



HANDBOOK 2025



WELCOME TO ATTITUDE DANCE ACADEMY

Thank you for enrolling your child with Attitude Dance Academy.

Attitude Dance Academy offers a safe & fun environment where you can learn dance from professionally trained instructors. At Attitude Dance Academy, we aim to provide students with the necessary confidence, discipline, imagination, creativity and ambition while improving their strength, technique, flexibility, coordination and general fitness. Attitude embraces each student's individuality and we strive to bring music and the love of dance into their lives.

This book is designed to answer many questions you may have as a parent or dancer at Attitude Dance Academy or guide you as to where to go to get the answer you're looking for.

Dance with Attitude!

Jordon Rennie
Studio Director

Parents, are you unsure which class or classes to enrol your children?

We always recommend an early start in **Ballet** classes as it truly is the basis of all dance styles. Among many other benefits, ballet **improves posture and muscle tone** whilst building **co-ordination and creativity**. If they are young however, it does depend on their personality, and you may already have a fair idea of what style of dance may interest them. Do they like listening to pop music? (Jazz) or Emma Wiggle Ballerina? (Ballet) Do they enjoy making noise? (Tap) or rolling around on the floor upside down? (Acro) The best way is to let them watch or try a few classes in different styles to see what they really enjoy.

After choosing and enrolling in the classes you decided upon, keep at it for at least a term so you experience the full progression of the class. Most classes build over the term and the full benefit is not gained until the end. It's also great for children to see something through.

If your child is older and you are not sure which level your child should be in, it's best to book an appointment to speak with us. Most of the classes are guided by age in the timetable, however, this is just a guideline and some classes may not be suitable for your child depending on their level.

We are happy to say that we certainly offer a great range of dance genres here at Attitude Dance Academy!

Term 1 Focus – Ballet Exams & Competition Prep

Term 2 Focus – Ballet Exams, Competitions & Jazz/Tap Exam Prep

*Competitions Mid Term 2 May-July

Term 3 Focus – Concert & Jazz/Tap Exams

*Ballet Exams First half of Term 3

Term 4 Focus – Jazz & Tap Exams & Concert

*Jazz/Tap Exams Beginning Term 4

*Concert End Term 4 (December 7th)

WHAT ARE THE BENEFITS OF PARTICIPATING IN EXAMS?

Attitude Dance Academy offers students the opportunity to participate in exams in **RAD (Royal Academy of Dance)** for Ballet and **COMDANCE (Commonwealth Society of Teachers of Dance)** for Jazz & Tap.

Exams are a great goal for students to work toward and a good guide for teachers, parents and students to know at what rate the student is progressing in comparison to others of the same level. Working towards a goal and receiving an award, being able to move to the next level with their friends and then having the opportunity to learn new skills is very rewarding for students. They build valuable life skills such as goal setting, commitment, focus, knowledge retention as well as increasing their skill level within the style of dance they are studying. Participating in examinations also ensures that the studio and teachers are complying with up to date and accepted methods of teaching. The examination boards, which govern these syllabi, are well educated in their field and require membership.

Sitting exams eventually gives students the opportunity to teach dance either as a career or as a means of employment whilst attending university if they desire. It is good to start exams at a young age for two main reasons. One being that there are certain levels which require prerequisites and therefore, starting young assures the student won't have to go back and sit the grades required before sitting the exam for their level. The other being that children of a young age don't get as nervous or find the examination process as daunting (they start with the teachers in the room with them) and therefore, grow up knowing that it is not something to be overly nervous about.

WHAT ARE COMPETITIONS AND WHAT ARE THE BENEFITS FOR ME?

Competitions are the best way for kids who love performing to get up on stage more times throughout the year in a fun and competitive environment. The competitions can also be a good forum for more shy students to build their confidence and perform in front of others. Attitude Dance Academy Performance Team offers students the opportunity to compete in four dance competitions annually. They perform groups in all categories from Classical Ballet, Tap, Jazz, to Song & Dance, Lyrical, and Contemporary. Students do not have to do

all styles to participate. They simply join the groups that relate to the class styles they take. Attendance at rehearsals is compulsory and there are some extra rehearsals during competition time – please refer to the schedule and calendar.

Students are encouraged to join the Performance Team as there is so much time spent as a dancer rehearsing, but so little opportunity to perform! They develop skills which help them work together as a team toward a common goal, as well as learning about theatre and stagecraft, and make lifelong friendships.

Members of the performance team also have the opportunity to perform and compete as soloists. Solos offer students the ability to work at their own pace one on one with choreographers and teachers. This is an advantage for talented students who are capable of working to a higher level, but also for students who are talented but take a little longer working in a group environment, or need a little extra encouragement to bring out their best.

For groups, the studio enters the competitions and chooses the costuming (costuming, hair, makeup and accessories are an extra cost). Parents simply have to ensure their child is at the venue at the required time with all of their necessary costuming and specific requirements. For solos, parents enter competitions and organise costuming with the guidance of the teacher/choreographer and at the ultimate discretion of the Studio Director. Soloists can enter as many competitions throughout the year as they like (minimum of 4). Solo competition information is available on our performance team Facebook group (closed group – please request to join when you join the performance team). Help is available at the reception for selecting and entering solo competitions.

WHO ARE THE TEACHERS?

Attitude Dance Academy teachers are selected by our Director, Jordon Rennie, depending on their experience, qualifications, enthusiasm, love for dance and desire to pass on their knowledge to children.

All of our teachers have current blue cards and first aid certificates, teacher contracts, teacher meetings & valuations will assure that all teachers are working toward a common goal, doing their utmost to ensure the safety and correct training of the students, and keeping up with the needs of the studio and its student's and parent's needs.

HOW DO I CONTACT TEACHERS?

Parents may feel the need to speak to teachers other than the Director for several reasons. These may include wanting to book more classes or private lessons, wanting to speak about concerns that have arisen, discussing opportunities for their child or wanting to ask their advice. To ensure our Attitude Dance Academy teachers have sufficient time to plan their classes & do what they are there to do well, our teachers must be contacted through the Director. Please do not call, text or email teachers. This will ensure our teachers stay enthusiastic & have their spare time to plan & get inspiration to teach the students to the best of their ability. If you wish to book a private lesson with another teacher, please send an email with how long you would like the lesson to be and for how many weeks, what days & times best suit you & what you would like the lesson for (ie extra preparation for exam, learn a solo for competition, catch up on missed lessons etc). If you wish to book a meeting with a teacher, please email admin@attitudedanceacademy.com.au and we will arrange a time. Any emails can be sent to the studio & forwarded to the appropriate teacher.

HOW DO I ENROL?

Simply fill out our **enrollment form** and either hand it in, or email the studio prior to the commencement of the term you are enrolling in. All enrollments, whether enrolling at the commencement of term or during the term, will incur the full term fee. Current students will be rolled over and re-enrolled in the same classes for the next term unless a cancellation notice is received, or the timetable is changed. Each student must submit a new enrollment form each year.

I HAVE ENROLLED BUT WANT TO CHANGE OR ADD CLASSES. HOW DO I DO THAT?

Students can change or add classes for several reasons during a term. For the studio to keep track of accounts and student attendance, formal written communication (email or text) must be submitted and approved. Students are encouraged to try classes for a minimum of a term to ensure they experience the full progression of the class. Classes may be dropped, however, the fee agreed upon at the commencement of the term will not be change.

MY CHILD IS SICK, INJURED OR WILL BE ABSENT FROM A CLASS. WHO DO I TELL?

It is very important that the studio is notified when a child is sick, injured or will be absent from class for whatever reason. The main reason we need to know is for each child's safety. If a child is unwell or injured but still coming to class, please email us beforehand to info@attitudedanceacademy.com.au or send them in with a note. Tell us what their ailment is, if they are to watch or participate at a moderate level and any management of the illness or injury that is required by the teachers.

Injuries must be dealt with efficiently and effectively to ensure no long-term damage to the student. If an incident occurs in class an **incident report** will be filled out and filed for future reference. If a teacher is concerned about a continuing complaint of a student, the parent will be notified, and the advice of a health professional may need to be sought. If an injury is being dealt with by a health professional, please ask them to write what the teacher is required to do with the student in class i.e., modify exercises, ice an injury between classes, massage, avoid certain movements, and advise of a recovery plan. This way consistent treatment can occur.

Good attendance is expected from all Attitude Dance Academy students and multiple absences may impact on a student's progress, ability to sit exams or partake in performances.

If a child is absent at the beginning of class and we have no notification, the phone number/s on the enrollment form will be called by the teacher or receptionist.

For all absences please email us on info@attitudedanceacademy.com.au with your child's name, classes they will be absent from and reason.

I WILL BE LATE PICKING UP MY CHILD/MY CHILD NEEDS TO LEAVE EARLY. WHAT DO I DO?

We understand that life gets busy (so does the traffic) and you may not always be on time to pick up your child. Please email us on info@attitudedanceacademy.com.au to let us know and we can let your child watch class. We then also know when you have arrived to

pick them up, as you will have to come into the studio. If you need your child to leave class early, please advise us as above or send a note with the student to let us know. Students will not be permitted to leave class until the teacher has dismissed the class unless we have received the prior request via text or note.

WHAT ARE THE FEES AND HOW DO I PAY THEM?

Fees are based upon the hours of classes enrolled for each term. They are outlined in our Fee Schedule.

All Fees are emailed to you prior to the commencement of each Term to your registered email address in our Dancebiz Accounting System.

Our preferred method of payment is by bank transfer with the invoice number in the reference field.

Receipts will be emailed personally to your registered email account. Please ensure you receive a receipt and keep it for your records.

Further information can be found in the fees schedule.

I HAVE A QUESTION ABOUT FEES. WHO DO I ASK?

Any questions regarding fees should be forwarded to our email address info@attitudedanceacademy.com.au. You may be referred then to the Director as the administration does not hold the right to make any changes to the fees or give special consideration in late payments or payment plans.

I HAVE A CONCERN/ISSUE I WISH TO DISCUSS. WHAT DO I DO?

For any concerns that arise, no matter how small they seem, we want to know. Communication is the key to a good relationship as nothing can be improved or resolved if the studio is not notified. Please email info@attitudedanceacademy.com.au and matters will be referred to respective contacts accordingly. If you wish to discuss directly with the director, please email jordon@attitudedanceacademy.com.au

I JUST HAVE A QUICK QUESTION/SOMETHING TO SAY, CAN I POP INTO CLASS?

Please do not enter the classrooms without invitation. Whilst teaching, all teachers are focused and their main concern is directed towards the students they are in charge of. Any matters discussed whilst in class may be quickly forgotten or not dealt with properly. If it's something quick, please write it on a note and send it in with your child or see reception.

WHAT DO I WEAR TO CLASS?

For information on how to dress appropriately for each class, please refer to the ***Uniform Policy*** document.

All students must adhere to the correct uniform and grooming requirements for the classes they are attending. If a teacher deems their uniform or grooming to be unfit for class they may be asked to exit the class and return when their uniform/grooming is adequate. (e.g. If a student enters class with unacceptable hair then the teacher will ask them to go outside and fix it.) If you know in advance that your child will be coming with the incorrect attire, please notify us by providing the student with a note they can take to the teacher, email us or see reception.

Please ensure ALL of your child's clothing and belongings are named. The lost property drawers are located in the common room.

WHEN CAN I WATCH MY CHILD IN CLASS?

Attitude Dance Academy will offer an Open Week at the end of terms 1 and 2. Parents may watch any classes their child is in during these weeks (subject to change due to COVID safety rules). For these open classes there are a few rules that must be adhered to. These are to ensure the classes are not disrupted and the children are not made to feel uncomfortable in any way.

- Absolutely no talking - As well as being distracting, imagine dancing in front of your peer's parents who are whispering to each other. You may know you are not talking

about them, but being in a performance situation, the children are self-conscious and may feel uncomfortable about this.

- No small children – If you are coming to watch please organise a sitter for your other children. They will not be permitted into the studio to watch as they are distracting to the children who are in class.
- Phones must be on silent – It will be a distraction to the class for a phone to ring during class.
- Be on time and stay the whole class – Parents will only be permitted to enter & exit the studio at the commencement and conclusion of classes.

During these open classes, parents may take photos and videos for their personal use only. These are not to be distributed on social media for child safety and copyright reasons - the exception being, if it is a still photograph with your child only in the frame. We do not allow parents to sit in on trial classes as there may be other new students who feel uncomfortable about another adult watching them.

Other viewing opportunities include open days, exam dress rehearsals, concerts & competitions. Parents are also encouraged to view the last 10 minutes of any private lesson. This will help while rehearsing at home and assisting with the students' progressions. If you have a recording device, it is a good idea to record what they have learned that lesson for their reference and any corrections the teacher may have for them. If you cannot make it, provide them with a device the teacher can record them with.

WHAT DOES PARTICIPATING IN THE CONCERT INVOLVE?

Our annual concert is a fun event for everyone involved. Attitude Dance Academy students simply love performing on stage for their family and friends and it is a great reward for the teachers, parents and students for the year's work that is recorded to make life-long memories. Concerts involve extra costs such as concert fee, costumes (which are generally between \$80- \$150 & the number of costumes generally relates to how many different styles a student participates in), new shoes and tights, make up, hair accessories and

tickets. A costume deposit and consent form will be collected at the end of Term 2 to determine who is in which concert & ensure a costume is ordered for each child participating. Concert and rehearsal dates will be notified as soon as possible.

DO WE STILL HAVE CLASSES ON PUBLIC HOLIDAYS?

Most often there will be usual classes on Public Holidays. Please look at the term dates on the timetable and keep an eye out for any correspondence relating to Public Holidays. There are no refunds offered in the case of students who choose not to attend class on public holidays.

WHAT DO I DO IF THE OCCASION ARISES AND I HAVE TO LEAVE ATTITUDE DANCE ACADEMY?

Any student leaving the studio should notify administration, whether it be via email to info@attitudedanceacademy.com.au or to a member of staff directly.

I AM NOT RECEIVING REGULAR EMAILS/TEXTS. WHO DO I TELL?

You should receive regular correspondence from Attitude Dance Academy. If you are not receiving these please let us know at the reception and we will test the contact details we have on our DanceBiz System.

Don't forget to join our Attitude Dance Academy Facebook group 😊

<https://www.facebook.com/groups/1998226167063462/>

- Demonstrate respect for teachers, parents, staff and other students at all times.
- Arrive at least five minutes prior to your scheduled class. Latecomers may be refused entry, due to the risk of injury.
- Present to class in a tidy and well-groomed manner with hair tied back neatly off the face. Ballet buns are required for all ballet classes.
- Dance uniforms and dance shoes must be worn for classes, where specified. School uniform is not appropriate dance attire and therefore not permitted. Teachers may refuse entry to dancers not groomed appropriately.
- Bring a clearly named bottle of water to every class.
- Attend class regularly unless ill or injured, or in the event of a family emergency.
- Honour prior commitments made to the studio by attending classes, rehearsals and performances above other social events.
- Serve as a role model to younger dancers at all times, including appropriate language and behaviour.
- Mobile phones should be switched off or on silent mode and are not to be used during class.
- Put rubbish in the bins provided and clean up after yourself.
- Show respect and care for studio equipment and facilities.
- Ask for help if you need it – we are here for you.

STUDENT RIGHTS AND RESPONSIBILITIES

RULE	STUDENT RIGHTS	STUDENT RESPONSIBILITIES
TREATMENT	- to be treated with courtesy and respect. - to be free from violence, intimidation, bullying and harassment from other members of the studio community. - to have legitimate problems listened to and acted upon justly.	- to treat others with courtesy and respect - to take care of themselves and others - to refrain from using violence of any sort. (e.g. physical, verbal, psychological) - to refrain from bullying, intimidating or harassing others.
SAFETY	- to be provided with facilities and equipment that are safe and free from hazard. - to have access to safety equipment	- to listen to safety directions and follow them implicitly and immediately. - to always wear uniform including shoes and stockings. - to move around the studio sensibly, quietly and in an orderly manner.
LEARNING	- to be provided with a variety of learning experiences and opportunities. - to learn with minimal disruption in an environment conducive to learning. - to have the opportunity to have a turn - to be offered necessary assistance with learning. - to learn at an appropriate level which meets needs.	- to participate in learning activities and experiences. - to have a turn and give others a turn. - to refrain from being disruptive. - to listen attentively. - to assist in creating an environment conducive to learning. - to make a genuine effort to learn.
COMMUNICATION	- to be listened to. - to have a turn to speak. - to be spoken to respectfully.	- to listen to others - to refrain from interrupting while others are speaking. - to follow standard studio communication procedures.
PROPERTY	to work, learn in a clean and tidy environment.	- to take care of own and others' property and equipment. - to assist in maintaining a clean and tidy working, learning environment - to refrain from bringing inappropriate / undesirable property or equipment to studio - to report possession of this type of property or equipment.

SOCIAL MEDIA POLICY

It is expected that all members of the studio community should behave in such a manner that the studio community is not adversely impacted upon, or the reputation of the studio is not negatively affected or brought into disrepute.

Attitude Dance Academy expects those who are part of the studio community, when using social media, to show courtesy and respect to others. It should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for the studio or members of its community.

The purpose of this policy is to set standards of behaviour for the use of Social Media that are consistent with the broader values and expectations of Attitude Dance Academy community. It is about creating an atmosphere of trust and individual accountability.

When using social media, members of our community are expected that they:

- Demonstrate appropriate personal and professional boundaries and behaviours. We discourage parents / students and teachers from becoming 'friends' or 'followers' on social media, unless there is an existing relationship.
- Demonstrate good digital citizenship.
- Ensure their online behaviour reflects the same standards of honesty, respect, and consideration that a person uses when communicating face-to-face.
- Respect the rights, privacy and confidentiality of others.
- Ensure all content published is accurate and not misleading.
- Consider whether how and what you post reflects on your professional or personal character, and the welfare of others.
- Think before they post.
- Not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, infringes copyright or is otherwise unlawful or might cause damage to the Studios reputation or bring it into disrepute.
- Do not share any content revealing or referring to sensitive studio information.
- Do not post photos or videos taken from performances or rehearsals online unless direct permission was given by the studio director.
- Do not post photographs/ videos that feature Attitude Dance Academy dancers other than themselves (or their own children) online without the proven consent of their parent/guardian.
- Do not communicate through social media about all matters pertaining directly to the studio such as fees, scheduling, placements or performance opportunities. We encourage everyone to communicate directly with the studio through email or phone call. Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.

Any breach of this policy will be considered by the director Jordon Rennie as serious and will be dealt with on a case by case basis.

2025 Term Fee Structure

Petite: Petite Ballet/Jazz /Acro Lv 1/ Tap/Drama (prep-7 years) Package 1: Up to 1.5hrs/week/term Package 2: Up to 3hrs/week/term Package 3: Unlimited	Price (GST incl.) \$335 \$480 \$530	5% Discount \$318.25 (-16.75) \$456.00 (-24.00) \$503.50 (-26.50)
Junior-Seniors: Gr1 and above Package 1: Up to 3.5hrs/week/term Package 2: Up to 5.5hrs/week/term Package 3: Up to 7.5hrs/week/term Package 4: Up to 8.5hrs/week/term Package 5: Unlimited/week/term RAD Advanced Classes (Adv F-Adv1) Fee* *applicable on top of packages if doing RAD Adv F-1 Exam	Price (GST incl.) \$500.00 \$645.00 \$790.00 \$935.00 \$1,060.00 \$75.00	5% Discount \$475.00 (-25.00) \$612.75 (-32.25) \$750.50 (-39.50) \$888.25 (-46.75) \$1007.00 (-53.00)
Non-Package: All ages 30 min class: 1 lesson/week/term 45 min class: 1 lesson/week/term 60 min class: 1 lesson/week/term Over 60 min class: 1 lesson/week/term	\$175.00 \$190.00 \$220.00 \$240.00	
Optional Junior Performance Team Fee (6s-10s) Performance Team Fee (12s-16s)	\$150.00 \$200.00	

All weekly private lessons will be invoiced on a term basis – e.g. 10 lessons for a 10 weeks term. If a student cancels a lesson for any reason, no refund or makeup lesson will be offered. If a teacher cancels a lesson, either refund or makeup lesson (where available) will be offered. Only by negotiating prior to the commencement of the term, we might accept to invoice less than 10 lessons. Priority will be given to the student who books for 10 weeks.

Fee Policy

- All fees are charged on a term-basis regardless of the number of weeks in the term. Dance terms will be the same as school terms, except term 4 ending a week early.
- All students incur a \$50 annual + \$10 annual insurance fee if attending acro class. The admin fee per dancer must be paid per year on commencement of classes to cover administration, insurance and music licensing costs.
- Private lesson rates depend upon the teacher & if learning choreography or rehearsing completed routines & will be invoiced accordingly.
- Once a student is enrolled we require two weeks' notice of cancellation before the start of term. All fees are charged per term. No refunds will be given for missed classes or cancellation of enrollment once the term has commenced.
- Late fee (\$25) will apply if no payment is received by the end of week 1, unless payment plan is arranged. Please contact us (info@attitudedanceacademy.com.au) if you would like to be on the payment plan(via EziDebit – fees and charges apply).

Attitude Dance Child Protection and Safety Policy

This document remains the property of Attitude Dance Academy. Uncontrolled when printed.

Application

All children working with or engaged by Attitude Dance Academy have a right to feel and be safe, respected, valued, and protected from harm. Children should be made aware of and feel confident in their rights and responsibilities.

Attitude Dance Academy is strongly committed to the safety and well-being of all children that interact with our company as employees, audience members, education program participants, or otherwise by creating and maintaining a child-safe environment. The welfare of children entrusted under our care is our first priority and we have zero tolerance for child abuse.

Attitude Dance Academy will take all necessary steps to prevent and protect children from abuse and neglect, including:

- Physical abuse: purposefully injuring or threatening to injure a child;
- Emotional abuse: an attack on a child's self-esteem, e.g., through bullying, threatening, ridiculing, intimidating, or isolating the child;
- Sexual abuse: any sexual act or sexual threat imposed upon a child; and/or
- Neglect: harming a child by failing to provide basic physical or emotional necessities.

Everyone working at Attitude Dance Academy is responsible for the care and protection of children, for preventing situations that may lead to child abuse, and reporting information about child abuse.

Definitions

- **Child:** A person below the age of 18 years unless otherwise stated under the law applicable to the child.
- **Child protection:** Any responsibility, measure, or activity undertaken to safeguard children from harm.
- **Child Protection Officer:** The Director or their delegate.

Policy Summary

The purpose of this policy is to:

1. Ensure an organisational culture of child safety that promotes and protects the interests and safety of all children.
2. Prevent child abuse within Attitude Dance Academy.
3. Ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
4. Provide guidance to employees on the action that should be taken where they suspect any abuse within or outside of Attitude Dance Academy and provide a clear statement to employees forbidding any such abuse.
5. Provide assurance that all cases of suspected abuse will be reported and fully investigated.

Attitude Dance Academy acknowledges that dance is a unique art form and commits to ensuring that any physical contact is at all times appropriate.

Attitude Dance Academy has zero tolerance for child abuse.

Child Abuse Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse/assault and exploitation, neglect or negligent treatment, commercial (e.g., for financial gain), or other exploitation of a child, and includes any actions that result in actual or potential harm to a child.

Dancers include employees, students, and volunteers who dance for Attitude Dance Academy, including children and young people.

Employee refers to all full-time, part-time, and casual staff, board members, volunteers, contractors, sub-contractors, students, and interns.

Reasonable Grounds for Belief A belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are considered and these are objectively assessed.

Your Obligations Attitude Dance Academy is committed to promoting and protecting the best interests of all children involved in its programs. Guidelines for the application of your child protection obligations to the specific instance of teaching dance are provided within Attitude Dance Academy's Student Handbook.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family or social background, have equal rights to protection from abuse.

Attitude Dance Academy has zero tolerance for child abuse. Everyone working at Attitude Dance Academy is responsible for the care and protection of the children within our care and for reporting information about suspected child abuse.

Child protection is a shared responsibility between Attitude Dance Academy; all employees, workers, contractors, associates, volunteers, and members of the Attitude Dance Academy community.

Attitude Dance Academy will consider the opinions of children and use their opinions to develop child protection policies.

Attitude Dance Academy supports and respects all children, staff, and volunteers. Attitude Dance Academy is committed to the cultural safety of Aboriginal and Torres Strait Islander children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

If any person believes a child is in immediate risk of abuse, telephone 000.

Procedures & Responsibilities The Director of Attitude Dance Academy has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Director is also responsible for ensuring that appropriate policies and procedures and a Child Protection and Safety Policy are in place.

The Child Protection Officer of Attitude Dance Academy is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, company policies, and procedures.
- Ensuring that all adults within the Attitude Dance Academy community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all employees are aware of their obligation to observe the Safety components of the Academy (particularly as it relates to child safety); and
- Providing support for staff, contractors, and volunteers in undertaking their child protection responsibilities.

All Directors and Employees must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

All employees should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All employees share the responsibility for the prevention and detection of child abuse and must:

- Familiarise themselves with the relevant laws and Attitude Dance Academy's policy and procedures in relation to child safety, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and/or the state-based child protection service) and fulfill their obligations as mandatory reporters (or where a child is in immediate risk of abuse, telephone 000);
- Report any suspicion that a child's safety may be at risk to the Child Protection Officer (or, if the Child Protection Officer is involved in the suspicion, to a responsible person in the company);
- Avoid one-to-one situations with a child, or if there is no other option, immediately notify the Child Protection Officer of the details of the situation so it can be recorded; and
- Provide an environment that is supportive of all children's emotional and physical safety.

Employment of New Personnel Attitude Dance Academy undertakes a comprehensive recruitment and screening process for all workers and volunteers that aims to:

- Promote and protect the safety of all children under the care of the company;
- Identify the safest and most suitable people who share Attitude Dance Academy's values and commitment to protect children; and
- Prevent a person from working at Attitude Dance Academy if they pose a risk to children.

Attitude Dance Academy requires all employees/volunteers to pass the company's recruitment and screening processes prior to commencing their engagement with Attitude Dance Academy.

Attitude Dance Academy will undertake thorough reference checks as per the approved internal procedure and ensure that all employees hold a valid Blue card.

Attitude Dance Academy will ensure supervisors, teachers, and chaperones recruited are suitably experienced and qualified to care for the safety and well-being of children in accordance with their age and needs.

Once engaged, employees/volunteers must review and acknowledge their understanding of this Policy on an annual basis.

Supporting Children's Participation and Satisfaction Attitude Dance Academy supports, enables, and promotes the active participation of children by:

- Encouraging expression of and respecting the views of children and parents (including carers or legal guardians);
- Encouraging and empowering children and parents to raise any concerns or complaints;
- Listening to and acting upon any concerns raised by children and parents, carers, or legal guardians;
- Seeking the input of children when making decisions about matters that concern them;
- Ensuring children understand their rights and the appropriate behavior expected of both adults and children;
- Teaching children what they can do and who they can turn to if they feel unsafe;
- Ensuring employees dealing with children are skillful in facilitating their participation; and
- Valuing diversity and not tolerating any discriminatory practices.

Attitude Dance Academy aims to create an environment where children gain satisfaction from their interaction with our company as employees, participants in a class/program/workshop, or other activity by:

- Supporting children to feel respected and in control of their behaviour/work;

- Ensuring children enjoy the overall experience of being engaged with a production or other organisational activity;
- Encouraging children to assist each other in fulfilling their employment obligations and developing a positive sense of pride in their work (e.g., discussing character development and stagecraft in groups and leading warmup activities);
- Offering opportunities for children to derive personal satisfaction and a sense of achievement throughout their experience and the relationships they make; and
- Encouraging children to develop self-discipline in balancing their commitment to their performance, their education, and their social and family activities.

Valuing Diversity Attitude Dance Academy values diversity and we do not tolerate any discriminatory practices. To achieve this, we:

- Promote the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children and their families;
- Promote the cultural safety, participation, and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- Ensure that children with a disability are safe and can participate equally; and
- Encourage participation and cultural diversity in our workforce and programs.

Risk Management We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this as a primary method to reduce risk and protect children in our care.

In addition to general occupational health and safety risks, we proactively manage the risk of abuse to our children.

Reporting Complaints or Concerns Attitude Dance Academy takes all allegations of child abuse seriously and has practices in place to ensure all allegations are addressed fairly, appropriately, and in a timely manner. Reporting procedures include:

- Working with children and young people to identify the appropriate mechanisms for them to raise concerns;
- Ensuring that all concerns are recorded and responded to appropriately;
- Providing opportunities for children and young people to provide feedback on their experiences with our company; and
- Implementing a Child Protection and Safety Policy that is adhered to by all employees, volunteers, and contractors.

Breach of Policy If a breach of this policy occurs, it is grounds for disciplinary action, which may include termination of employment.

Review of this Policy Attitude Dance Academy is committed to continuous improvement and will review this Policy every two years to ensure it remains effective and up-to-date with current legislation and best practices.