remains current, complete, and accessible.

Version	Date	Approved By	Summary of Changes
1.0	June 2026	Vassie Catalano	Initial policy - capstone document for the Studio V Child Safety & Wellbeing Policy suite Version 1.0. Establishes the Master Compliance Map, supporting document index, and whole-of-suite evidence framework. Prepared in response to VRQA rectification plan, May 2026

Policy Sign-Off

By signing below, Vassiliki Catalano confirms that the Studio V Child Safety & Wellbeing Policy suite (Version 1.0, June 2026 - containing Standards 1-11) has been reviewed, approved, and adopted as Studio V's formal child safety framework. She confirms her commitment to championing, modelling, and upholding the standards set out in this suite in her capacity as Studio Director and Child Safety Officer.

<p>Studio Director & Child Safety Officer Vassiliki Catalano</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Next Scheduled Review December 2026 (annual policy review)</p> <p>Reviewed By: _____</p> <p>Date: _____</p>
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