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SHINE PERFORMING ARTS ACADEMY

CHILD WELLBEING AND SAFETY MANAGEMENT

Child Safety and Wellbeing Policy

Shine Performing Arts Academy is dedicated to ensuring the safety, wellbeing of all children and young people in our care.

Our Child Safety and Wellbeing Policy sets out clear expectations for behavior, responsibilities, and procedures for safeguarding children. This policy aligns with current legislation, best practice standards, and reflects our commitment to creating a child-friendly environment where all children feel safe, valued, and respected. The policy is reviewed regularly and is available to all staff, volunteers, students, and the broader community.

Practice Guidance

Our Practice Guidance supports staff and volunteers in upholding our child safety principles. It provides clear, practical direction on how to create and maintain a safe environment, both physically and emotionally. The guidance includes strategies for positive interaction with children, appropriate behavior management, and the reporting of any concerns or incidents related to child safety and wellbeing. This guidance ensures that all activities and interactions are in alignment with the academy's values of respect, safety, and inclusivity.

Information Sharing Protocols

Shine Performing Arts Academy recognizes the importance of clear and respectful communication regarding child safety.

Our Information Sharing Protocols outline the processes for sharing relevant information with appropriate agencies, authorities, and stakeholders when necessary. These protocols ensure compliance with privacy laws and are designed to protect the rights of children and families while also fulfilling our duty of care. Staff and volunteers are trained on their responsibilities regarding information sharing, with a focus on protecting sensitive data while supporting the best interests of the child.

Staff and Volunteer Codes of Conduct

Our Staff and Volunteer Codes of Conduct define the professional standards expected from all individuals working with children. These codes emphasize respect, integrity, and a commitment to child safety. All staff and volunteers are required to adhere to these guidelines, which cover appropriate behavior, communication, and ethical practices when interacting with children and young people. The codes also outline expectations around confidentiality, reporting obligations, and managing any conflicts of interest.

Risk Management Strategies

Shine Performing Arts Academy implements robust Risk Management Strategies aimed at identifying, preventing, and mitigating risks to children. These strategies include regular risk assessments for all activities and events, both on and off-site, as well as detailed emergency and contingency plans. Risks are continuously monitored and updated as needed to ensure the highest standards of safety. Any incidents or potential risks are reported promptly, and corrective actions are taken immediately to ensure the continued safety of children and young people.

Organisational Leadership and Culture

Our leadership team plays a key role in modeling and reinforcing attitudes and behaviors that prioritize child safety, wellbeing, and cultural safety. This commitment is clearly reflected in duty statements, performance agreements, and staff/volunteer review processes. The leadership team actively promotes a culture of learning, sharing good practice, and continuously improving our child safety and wellbeing standards. Regular training and professional development sessions are held to ensure that all staff and volunteers are well-equipped to respond to child safety concerns and promote positive behaviors.

Knowledge of Children's Rights

At Shine Performing Arts Academy, we ensure that all staff, volunteers, children, and young people have a sound understanding of children's rights, including the right to feel safe and be heard. Our policies and training programs focus on fostering an awareness of these rights and the associated responsibilities. Children and young people are encouraged to speak up and are given opportunities to share their thoughts, concerns, and feedback in a supportive and safe environment. Our commitment to children's rights is central to our approach to child safety and wellbeing.

Information Sharing and Recordkeeping Obligations

All staff and volunteers at Shine Performing Arts Academy understand their obligations when it comes to information sharing and recordkeeping. These obligations are clearly outlined in our training and operational procedures. Staff are taught to manage records responsibly, ensuring that all documentation related to child safety and wellbeing is accurate, confidential, and securely stored. We ensure compliance with legal requirements regarding recordkeeping and information sharing, and regularly review these practices to maintain transparency and accountability.

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



At Shine Performing Arts Academy, we cultivate an organisational culture that empowers children and young people to understand child safety and wellbeing in an age-appropriate manner. This culture is built on mutual respect, clear communication, and the active participation of children and young people in the process of creating a safe environment.

Understanding Rights and Responsibilities

Shine Performing Arts Academy ensures that children and young people are informed about their rights, including the right to safety and the right to be heard. We provide programs and resources designed to educate children about these rights, tailored to their age and developmental stage. These programs encourage them to understand their role in maintaining a safe environment for themselves and their peers.

Active Participation and Contribution

Children and young people are encouraged to actively participate in shaping the academy's culture of safety and wellbeing. We regularly create age-appropriate platforms for them to share their views and opinions, whether through meetings, surveys, or feedback sessions. This ensures that children and young people feel valued and heard while promoting their involvement in decision-making processes that affect their environment and experiences.

Commitment to Child Safety and Wellbeing

Our academy demonstrates an unwavering commitment to child safety and wellbeing through clear communication and accessible resources. Children and young people are continuously reminded of their rights to be safe and supported. The organisation fosters an environment where children know they can seek assistance and report concerns if needed.

Recognising Safe Environments and Protective Strategies

Shine Performing Arts Academy educates children and young people to recognise what constitutes a safe environment and how to apply protective strategies in everyday situations. This includes understanding boundaries, identifying trusted adults, and knowing how to seek help if they feel unsafe. Through regular training and workshops, we ensure that children can identify safe spaces and feel confident in accessing the support they need.

Informed Participation in Decisions

We provide children and young people with opportunities to participate in decisions related to their safety and wellbeing. This includes ensuring that their voices are incorporated into planning and policy development. By creating open, welcoming forums where their feedback is encouraged and valued, we empower children to have a meaningful impact on their environment.

Peer Support and Responsibility

Children and young people are educated on their role in contributing to the safety and wellbeing of their peers. This includes fostering a culture of mutual respect, where they are encouraged to look out for one another, support their friends, and communicate openly about any concerns. They are also taught to identify trusted adults and friends within the academy who can offer support when needed.

Staff and Volunteer Competence and Respect

Our staff and volunteers are committed to understanding and respecting children and young people's developmental needs. They are skilled in engaging with children, building their strengths and capacities, and supporting their growth in a safe, respectful, and inclusive environment. Continuous professional development ensures that staff and volunteers remain well-informed about best practices in child safety and are prepared to meet the evolving needs of the children and young people they work with.

Friendly and Welcoming Environment

Shine Performing Arts Academy provides an environment that is both friendly and welcoming to all children and young people. The academy is designed to be a space where children feel comfortable, valued, and safe to participate in activities and express themselves. Staff and volunteers create a nurturing atmosphere where children can thrive, build confidence, and feel supported.

Protocols Summary

Educating on Rights: Programs and resources are in place to inform children about their rights, with a focus on safety and being heard.

Active Participation: We actively involve children and young people in building and maintaining a safe environment, encouraging regular input into decisions that affect them.

Safe and Supportive Environment: Shine Performing Arts Academy ensures that children feel safe, can identify trusted adults, and have access to protective strategies.

Peer Responsibility: Children are educated on their responsibility to ensure the safety and wellbeing of their peers.

Skilled Staff and Volunteers: All staff and volunteers are trained to respect and engage with children's developmental needs, empowering them to build on the strengths of children and young people.

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



Shine Performing Arts Academy recognises the integral role that families and the wider community play in the safety and wellbeing of children and young people. We actively engage with families and community members, fostering an inclusive and respectful environment where all parties can contribute to the safeguarding process. Our approach to child safety involves a range of strategies to empower families to be involved, informed, and supported in maintaining a safe and positive environment for their children.

Engaging Families in Child Safety Policies and Practices

Shine Performing Arts Academy is committed to providing families with clear and accessible information about our child safety policies and practices. We ensure that all parents and carers are well-informed about the academy's approach to child safety and wellbeing. This includes information on safeguarding practices, reporting mechanisms, and the roles and responsibilities of both the academy and families in maintaining a safe environment. Families are encouraged to read, understand, and provide feedback on these policies, contributing to the development of an environment that prioritises safety.

Encouraging Feedback and Open Communication

Families are empowered to speak up, raise concerns, and participate in ongoing conversations about child safety and wellbeing at Shine Performing Arts Academy. We provide accessible platforms—such as parent meetings, surveys, and communication channels like email and phone—to allow parents and carers to voice their feedback. Their insights are valued, and we take active steps to incorporate their suggestions into our policies and practices to ensure they are aligned with the needs of the children and families we serve.

Supporting Families in Understanding Their Child's Protective Networks

We recognise that families have the primary responsibility for the upbringing and protection of their children. Shine Performing Arts Academy supports families in understanding the protective networks available to them and ensures they are aware of the roles of different family members and community resources in safeguarding their children. By engaging with families about their children's needs and capabilities, we help create a supportive, collaborative environment that fosters the safety and wellbeing of every child.

Respecting Diverse Family Structures and Cultures

At Shine Performing Arts Academy, we acknowledge and respect the diversity of family structures, backgrounds, and cultures. We work closely with families to ensure that their cultural practices and values are respected and reflected in our approach to child safety. This includes recognising the different roles family members may play in a child's life and ensuring that our practices and environments are safe and inclusive for children from all cultural backgrounds. We aim to create a welcoming environment where children, families, and community members feel that their identity is respected and valued.

Building Cultural Safety through Partnerships

Shine Performing Arts Academy actively engages in building cultural safety through partnerships with families, community leaders, and cultural advisors. We foster respectful relationships with families to ensure that our policies and practices are culturally appropriate and responsive to the unique needs of the children and families we serve. This includes ongoing discussions with families to ensure cultural safety and inclusivity in all aspects of our work.

Seeking Feedback from Families and Communities

We regularly seek feedback from families and communities regarding child safety and wellbeing matters. This feedback is integral to the continuous improvement of our policies and practices. Through community consultations, surveys, and direct discussions, we invite families and community members to share their views on how we can further enhance our child safety protocols. Their input is taken seriously and incorporated into the planning and development of policies, ensuring they remain relevant and effective.

Informing Families of Reporting Mechanisms and Raising Concerns

Shine Performing Arts Academy ensures that all families are informed about how they can raise concerns related to child safety and wellbeing. Clear information is provided about the processes for reporting any issues or concerns regarding the safety of their children. Families are reassured that their concerns will be taken seriously, and we foster an environment where children and parents feel safe and supported in raising issues when necessary.

Protocols Summary

Accessible Information: Families are provided with clear, accessible information about the academy's child safety policies and practices.

Open Communication: We create regular opportunities for families to provide feedback, raise concerns, and participate in discussions about child safety.

Cultural Respect and Safety: Shine Performing Arts Academy respects and values the diverse cultural backgrounds of families, ensuring a culturally safe and inclusive environment.

Empowering Families: We empower families to understand and participate in their child's protective network, and support their involvement in fostering a safe environment.

Feedback and Continuous Improvement: Families and communities are regularly consulted to ensure their voices are heard and their feedback is incorporated into policies and practices.

Clear Reporting Mechanisms: Families are informed of how and when to report safety concerns, ensuring transparency and trust in the reporting process.

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



At Shine Performing Arts Academy, we are committed to providing a safe, welcoming, and inclusive environment where all children and young people feel valued, supported, and respected. We acknowledge the diverse circumstances of each child and young person and ensure that our practices empower them to participate effectively in all academy activities.

Recognising Diverse Needs and Strengths

Shine Performing Arts Academy celebrates the individuality of every child and young person. We recognise that each child has unique strengths, characteristics, and circumstances, including abilities, gender, culture, and socioeconomic background. We ensure that our programs and activities are adaptable to meet the needs of all children, promoting an environment that values diversity. We strive to understand and respect the individual experiences and backgrounds of the children in our care, enabling us to provide the most effective support for each child's development and wellbeing.

Building an Inclusive Culture

The academy actively fosters an organisational culture that embraces diversity and inclusivity. We provide a welcoming environment where every child and young person feels safe and comfortable, regardless of their background, identity, or abilities. This culture reduces the risk of discrimination, exclusion, bullying, and abuse. By embracing the differences of all children and young people, we promote positive interactions and a sense of belonging for all.

Staff and Volunteer Training

Shine Performing Arts Academy ensures that all staff and volunteers are trained to recognise and respond to the diverse needs of children and young people. This training includes an understanding of cultural safety, strategies for inclusion, and specific approaches to supporting children with disabilities, children from diverse cultural backgrounds, and children from the LGBTQIA+ community. Staff and volunteers are equipped with the knowledge and skills to create an inclusive environment, respond effectively to individual needs, and address discrimination or exclusion, whether intentional or unintentional.

Proactive Strategies for Inclusion and Diversity

The academy encourages staff, volunteers, and board members to reflect on how discrimination, exclusion, and biases—whether intentional or unintentional—may negatively impact the safety and inclusivity of our environment. We develop and implement proactive strategies to address these issues and ensure that all children feel respected, safe, and valued. These strategies include regular reviews of our practices, policies, and procedures, as well as ongoing training to ensure staff are mindful of the potential barriers to inclusion.

Child-Friendly, Accessible Information

Shine Performing Arts Academy produces child-friendly materials that promote inclusion and inform children and young people about the support and complaints processes available to them. These materials are designed to be accessible in language and format, ensuring that all children can easily understand and engage with the information. We actively encourage children to communicate their concerns and provide them with clear, easy-to-follow instructions on how to seek help when needed.

Providing Accessible Support and Complaints Processes

We ensure that children and young people have access to information, support, and complaints processes in a way that is culturally safe, accessible, and easy to understand. These processes are designed to be inclusive of all children, including those who may be vulnerable, and ensure they are able to express their concerns or seek support in a way that suits their individual needs. This includes ensuring that the support is available in a variety of languages and formats, and with the appropriate cultural sensitivities.

Particular Attention to Vulnerable Groups

Shine Performing Arts Academy is especially attentive to the needs of vulnerable children and young people, including Aboriginal and Torres Strait Islander children, children with disabilities, children from culturally and linguistically diverse backgrounds, children who cannot live at home, and lesbian, gay, bisexual, transgender, and intersex (LGBTI) children and young people. We ensure that all of these children are supported in an inclusive and culturally safe environment that respects their identity and provides the necessary resources for their wellbeing and participation. We also provide tailored support services when necessary, and work in collaboration with families, community groups, and external services to ensure that these children's needs are met effectively.

Support for Children with Diverse Circumstances

Our staff and volunteers take the time to understand the diverse circumstances of children and young people, especially those who may be vulnerable. We provide responsive support to children facing particular challenges, including emotional, social, or physical vulnerabilities. The academy offers a range of support mechanisms to ensure that all children feel understood, heard, and supported in a safe, non-judgmental environment.

Protocols Summary

Embracing Diversity: Shine Performing Arts Academy fosters a child-centred, inclusive environment where all children's individual strengths, backgrounds, and identities are celebrated.

Cultural Safety and Inclusion: We ensure that the academy environment is culturally safe, welcoming, and inclusive, reducing the risk of discrimination and exclusion.

Training and Capacity Building: Staff and volunteers are trained to recognise and respond to the diverse needs of children, including those from marginalized or vulnerable groups.

Proactive Anti-Discrimination Strategies: The academy works proactively to prevent exclusion and discrimination and fosters strategies that promote inclusivity at all levels.

Accessible Information and Complaints Processes: We provide child-friendly, accessible materials to inform children of their rights, the support available to them, and how to raise concerns.

Support for Vulnerable Children: Particular attention is paid to the needs of vulnerable children, including those from Aboriginal and Torres Strait Islander backgrounds, children with disabilities, and LGBTQIA+ children, ensuring they receive appropriate support.

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



At Shine Performing Arts Academy, the recruitment and development of staff and volunteers are fundamental to maintaining a child-safe environment. We prioritize child safety, wellbeing, and cultural safety in every aspect of our staffing processes, ensuring that all staff and volunteers are equipped with the knowledge, tools, and support to safeguard the children and young people in our care.

Child-Safe Recruitment and Screening

Shine Performing Arts Academy ensures that all recruitment processes, including advertising, selection, and pre-employment screening, emphasize child safety and wellbeing. Recruitment advertisements clearly highlight the importance of child safety as a core value of our academy. Selection criteria, duty statements, and job descriptions emphasize the requirement for staff and volunteers to demonstrate a commitment to child safety, an understanding of children's developmental needs, and cultural safety practices.

Screening Procedures Include:

Referee Checks: All referees are thoroughly checked to ensure they can confirm the applicant's suitability for working with children.

Criminal History Checks: All staff and volunteers undergo a comprehensive criminal background check to ensure there are no convictions related to child abuse or other offences that would make the person unsuitable for working with children.

Working with Children Check: Every staff member and volunteer must have a valid and current Working with Children Check (or equivalent) prior to commencing their role.

Induction Training and Child Safety Responsibilities

Shine Performing Arts Academy provides comprehensive induction training to all new staff and volunteers. This training covers:

Child Safety Responsibilities: All staff and volunteers are made aware of their responsibilities regarding child safety, including how to respond to disclosures or concerns about child abuse, neglect, or exploitation.

Cultural Safety: Training includes an understanding of cultural safety, ensuring staff and volunteers are equipped to respect and support children from diverse cultural backgrounds, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, and LGBTQIA+ children.

Reporting Obligations: Staff and volunteers are trained on their legal and ethical obligations to report concerns of child abuse or harm. Clear reporting pathways are outlined, including who to report to, how to report, and the importance of maintaining confidentiality.

Record Keeping and Information Sharing: Staff and volunteers receive training on maintaining accurate records, understanding confidentiality protocols, and the importance of information sharing within legal and ethical boundaries to protect children's safety.

Supervision and Ongoing Support

Shine Performing Arts Academy ensures appropriate supervision of staff and volunteers, providing guidance and support to help them carry out their child safety responsibilities. Ongoing supervision includes:

Regular Check-ins: Supervisors regularly meet with staff and volunteers to review their performance, including their adherence to child safety protocols, and to provide guidance where necessary.

Performance Management: Performance evaluations for staff and volunteers include assessments of their engagement with child safety practices, their ability to recognize and respond to concerns, and their commitment to creating a safe environment for children.

Support and Professional Development: Staff and volunteers receive ongoing support and access to professional development opportunities that focus on child safety, cultural safety, and responding to the diverse needs of children and young people.

Child Safety and Wellbeing in Duty Statements and Selection Criteria

Duty statements and selection criteria for all staff and volunteers explicitly reflect the academy's commitment to child safety and wellbeing. This includes a focus on:

Valuing and respecting children and young people's rights and development.

Understanding and addressing the developmental needs of children, ensuring their physical and emotional safety.

Implementing and practicing culturally safe approaches in all interactions with children and young people.

Acknowledging and adhering to policies and procedures that support child safety, including reporting obligations, information sharing, and maintaining confidentiality.

Ongoing Staff and Volunteer Development

Shine Performing Arts Academy's commitment to continuous improvement in child safety practices includes:

Annual Training: All staff and volunteers undergo regular training updates to stay informed about changes in child safety legislation, reporting obligations, and best practices.

Feedback and Reflection: Staff and volunteers are encouraged to reflect on their practices, receive feedback, and engage in discussions around improving child safety within the academy.

Performance Reviews: During regular performance reviews, child safety is evaluated as a key component of staff and volunteer performance. The reviews also provide an opportunity for staff and volunteers to raise any concerns or areas of improvement.

Record Keeping and Information Management

Shine Performing Arts Academy maintains appropriate record-keeping systems to ensure the safety and wellbeing of children and young people. This includes:

Personnel Records: All staff and volunteer records include up-to-date checks, training certifications, and ongoing performance evaluations. Records are stored securely and only accessible to authorized personnel.

Child Safety Documentation: All reports related to child safety, including incidents, concerns, and actions taken, are documented and stored following strict confidentiality protocols. The academy has a clear process for how such records are maintained, reviewed, and updated.

Confidentiality and Data Protection: The academy ensures that all personal information related to children, families, staff, and volunteers is kept confidential and handled in accordance with privacy laws.

Protocols Summary

- Child-Safe Recruitment: Recruitment processes emphasize child safety, including thorough background checks, referee checks, and a commitment to culturally safe practices.
- Induction and Training: All staff and volunteers receive induction training covering child safety responsibilities, reporting obligations, cultural safety, record-keeping, and information-sharing.
- Supervision and Performance Management: Regular supervision, performance reviews, and ongoing professional development ensure staff and volunteers are supported in their child safety roles.
- Child Safety in Job Descriptions: Duty statements and selection criteria for staff and volunteers reflect a commitment to child safety and understanding of children's developmental needs.
- Record Keeping Systems: The academy maintains secure, accurate records for staff, volunteers, and child safety concerns, ensuring compliance with confidentiality and data protection standards.

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Processes to respond to complaints and concerns are child focused.



Shine Performing Arts Academy is committed to ensuring that all children, young people, families, staff, and volunteers have access to clear, responsive, and child-focused complaint management processes. These processes are designed to maintain a safe, respectful, and inclusive environment, ensuring that all concerns are handled with care and in line with our commitment to child safety and wellbeing.

Accessible and Responsive Complaint Management Processes

Shine Performing Arts Academy ensures that its complaint management processes are easily accessible and understood by all stakeholders, including children, young people, families, staff, and volunteers. The processes are clearly communicated through various channels, including handbooks, the academy's website, and during induction sessions. Key elements of our complaint management system include:

Clear Procedures: Detailed information about how complaints can be made and the steps involved in the process.

Child-Focused: The process is designed to be child-friendly, ensuring children and young people feel safe, supported, and empowered to voice their concerns.

Supportive Environment: Children, families, and staff are informed of the support available throughout the complaint process, including access to trusted adults, counselors, or external advocacy services if necessary.

Linking Complaint Management to the Code of Conduct

Shine Performing Arts Academy's complaint management process is directly linked to our Code of Conduct, which sets clear expectations for the behavior of staff, volunteers, and children. The Code of Conduct outlines acceptable and unacceptable behavior, including any breaches related to child safety and wellbeing.

Reporting Breaches: If a breach of the Code of Conduct occurs, staff, volunteers, and children are encouraged to report these breaches, ensuring that all concerns are investigated appropriately.

Response to Breaches: The complaint handling policy includes clear steps for addressing breaches of the Code of Conduct and ensuring accountability for those who do not adhere to the academy's standards.

Training for Staff and Volunteers

All staff and volunteers at Shine Performing Arts Academy undergo comprehensive training to ensure they are equipped to handle complaints and disclosures of harm appropriately. Training includes:

Recognising Harm: Staff are trained to recognize and respond to signs of neglect, grooming, and other forms of harm. This training helps staff understand how to respond to different types of complaints and ensure appropriate support is provided to children and young people.

Disclosures of Harm: Training emphasises the importance of listening skills and maintaining a supportive, non-judgmental approach when children or young people disclose harm.

Legal Requirements: Staff are trained on their legal obligations related to privacy, confidentiality, reporting harm, and maintaining a safe environment for children. This ensures they understand their duty to report any concerns of abuse, neglect, or inappropriate behavior.

Privacy Considerations: Staff are trained to maintain the confidentiality of all complaints and concerns while ensuring that any reporting or action taken complies with privacy laws and protects the safety of children.

Roles and Responsibilities of Staff and Volunteers

Shine Performing Arts Academy ensures that all staff and volunteers are well-informed about their roles and responsibilities in relation to child safety and complaints management. This includes:

Clear Expectations: Staff and volunteers receive clear guidelines on their duty to report any breaches of the Code of Conduct or concerns about child safety, ensuring they feel empowered and supported to act.

Reporting and Privacy Obligations: Staff and volunteers are provided with regular training on their reporting obligations and privacy considerations to ensure they can handle complaints and disclosures in a responsible, legal, and ethical manner.

Support for Challenging Behaviours: Staff and volunteers are encouraged to report any incidents of misconduct or breaches of the Code of Conduct and are supported through supervision, mentoring, and open communication with leadership.

Recording and Analysing Complaints

Shine Performing Arts Academy maintains robust systems for recording and analyzing all complaints and concerns, including breaches of policies or the Code of Conduct. This includes:

Recording Complaints: All complaints are recorded in a secure and confidential manner, ensuring that they are tracked and investigated appropriately. The records include details of the complaint, the investigation process, the outcome, and any actions taken.

Analysis of Complaints: We analyse complaints and concerns to identify any systemic issues or patterns. This analysis informs the ongoing review and improvement of our policies and procedures to prevent future incidents and improve the academy's child safety practices.

Timeframes and Accountability: Complaints are managed within established timeframes to ensure that issues are addressed promptly. The process includes regular reviews to ensure compliance with our child safety standards.

Fairness and Support During Complaints Handling

Shine Performing Arts Academy is committed to ensuring that all complaints and investigations are handled fairly and with respect for all parties involved. Our policies and procedures demonstrate a commitment to:

Fair Process: Ensuring that complaints are handled with due process, with equal consideration given to the perspectives of the complainant, the accused, and any other relevant parties.

Support for All Parties: Providing support and information to children, families, staff, and volunteers involved in complaints, including access to counseling services, legal advice, or external support services when necessary.

Transparency: Keeping all parties informed about the progress and outcome of investigations while maintaining confidentiality where appropriate.

Complaints Handling Policy Prioritising Child Safety and Wellbeing

The academy's complaints handling policy prioritizes the safety and wellbeing of children and young people above all else. This policy includes:

Family and Community Involvement: Recognizing the role of families and communities in safeguarding children, we actively engage with them during the complaints process to ensure that all concerns are heard and addressed.

Child-Centred Approach: The policy is designed to be accessible, clear, and supportive of children and young people, ensuring they understand how to report complaints and have the tools to do so safely.

Clear Roles and Responsibilities: The policy outlines the roles and responsibilities of leadership, staff, and volunteers in addressing complaints and breaches of the Code of Conduct. This includes guidance on handling different types of complaints and reporting obligations.

Protocols Summary

Accessible Complaint Management: The complaints process is child-friendly, accessible, and transparent, ensuring that children, families, and staff know how to raise concerns safely.

Linking to Code of Conduct: Complaints management is directly tied to the academy's Code of Conduct, with clear procedures for addressing breaches.

Comprehensive Training: Staff and volunteers receive training in recognising harm, handling disclosures, privacy, and legal obligations related to reporting and responding to complaints.

Supportive Roles: All staff and volunteers are informed and supported in their child safety responsibilities, including reporting breaches of the Code of Conduct.

Record-Keeping: Complaints and concerns are thoroughly recorded, analyzed, and managed within clear timeframes to identify and address systemic issues.

Fairness and Child Safety: Our complaints handling policy ensures fairness for all parties and prioritizes child safety, engaging families and communities in the process.

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



Shine Performing Arts Academy is committed to ensuring that all staff and volunteers are equipped with the necessary knowledge, skills, and awareness to keep children and young people safe. Ongoing education and training are integral to this commitment, ensuring that staff and volunteers continually develop their understanding of child safety, development, and cultural considerations.

Continuous Professional Development

Shine Performing Arts Academy promotes ongoing learning and development for staff and volunteers in child safety and wellbeing. This includes access to a range of professional development opportunities:

Seminars and Workshops: Staff and volunteers are encouraged to attend seminars, workshops, and conferences that focus on evidence-based practices related to child safety, child development, and wellbeing. These opportunities are aligned with current research and best practices.

Peer Discussions and Supervision: Regular supervised peer discussions and team training days are scheduled to encourage knowledge-sharing and reflection on practice. These forums allow staff and volunteers to discuss challenges, share insights, and build a collaborative approach to child safety.

Access to Research and Publications: Staff and volunteers are provided with access to research papers, articles, and publications that focus on child safety, wellbeing, and development. This ensures they stay informed of the latest findings and best practices in the field.

Building Awareness of Attitudes and Child Development

Training at Shine Performing Arts Academy emphasizes building staff and volunteers' awareness of their own attitudes and perceptions towards children and young people, with a focus on ensuring that:

Understanding of Child Development: Staff and volunteers are educated on the stages of child development and how these stages impact a child's emotional, social, and physical wellbeing. This helps them better understand children's needs, behaviors, and vulnerabilities.

Understanding Child Safety and Wellbeing: Ongoing training fosters a deep understanding of child safety and wellbeing, ensuring that staff and volunteers can identify potential risks to children and know how to respond appropriately.

Identifying Indicators of Child Harm

Staff and volunteers are trained to recognize the signs and indicators of child harm, including:

Harm Caused by Others: Training provides staff and volunteers with the tools to identify signs of harm caused by other children and young people, whether in the academy or outside of the organisation.

Types of Harm: This training covers a wide range of potential harm, including physical, emotional, sexual abuse, neglect, and grooming. Staff and volunteers are equipped to recognize these signs and act accordingly.

Effective Response: Staff and volunteers are trained to respond appropriately to children and young people who exhibit signs of harm, providing immediate support and ensuring that concerns are reported to the correct authorities or leadership.

Culturally Appropriate Responses to Harm

Shine Performing Arts Academy places a strong emphasis on responding to children and young people in culturally safe and appropriate ways, particularly when they disclose or show signs of harm. Training in culturally responsive practices includes:

Cultural Safety: Staff and volunteers are trained to understand cultural diversity, including the specific needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, and LGBTQIA+ children and young people.

Responding to Disclosures: Training ensures that staff and volunteers are equipped with the skills to respond in a culturally sensitive manner when a child discloses harm, ensuring that children feel heard, respected, and supported throughout the process.

Rights of Children and Young People

All staff and volunteers are educated on the rights of children and young people, including their rights to safety, privacy, and participation. This includes:

Record-Keeping: Staff and volunteers are trained on the importance of accurate record-keeping, including understanding who can access records and how they may be used. They are aware of their responsibilities in maintaining confidentiality and ensuring that records are stored securely.

Use and Audience of Records: Staff and volunteers are provided with training on the legal and ethical considerations around record-keeping, including the types of records that may be created in response to concerns about child safety, and who may access or use these records.

Supportive Environment for Staff and Volunteers

Shine Performing Arts Academy provides a supportive environment for staff and volunteers who may experience difficulties or witness harm or risk to children and young people. This includes:

Reporting Harm: Staff and volunteers are encouraged to report any concerns they have regarding the safety or wellbeing of children and young people. There are clear and confidential reporting pathways, and leadership ensures that reports are handled with the utmost care and attention.

Support for Disclosures: Shine Performing Arts Academy ensures that staff and volunteers who disclose concerns about harm or risk to children are supported. This support may include access to counseling, peer support, or external resources.

Training in Building Culturally Safe Environments

Shine Performing Arts Academy is committed to fostering a culturally safe environment for all children and young people. Training for staff and volunteers includes:

Cultural Awareness: Staff and volunteers receive training to increase their awareness of cultural diversity and how to create an inclusive, respectful environment that values all children and young people.

Culturally Safe Practices: Staff and volunteers are educated on how to build and maintain environments that are culturally safe, ensuring that children and young people feel respected and understood regardless of their cultural background.

Promoting Inclusion: Training encourages staff and volunteers to actively promote inclusive practices that prevent discrimination and foster a sense of belonging for all children and young people.

Protocols Summary

- **Continuous Professional Development:** Shine Performing Arts Academy provides ongoing opportunities for staff and volunteers to engage in professional development through seminars, workshops, peer discussions, and access to research and publications.
- **Awareness of Attitudes and Child Development:** Staff and volunteers are educated on their own attitudes towards children, contemporary child development, and the importance of understanding child safety and wellbeing.
- **Recognizing Indicators of Harm:** Training helps staff and volunteers recognize the signs of child harm and respond effectively, including harm caused by other children.
- **Culturally Safe Responses:** Staff and volunteers are trained in culturally appropriate responses to disclosures of harm, ensuring sensitivity and respect for cultural differences.
- **Child Rights and Record-Keeping:** Staff and volunteers are trained on children's rights, including their right to privacy, and are equipped with knowledge of ethical and legal responsibilities regarding record-keeping.
- **Supportive Environment for Reporting Harm:** The academy provides a supportive and confidential environment for staff and volunteers to report concerns, ensuring that all disclosures are handled with care and professionalism.
- **Culturally Safe Environments:** Training ensures staff and volunteers create culturally safe and inclusive environments, promoting respect for all children and young people.

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



Shine Performing Arts Academy is committed to creating a safe environment for all children and young people, both in physical spaces and online. We recognize the importance of proactive risk management strategies to minimize potential risks in our operations and provide safe, supportive learning experiences. The following protocols outline how we address physical and online risks and promote safe interactions and behaviors.

Physical Environment Risk Management

Shine Performing Arts Academy ensures that all physical spaces used for educational and recreational purposes are safe and conducive to learning. Risk management strategies for physical spaces include:

Regular Safety Audits: All physical spaces are regularly inspected to identify any potential hazards or risks to children and young people. This includes checking for safe storage of equipment, maintaining clear walkways, and ensuring that furniture and fixtures are safe and age-appropriate.

Risk Mitigation in Classrooms and Performance Areas: Specific attention is given to spaces where children and young people engage in physical activities, such as dance studios, rehearsal areas, and performance spaces. These spaces are designed to minimize injury risks through proper equipment, supervision, and safety protocols.

Staff Vigilance and Supervision: Staff and volunteers actively supervise children and young people in all physical spaces, ensuring appropriate behavior and addressing any unsafe conditions immediately. The ratio of staff to children is maintained in line with best practice standards to ensure adequate supervision.

Online Environment Risk Management

Shine Performing Arts Academy recognizes the value of technological platforms in enhancing educational experiences and communication, but also understands the risks associated with online environments. We minimise these risks through:

Safe Online Platforms: The academy ensures that only approved, safe online platforms are used for learning, communication, and sharing information. These platforms are monitored for compliance with child safety standards.

Safety Filters and Monitoring: Appropriate safety filters and monitoring tools are applied to all online communications and learning platforms to prevent exposure to harmful or inappropriate content. These tools ensure that online interactions are safe for children and young people.

Education on Online Behaviour: Children, young people, parents, staff, and volunteers receive ongoing education about expectations regarding online behavior, including appropriate use of technology, respectful communication, and how to report inappropriate online behavior or content.

Communication Protocols: Clear communication protocols are established for online interactions, ensuring that all digital exchanges between staff, volunteers, and children are appropriate and safe. Staff and volunteers are trained to use online platforms in accordance with the academy's Code of Conduct and to address any online concerns promptly.

Child-to-Child and Adult-to-Child Interaction Risks

Shine Performing Arts Academy places a strong emphasis on reducing the risks associated with interactions between children and young people, as well as between children and adults. Risk management strategies for interpersonal interactions include:

Clear Guidelines for Behaviour: All staff, volunteers, and children are provided with clear guidelines on acceptable behavior and interaction, both in physical spaces and online. These guidelines are outlined in the Academy's Code of Conduct and reinforced through ongoing education and training.

Staff and Volunteer Supervision: Staff and volunteers are trained to identify and intervene in any inappropriate interactions between children, young people, or between children and adults. Adequate supervision is maintained at all times to ensure that behavior remains safe and respectful.

Encouraging Positive Peer Interactions: The academy promotes positive peer interactions and provides age-appropriate programs that teach children and young people how to communicate and collaborate respectfully and safely.

Promoting Cultural Safety in Physical and Online Spaces

Shine Performing Arts Academy is committed to ensuring that both physical and online environments are culturally safe and inclusive for all children and young people. This includes:

Culturally Safe Physical Spaces: The physical environment is designed to respect and reflect the cultural diversity of children and young people. This is achieved through inclusive décor, accessible resources, and culturally appropriate activities that honor diverse backgrounds.

Culturally Safe Online Environments: Online platforms used by the academy are designed to be culturally respectful, with consideration for the diverse backgrounds and identities of children and young people. Content shared and discussed in online spaces is inclusive and promotes cultural safety.

Proactive Risk Identification and Mitigation

Staff and volunteers at Shine Performing Arts Academy are proactive in identifying and mitigating risks in both physical and online environments. This includes:

Regular Risk Assessments: The academy conducts regular risk assessments to identify potential hazards or risks in both physical spaces and online environments. This allows us to respond quickly and effectively to emerging issues.

Ongoing Staff Training: Staff and volunteers receive training to recognize potential risks in both physical and online environments. They are encouraged to raise concerns and suggest improvements to minimize risks and enhance child safety.

Incident Reporting: Any incidents of concern are reported through clear channels, and appropriate action is taken to resolve the situation and prevent future risks. This includes documenting incidents and analyzing trends to identify areas for improvement.

Safe Use of Technology and Communication

Shine Performing Arts Academy ensures that all technology used within the organization is safe and accessible for children and young people. This includes:

Communication Guidelines: Clear guidelines are provided to staff, volunteers, and children about appropriate use of technology, including social media, video conferencing, and email communications. These guidelines ensure that all communication is respectful, professional, and aligns with child safety principles.

Monitoring and Reporting: Online interactions are monitored to ensure compliance with safety standards. Any inappropriate use of technology is addressed immediately, and staff and volunteers are trained on reporting any concerns regarding online safety.

Parental Involvement: Parents and guardians are kept informed about the technology used by the academy and are encouraged to be involved in their child's online activities. Parents receive guidance on how to reinforce safe online behaviours at home.

Third-Party Contractors and Facilities

1. Shine Performing Arts Academy ensures that third-party contractors providing facilities or services adhere to the same child safety standards as the academy itself. This includes:

Screening and Risk Assessment: All third-party contractors are subject to the academy's recruitment protocols, which include appropriate screening and background checks to ensure they are suitable to work with children and young people.

Safety Protocols: Contractors providing services such as transportation, facility management, or external workshops are required to have their own child safety measures in place. Shine Performing Arts Academy ensures that these measures are consistent with the academy's policies and procedures for safeguarding children.

Summary of Risk Management Protocols

- Physical Environment: Regular inspections, risk mitigation strategies, and staff supervision ensure that physical spaces are safe and conducive to learning.
- Online Environment: Safe platforms, education on online behavior, safety filters, and communication protocols are implemented to protect children in digital spaces.
- Interaction Risks: Clear behavior guidelines, supervision, and staff training reduce risks related to child-to-child and adult-to-child interactions.
- Cultural Safety: Both physical and online environments are designed to be culturally safe and inclusive for all children and young people.
- Proactive Risk Management: Ongoing risk assessments, staff training, and incident reporting help identify and mitigate risks.
- Safe Technology Use: Clear communication guidelines and parental involvement ensure safe use of technology and online interactions.
- Third-Party Contractors: Contractors are required to adhere to child safety standards, ensuring the wellbeing of children is maintained.

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Implementation of the national child safe principles is regularly reviewed and improved.



Shine Performing Arts Academy is committed to continuously improving its approach to child safety and wellbeing, ensuring that its policies, procedures, and practices are effective, up-to-date, and responsive to emerging challenges. We recognize that the active participation of staff, volunteers, children, young people, families, and community members is vital in strengthening the Academy's child safeguarding capacity. The following protocols outline how we conduct reviews, analyze feedback, and implement improvements to maintain a child-safe environment.

Regular Review of Child Safety and Wellbeing Policies

Shine Performing Arts Academy conducts regular reviews of its child safety and wellbeing policies and procedures to ensure they are effective, relevant, and being properly implemented by staff and volunteers. This process includes:

Scheduled Reviews: At least once a year, the Academy will review all child safety-related documents, including the child safety and wellbeing policy, risk management strategies, codes of conduct, and reporting procedures.

Comprehensive Assessments: The review process involves a comprehensive assessment of how well policies and procedures are being followed, with a particular focus on areas such as record-keeping practices, incident reporting, and the engagement of staff and volunteers in child safety.

Involvement of Stakeholders: Key stakeholders, including staff, volunteers, children, young people, parents, and community mentors, are invited to contribute their perspectives and feedback during the review process. This may include surveys, focus groups, or one-on-one consultations to ensure broad participation.

Child Safety Indicators: During reviews, specific child safety and wellbeing indicators are assessed, including how children and young people's rights are upheld, the level of cultural safety provided, and the effectiveness of the academy's response to concerns and incidents.

Implementation of Review Outcomes

Shine Performing Arts Academy is committed to implementing the outcomes of reviews to continually improve its child safety practices. This includes:

Action Plans: Following each review, an action plan is developed that outlines the areas requiring improvement and the specific steps the Academy will take to address them. This action plan is shared with all relevant stakeholders, including staff and volunteers, to ensure transparency and accountability.

Monitoring Progress: The Academy monitors the progress of action plan implementation through regular follow-up meetings and discussions. Any obstacles to achieving the desired improvements are identified, and corrective actions are taken as needed.

Feedback Loops: Feedback from children, young people, parents, and staff is actively sought to assess whether the changes implemented are achieving the intended outcomes. Regular evaluations ensure that adjustments can be made in real-time to enhance the effectiveness of child safety initiatives.

Analysis of Complaints, Concerns, and Safety Incidents

Shine Performing Arts Academy places a high priority on analyzing complaints, concerns, and safety incidents to identify underlying causes and systemic failures. This process ensures that:

Root Cause Analysis: Each reported complaint, concern, or safety incident is thoroughly investigated to identify the root cause, whether it stems from a policy issue, a failure in implementation, or external factors. The aim is to understand not only what happened but also why it happened.

Systemic Improvement: The findings from the analysis are used to inform continuous improvement efforts by identifying patterns or recurring issues. Systemic changes are made to prevent future occurrences and to address gaps in current practices, policies, or staff training.

Data Collection and Documentation: Complaints and safety incidents are tracked and documented as part of the Academy's ongoing efforts to monitor and evaluate its child safety practices. The data collected helps to inform future training, policies, and preventive strategies.

Regular Reporting and Sharing of Review Findings

Transparency and accountability are critical in fostering a culture of continuous improvement. Shine Performing Arts Academy is committed to regularly reporting the findings of child safety reviews to all stakeholders, ensuring that the community is kept informed of progress and any changes made:

Internal Reporting: Review outcomes and the progress of action plans are shared regularly with staff and volunteers, ensuring they are kept informed about improvements and areas requiring attention. Regular staff meetings or briefings are held to discuss these findings and gather additional feedback from the team.

Community and Family Involvement: The Academy shares review outcomes with parents, families, and community members through accessible reports or newsletters. This promotes shared responsibility for child safety and ensures that the wider community is engaged in the safeguarding process.

Child-Friendly Reporting: To ensure that children and young people are part of the review process, Shine Performing Arts Academy makes the findings accessible to them in an age-appropriate format. This can include presentations, workshops, or discussions to allow children to ask questions and express their views about child safety within the Academy.

Annual Reports: A comprehensive annual report on child safety and wellbeing, including a summary of all reviews, actions taken, and improvements made, is published and made publicly available

Continuous Improvement of Child Safe Practices

Shine Performing Arts Academy commits to regularly evaluating its child safety practices and making improvements based on findings from reviews, complaints, and feedback. This includes:

Ongoing Evaluation: The Academy continuously evaluates the effectiveness of its child safety policies and procedures through internal audits, stakeholder feedback, and external expert reviews. These evaluations help identify any areas for further improvement and allow the Academy to stay responsive to new developments or emerging risks.

Incorporating Best Practice: The Academy actively seeks out new research, guidelines, and best practices in child safety and wellbeing and incorporates them into its policies and practices. Professional development opportunities, such as workshops, seminars, and conferences, are provided for staff and volunteers to ensure they stay updated on the latest child protection strategies.

Systematic Change: Regular analysis of child safety incidents and the effectiveness of interventions enables the Academy to make systemic changes that enhance child protection across all areas of operation. This ensures that the Academy remains a leading example of best practice in child safety and wellbeing.

Summary of Continuous Improvement and Review Protocols

- **Regular Reviews:** Annual reviews of child safety policies, practices, and record-keeping systems involving all relevant stakeholders, including children, families, and community mentors.
- **Review Implementation:** Clear action plans are developed, and progress is monitored to ensure the implementation of review outcomes and improvements.
- **Complaints and Incident Analysis:** Thorough analysis of complaints and incidents to identify root causes and implement systemic changes that improve child safety practices.
- **Transparent Reporting:** Regular sharing of review findings with staff, volunteers, children, families, and the community, including through annual reports and accessible child-friendly formats.
- **Ongoing Evaluation and Improvement:** Continuous monitoring and evaluation of child safety practices, incorporating best practices, stakeholder feedback, and new research to enhance child safety and wellbeing.

At Shine Performing Arts Academy, we are committed to creating a safe and supportive environment for all children and young people who participate in our programs. To ensure clarity and consistency in our approach to child safety, we have a clearly documented and comprehensive Child Safety and Wellbeing Policy. This policy is designed to meet our obligations and outline the specific steps we take to safeguard children and young people. It also ensures that all stakeholders—staff, volunteers, children, young people, families, and partner organisations—are informed and aligned with our child safety practices.

Comprehensive and Accessible Child Safety and Wellbeing Policy

Shine Performing Arts Academy's Child Safety and Wellbeing Policy is robust, comprehensive, and addresses all ten of the key principles for child safety. This includes, but is not limited to:

Commitment to Child Safety: A clear statement of the Academy's commitment to child safety, outlining our zero-tolerance approach to abuse and harm.

Roles and Responsibilities: Specific duties for staff, volunteers, and partners regarding the protection of children, including reporting obligations and how to respond to concerns or disclosures of harm.

Culturally Safe Practices: Ensuring that the policy reflects culturally safe work practices and is inclusive of diverse backgrounds, including Aboriginal and Torres Strait Islander children, children with disabilities, and children from culturally and linguistically diverse backgrounds.

Prevention and Risk Management: Strategies for identifying, assessing, and mitigating risks to children, including physical, online, and emotional safety.

Confidentiality and Privacy: Clear guidelines for maintaining confidentiality and privacy, especially when it comes to reporting incidents of concern or harm.

Clear and Accessible Documentation

The Child Safety and Wellbeing Policy and related procedures are documented in clear, simple language, ensuring that they are accessible to all stakeholders, including:

Staff and Volunteers: The policy is shared with all staff and volunteers during induction and is regularly reviewed to ensure understanding and compliance.

Children and Young People: Age-appropriate versions of the policy are made available to children and young people, ensuring they understand their rights and responsibilities regarding safety.

Families and Carers: A family-friendly version of the policy is made available on the Academy's website, with hard copies accessible in the front office and during enrolment.

External Partners: All partner organizations, including contractors and service providers, are required to adhere to Shine Performing Arts Academy's child safety policies. This is clearly stated in partnership agreements and service contracts.

Audits and Monitoring of Policies

Shine Performing Arts Academy conducts regular audits of its child safety policies and procedures to ensure compliance and effectiveness. This includes:

Annual Policy Review: A dedicated review process is carried out annually to assess the relevance, effectiveness, and implementation of the Child Safety and Wellbeing Policy. Any necessary updates are made, with stakeholder consultation and feedback incorporated into the review process.

Internal and External Audits: The Academy engages both internal and external auditors to ensure that policies and practices are being adhered to and that the Academy remains compliant with relevant child safety standards and regulations.

Consistency in Practice and Policy Application

To ensure consistent application of child safe practices across the Academy, we:

Standard Operating Procedures: Develop and implement detailed procedures for every aspect of child safety, from recruitment and induction to reporting incidents and maintaining safe environments. These procedures are available to all staff and volunteers for reference.

Training and Professional Development: Provide ongoing training and professional development to all staff and volunteers to reinforce child safety principles and ensure consistent application across all programs and services.

Monitoring and Supervision: Regular supervision and performance reviews ensure that staff and volunteers adhere to the child safety policies. Non-compliance is addressed through clear corrective actions and support.

Stakeholder Awareness and Confidence

Shine Performing Arts Academy actively engages with children, young people, families, and community members to ensure that they are well-informed about our child safety policies and feel confident in our practices:

Feedback Mechanisms: The Academy regularly seeks feedback from children, young people, families, and community members through surveys, interviews, and informal discussions to gauge their understanding of and confidence in the Academy's child safety practices.

Survey Results: Surveys conducted with children, young people, families, and community mentors show a high level of awareness and understanding of the child safety policies. Feedback indicates that children and young people feel safe and supported, and families are confident that Shine Performing Arts Academy takes child safety seriously.

Public Communication: The Academy communicates its commitment to child safety through newsletters, the Academy website, and at key events, ensuring that the broader community is aware of the policies and their role in promoting child safety.

Staff and Volunteer Understanding of Policies

To ensure that all staff and volunteers understand and comply with the Academy's child safety policies:

Induction and Training: All new staff and volunteers undergo a thorough induction process that includes a review of the Academy's Child Safety and Wellbeing Policy. Ongoing training is provided to ensure staff stay informed about changes in child safety standards, legal obligations, and best practices.

Surveys and Assessments: Regular surveys and assessments are conducted to evaluate staff and volunteer understanding of the policies and procedures. Results from these surveys inform the development of further training and the reinforcement of key practices.

Performance Reviews: Staff and volunteers are subject to regular performance reviews that assess their adherence to child safety policies and their overall effectiveness in maintaining a child-safe environment.

Ongoing Improvement and Policy Updates

Shine Performing Arts Academy is committed to continuous improvement in child safety and wellbeing practices:

Continuous Review: The Academy's policies and procedures are continuously reviewed based on feedback from stakeholders, including staff, volunteers, children, families, and external audits.

Implementation of Learnings: Any gaps or weaknesses identified through surveys, feedback, or incidents are used as a basis for policy improvement and the development of new strategies to enhance child safety.

Public Reporting: The Academy publishes an annual child safety report, outlining the outcomes of reviews, any changes to policies, and the progress made towards improving child safety.

Summary of Protocols

- **Comprehensive Documentation:** The Academy maintains a comprehensive, accessible, and well-documented Child Safety and Wellbeing Policy addressing all key principles.
- **Regular Audits:** Annual policy reviews, internal and external audits, and regular monitoring ensure consistent implementation of child safe practices.
- **Consistency in Practice:** Standard procedures, ongoing training, and supervision help ensure consistent application of policies across the Academy.
- **Stakeholder Engagement:** Active engagement with children, families, and community members through surveys and feedback ensures confidence in the Academy's child safety efforts.
- **Staff and Volunteer Understanding:** Ongoing induction, training, and performance reviews ensure staff and volunteers fully understand their roles and responsibilities in maintaining child safety.
- **Continuous Improvement:** The Academy regularly reviews and improves its child safety practices, using feedback and incident analysis to refine policies and procedures.