



Policy	Child Protection Policy
Effective Date	September 2020
Next Review	September 2021
Responsible Officer	National Director
Associated Documents	RAD Safeguarding Policy & Procedures (UK)

1. INTRODUCTION

- 1.1 The Royal Academy of Dance Australia (RAD) is committed to ensuring that the safety, welfare and wellbeing of children and young people are maintained at all times during their participation in activities run by the Royal Academy of Dance and its Regional Advisory Panels. The Royal Academy of Dance aims to promote a safe environment for all children and to assist all employees, examiners, faculty, members and volunteers to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.
- 1.2 This policy and guidelines promote the care and protection of children participating in RAD Australia activities and provide information and direction for employees, examiners, faculty, volunteers and members of the organisation. Through the development of this policy the Royal Academy of Dance's objectives are to:
- provide information to assist employees and volunteers in dealing with all forms of child abuse.
 - provide comprehensive guidelines relating to risk minimisation and reporting/ notification procedures.
 - provide direction to all employees and volunteers regarding their legal responsibilities under child protection legislation.
 - promote and adopt the Royal Academy of Dance's principles for child protection and intervention amongst employees, volunteers, examiners, faculty, members and parents of children participating in the organisation's programs and competitions.

2. SCOPE

- 2.1 This policy applies to:
- All RAD employees, contractors and freelance staff and volunteers, including examiners, tutors, pianists and Regional Advisory Panel Members.
 - All members, students, teachers, customers or visitors to RAD premises and or to third party sites operated by the RAD for the purposes of an RAD activity or event.

3. DEFINITIONS

- 3.1 Refer Appendix I

4. LEGISLATIVE AND POLICY CONTEXT

- 4.1 In Australia, Child Protection Acts apply in each state and territory, including: *Children and Young People Act 2008 (ACT)*; *Children and Young Persons (Care and Protection) Act 1998 (NSW)*; *Care and Protection of Children Act 2007 (NT)*; *Child Protection Act 1999 (Qld)*; *Children's Protection Act 1993 (SA)*; *Children, Young Persons and their Families Act 1997 (Tas.)*; *Children, Youth and Families Act 2005 (Vic.)*; *Children and Community Services Act 2004 (WA)*.
- 4.2 Australia is a signatory to the United Nations Convention on the Rights of the Child (United Nations, 1989) and many of the principles of the convention are included in Australia's child protection legislation. Key pieces of Commonwealth (Cth) legislation provide guidance to states and territories, particularly the *Family Law Act 1975 (Cth)* and the *Australian Human Rights Commission Act 1986 (Cth)*.
- 4.3 While legislation differs between states and territories, all legislation works on key principles of:
- Best interests of the child
 - Early intervention
 - Participation of children and young-people in decision-making processes.
- 4.4 RAD Australia is a branch of a global organisation, which has a common standard for safeguarding and child protection. This policy is developed for Australian activities, however should be read in conjunction with the broader *Royal Academy of Dance Safeguarding Policy and Procedures* which outlines the RAD's principles and minimum standards for safeguarding and child protection.

5. POLICY

- 5.1 All employees, contractors and volunteers are required to provide services and conduct their duties in a manner that respects the rights of children and young people to safety and protection from all forms of abuse and neglect.
- 5.2 The RAD has a Code of Behaviour and Good Practice as outlined in the *Royal Academy of Dance Safeguarding Policy and Procedures* which RAD Australia adopts with respect to delivery of services to children and young people (refer Appendix 2).
- 5.3 RAD Australia has policies on the screening of all potential employees, including Working with Children Checks and national criminal history check.
- 5.4 RAD Australia staff, examiners, faculty and pianists who work in contact with children must hold and maintain a valid Working with Children Check or equivalent for the state in which they reside.
- 5.5 RAD Australia staff are required to undertake relevant training such as the Play by the Rules online training and other training as identified and directed.
- 5.6 Risk of significant harm to a child or young person will be reported in accordance with the law. All RAD staff, as well as contractors, freelance faculty, volunteers and guests who suspect, on reasonable grounds, that a child or young person is at risk of harm is able to report their concerns to the RAD or directly to relevant state authorities as identified in Appendix 4.
- 5.7 The *Royal Academy of Dance Safeguarding Policy and Procedures* provides guidance for responding to and reporting concerns relating to risk of significant harm or incidents of abuse

or neglect. RAD Australia adopts these general guidelines with adaptations for reporting in the Australian context as outlined in Appendix 4.

- 5.8 RAD Australia ensures that a staff member or other 'trusted adult' is available for children during RAD activities.
- 5.9 The RAD provides a specific email address for anyone who is concerned about something or somebody to use, if they prefer to email rather than speak directly to someone. The email address is tellsomebody@rad.org.au

6. RESPONSIBILITIES

- 6.1 All staff are responsible for ensuring that they are working in accordance with this policy and the Safeguarding Policy and Procedures to ensure the safety and wellbeing of children and young people participating in RAD Australia activities. All staff have a responsibility to abide by specific Child Protection and Safeguarding guidelines and to identify and report issues or concerns.
- 6.2 The National Director is responsible for ensuring compliance with Child Protection legislation and principles and also acts as the central contact for any reportable incidents and complaints, which will then be reported to the relevant state authority.
- 6.3 The National Examinations Manager is responsible for ensuring that examiners and examinations staff are aware of policy and procedures and have the appropriate Working with Children Check or equivalent. This role is also responsible for ensuring that examinations procedures adhere to Child Protection standards.
- 6.4 All Regional Managers and Staff are required to ensure that Regional Advisory Panels are aware of Child Protection and Safeguarding policy and procedures and ensuring that events, courses and exams incorporate relevant Child Protection processes and procedures.

7. REVIEW

- 7.1 All RAD employees, contractors and other freelance staff members will be provided with a copy of this policy and associated documents and are required to familiarise themselves with the policy and procedures.
- 7.2 The authors of these policies, guidelines and procedures will convene once every 12 months (or when changes to government regulations require) to revise and update these documents where necessary.

8. APPENDICES

Appendix 1 – Definitions

Appendix 2 – Code of Behaviour and Good Practice

Appendix 3 – Guidance on Recognising Signs of Abuse or Neglect

Appendix 4 – Notification and Reporting Procedures

Appendix 5 – Incident Report Form

APPENDIX I DEFINITIONS

Child	Legislative definitions differ but a child can generally be considered someone under the age of 16 years.
Child Abuse and Neglect	<p>The World Health Organization ([WHO], 2006, p. 9) defines child abuse and neglect as:</p> <p><i>All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.</i></p> <p>It is commonly stated in legislation that the term 'child abuse and neglect' refers to behaviours and treatment that result in the <i>actual and/or likelihood</i> of harm to the child or young person.</p> <p>There are commonly five subtypes of child abuse and neglect:</p> <ul style="list-style-type: none">• Physical abuse• Emotional abuse• Neglect• Sexual abuse• Exposure to family violence
Emotional abuse	<p>Emotional abuse is also sometimes called 'emotional maltreatment', 'psychological maltreatment' and 'psychological abuse'.</p> <p>Emotional abuse refers to a parent or caregiver's inappropriate verbal or symbolic acts towards a child and/or a pattern of failure over time to provide a child with adequate non-physical nurturing and emotional availability. The five main behavioural forms of emotional abuse are:</p> <ul style="list-style-type: none">• rejecting: the adult refuses to acknowledge the child's worth and the legitimacy of the child's needs• isolating: the adult cuts the child off from normal social experiences, prevents the child from forming friendships and makes the child believe that he or she is alone in the world• terrorising: the adult verbally assaults the child, creates a climate of fear, bullies and frightens the child, and makes the child believe that the world is capricious and hostile• ignoring: the adult deprives the child of essential stimulation and responsiveness, stifling emotional growth and intellectual development• corrupting: the adult 'mis-socialises' the child, stimulates the child to engage in destructive antisocial behaviour, reinforces that deviance, and makes the child unfit for normal social experience.
Exposure to family violence	<p>Forcing a child or young person to live in an environment where a primary caregiver experiences sustained violence is in and of itself emotional and psychological abuse (Goddard & Bedi, 2010).</p> <p>Children and young people who are forced to live with violence are at increased risk of experiencing physical and sexual abuse (Dwyer & Miller, 2014; Goddard & Bedi, 2010; Mitchell, 2011).</p> <p>These children and young people tend to experience significant disruptions in their psychosocial wellbeing, often exhibiting a similar pattern of symptoms to</p>

other abused or neglected children (Kitzmann, Gaylord, Holt, & Kenny, 2003; Mitchell, 2011).

In all Australian jurisdictions, exposure to family violence is grounds for 'when a child is in need of protection' (CFCA, 2016). It is normally dealt with under the category of emotional and psychological abuse. However, in some jurisdictions (e.g. NSW and Tasmania) there is specific mention of family violence as grounds for protection (CFCA, 2016).

Mandatory Reporter

Under some state and territory legislation, Mandatory Reporters are people with a legal requirement to report a reasonable belief of child abuse or neglect due to their professional status (e.g. healthcare; welfare; education; law enforcement; children's services and residential services workers).

Neglect

According to WHO (2006, p. 10):

Neglect includes both isolated incidents, as well as a pattern of failure over time on the part of a parent or other family member to provide for the development and wellbeing of the child – where the parent is in a position to do so – in one or more of the following areas:

- health
- education
- emotional development
- nutrition
- shelter and safe living conditions.

Physical abuse

The WHO (2006, p. 10) defines child physical abuse as:

The intentional use of physical force against a child that results in – or has a high likelihood of resulting in – harm for the child's health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating. Much physical violence against children in the home is inflicted with the object of punishing.

Risk of harm

Risk of harm refers to the likelihood that a child or young person may suffer physical, psychological or emotional harm as a result of what is done (physical, sexual or emotional abuse) or not done (neglect) by another person, often an adult responsible for their care.

Sexual abuse

The WHO (2006, p. 10) defines child sexual abuse as:

The involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared, or else that violates the laws or social taboos of society. Children can be sexually abused by both adults and other children who are – by virtue of their age or stage of development – in a position of responsibility, trust or power over the victim.

Young person

Legislative definitions differ but a young person can generally be considered someone over the age of 16 years but not yet 18 years old (an adult).

APPENDIX 2 CODE OF BEHAVIOUR AND GOOD PRACTICE

The RAD believes that the Code of Behaviour and Good Practice will assist everyone in protecting children and young people, and help with identifying practices which could be misinterpreted or lead to false allegations.

- All staff in contact with children in the workplace are accountable for their own behaviour with children.
- Respectful behaviour towards children by any adults can assist those children in differentiating respectful behaviour from abusive behaviour and this is very important for prevention and early intervention.

Anyone organising activities on behalf of the RAD, involving children and young people, must adhere to this code as set out below.

- All children and young people should be treated with respect.
- All activities (including examinations) involving children and vulnerable adults should include a ratio of one adult to every 10 children / young people. For younger children under the age of nine, there should always be at least one additional employee (e.g. a teacher, pianist or assistant). Where this is not possible, the RAD will ensure that activities take place within sight or hearing of other adults.
- Respect should be given to a child's or young person's rights to personal privacy.
- Physical contact with a child or young person may be misinterpreted and should be avoided. Where any physical touching is required for purposes of instruction, it should be provided openly in front of other students. Parents, guardians and students will be warned in advance that physical touching may be required for correctional purposes only.
- Feedback should always be constructive rather than negative, and language used should never be threatening or upsetting.
- Private or unobserved contact with a child or young person should be avoided wherever possible unless authorised on the appropriate consent form by a parent or guardian and recorded (e.g. for a 1:1 private dance lesson).
- Children with special educational needs / disabilities may be especially vulnerable to abuse and extra care should be taken to interpret apparent signs of abuse or neglect. They may be disproportionately impacted by behaviour such as abuse or bullying without outwardly showing any signs due to communication barriers.
- Assumptions should not be made that indicators of abuse (e.g. behaviour, mood and injury) relate to a child's disability or learning difficulty without further exploration.
- In the event RAD staff are required to administer first aid, where possible, it should be administered by a trained first aider in the presence of a parent/guardian or another adult. A first aider will complete an Incident Report Form if they have any child protection or safeguarding concerns as a result of administering the first aid.
- The RAD has Changing Room Guidelines which are designed to provide a safe environment in which children and vulnerable adults can use RAD facilities. Employees should encourage children, young people, parents, guardians and carers to follow this guidance, which is available [here](#).

- The Changing Room Guidelines prohibit the use of telephones, cameras or other photographic or filming devices being used in changing rooms or toilet facilities.
- Written parental or guardian consent should always be obtained by the RAD for the use of any photographs, film or videos involving children and young people. This should clearly indicate the uses to which the photographs, film or videos will be put.
- RAD employees, Faculty of Education students, students, volunteers and visitors to the RAD where appropriate, should challenge unacceptable behaviour in accordance with the provisions of this code of conduct and good practice.
- Any incidents, allegations or suspicions of abuse should be reported immediately, as per the reporting guidelines laid out in Appendix 4.
- In all dealings with children and young people, RAD employees, Faculty of Education students, students, volunteers and visitors to the RAD where appropriate, should never:
 - leave children who are in their care unsupervised on RAD premises
 - play rough, physical or sexually provocative games, involving or observed by children or young people whether based on talking or touching
 - share a room overnight with a child or young person
 - enter the private room of a child or young person unless it is absolutely necessary and, wherever possible, accompanied by another adult
 - allow or engage in any form of inappropriate physical activity involving children or young people, or any bullying of a child by an adult or another child
 - form or seek to form relationships of a sexual nature which may lead to sexual activity (i.e. 'grooming')
 - allow children or young people to use inappropriate language (e.g. of a derogatory or sexually explicit nature) without challenging it
 - make sexually suggestive or discriminatory comments even in jest
 - intentionally reduce a child or young person to tears as a form of control
 - use any physical punishment as part of disciplining a child or young person
 - shout or use harsh criticism
 - consume alcohol or take drugs during the working day (including breaks) or when involved in activities with children or young people
 - give their personal contact details to a child or vulnerable adult whom they have met through work including via social networking sites (see RAD's Social Media and Digital Communications policy)
 - allow themselves to get into a situation where an abuse of trust may occur – this means not forming a close personal relationship (sexual or otherwise) with a child or young person, even if they are seeking and are consenting to such a relationship

- transport a child or young person in a personal vehicle unless consent has been given by a parent or guardian – where this is necessary in an emergency, the National Director must be informed
- allow allegations made by a child or vulnerable adult to go unrecorded or not acted upon in accordance with these or other RAD procedures; or
- undertake personal activities (such as dressing) for a child or young person which they can do for themselves. If a child has a disability, such tasks should only be performed with the full understanding and consent of and, where appropriate, assistance from the parents or carers.
- Never use physical force or restraint on a child unless this is necessary for the child's immediate safety or to prevent immediate serious harm or is necessary in defence of your own immediate physical safety. Unless you have received specific training on how to restrain a child or young person, this should only be done as a last resort. Do not do it alone, call for assistance, write up what happened and pass the information to the National Director.
- Any incidents which cause concern in respect of a child or young person must be reported immediately to the National Director, and in the case of exams, the National Examinations Manager. Below are examples of incidents which are to be reported. When
 - a child has been left unsupervised on RAD property / premises
 - a child or young person is hurt accidentally
 - there is a concern that a relationship is developing which may be an abuse of trust
 - you are worried that a child or young person is becoming attracted to you
 - you are worried that a child or young person is becoming attracted to a colleague who cares for them
 - you think a child or young person has misunderstood or misinterprets something you have done
 - you have been required to take action to prevent a child or young person from harming themselves or another, or from causing significant damage to property.
 - you see any suspicious marks on a child or young person.
 - you hear of any allegations made by a child or young person or any other person relating to events giving rise to a safeguarding concern either inside or outside of the RAD which have happened recently or in the past
 - you are concerned that a child, young person or older student is being drawn, or may be at risk of being drawn, into terrorism or extremism; or
 - you are concerned that a child or young person is being subjected to honour-based violence.

All personnel referred to above will be briefed by their line manager or equivalent as to the expectations in the Code of Behaviour and Good Practice as part of their induction or before any such activities take place. These people will also assist in the event that anyone suspects or is made aware of an incident suggesting that the RAD Code of Behaviour and Good Practice is not being adhered to. Such incidents should be reported to the National Director.

Any external hirers or contractors must adhere to the RAD Code of Behaviour and Good Practice as part of their contractual arrangement. They will also be required to sign a declaration stating that their employees and volunteers (as appropriate) have had the necessary Working with Children Checks, and that the organisation has its own Child Protection or Safeguarding policy and procedures.

APPENDIX 3 GUIDANCE ON RECOGNISING SIGNS OF ABUSE OR NEGLECT

POSSIBLE SIGNS OF NEGLECT

Signs in children or young people

- low weight for age and failure to thrive and develop
- untreated physical problems, such as sores, serious nappy rash and urine scalds, dental decay
- poor standards of hygiene, for example child or young person consistently unwashed
- poor complexion and hair texture
- child not adequately supervised for their age
- scavenging or stealing food and focus on basic survival
- extended stays at school, public places, other homes
- longs for or indiscriminately seeks adult affection
- rocking, sucking, head-banging
- poor school attendance.

Signs in parents or caregivers

- unable or unwilling to provide adequate food, shelter, clothing, medical attention, safe home conditions
- leaving the child without appropriate supervision
- abandons the child or young person
- withholding physical contact or stimulation for prolonged periods
- unable or unwilling to provide psychological nurturing
- has limited understanding of the child or young person's needs
- has unrealistic expectations of the child or young person.

POSSIBLE SIGNS OF PHYSICAL ABUSE

Signs in children

- bruising to face, head or neck, other bruising and marks which may show the shape of the object that caused it eg belt buckle, hand print
- lacerations and welts
- drowsiness, vomiting, fits or pooling of blood in the eyes, which may suggest head injury
- adult bite marks and scratches
- fractures of bones, especially in children under three years old
- dislocations, sprains, twisting
- burns and scalds, including cigarette burns
- multiple injuries or bruises
- explanation of injury offered by the child or young person is not consistent with their injury
- abdominal pain caused by ruptured internal organs, without a history of major trauma
- swallowing of poisonous substances, alcohol or other harmful drugs
- general indicators of female genital mutilation, such as having a 'special operation'.

Signs in parents and caregivers

- frequent visits with the child or young person in their care to health or other services with unexplained or suspicious injuries, swallowing of non-food substances or with internal complaints
- explanation of injury offered by the parent is not consistent with the injury
- family history of violence
- history of their own maltreatment as a child
- fear of injuring the child or young person in their care
- uses excessive discipline.

POSSIBLE SIGNS OF SEXUAL ABUSE

Signs in children or young people

- bruising or bleeding in the genital area
- sexually transmitted diseases
- bruising to breasts, buttocks, lower abdomen or thighs
- child or young person or their friend telling you about it, directly or indirectly
- describing sexual acts
- sexual knowledge or behaviour inappropriate for the child's age
- going to bed fully clothed
- regressive behaviour, such as sudden return to bed-wetting or soiling
- self-destructive behaviour, such as drug dependency, suicide attempts, self-mutilation
- child being in contact with a known or suspected pedophile
- anorexia or overeating
- adolescent pregnancy
- unexplained accumulation of money and gifts
- persistent running away from home
- risk taking behaviours, such as self harm, suicide attempts.

Signs in parents or caregivers

- exposing a child or young person to prostitution or pornography or using a child for pornographic purposes
- intentional exposure of a child to sexual behaviour of others
- previous conviction or suspicion of child sexual abuse
- coercing a child or young person to engage in sexual behaviour with other children
- verbal threats of sexual abuse
- denial of adolescent's pregnancy by family.

POSSIBLE SIGNS OF EMOTIONAL ABUSE

All types of abuse and neglect harm children psychologically, but the term 'psychological harm' or 'emotional abuse' applies to behaviour which damages the confidence and self esteem of a child or young person, resulting in serious emotional deprivation or trauma.

Signs in children

- constant feelings of worthlessness about life and themselves
- unable to value others
- lack of trust in people
- lack of people skills necessary for daily functioning
- extreme attention-seeking behaviour
- is obsessively eager to please or obey adults
- takes extreme risks, is markedly disruptive, bullying or aggressive
- is highly self critical, depressed or anxious
- suicide threats or attempts
- persistent running away from home.

Signs in parents or caregivers

- constant criticism, belittling, teasing of a child or young person, or ignoring or withholding praise and attention
- excessive or unreasonable demands
- persistent hostility and severe verbal abuse, rejection and scapegoating
- belief that a particular child or young person in their care is bad or 'evil'
- using inappropriate physical or social isolation as punishment
- domestic violence.

APPENDIX 4 NOTIFICATION AND REPORTING PROCEDURES

RAD Australia acknowledges that issues regarding child abuse and the reporting of allegations of child abuse are highly sensitive, and should be dealt with in a confidential manner.

These notification and reporting procedures have been developed to ensure that confidentiality is maintained throughout the process and that consistent procedures for reporting are encouraged.

The Royal Academy of Dance will be pro-active in its role to protect children and encourage an open environment that allows employees and members to be aware of their rights and responsibilities within the organisation.

When to Report

Any staff, contractors, faculty, volunteers, members, students, parents/guardians or other community members who have concerns that a child may be at risk of harm should contact a Designated Safeguarding Officer.

The Designated Safeguarding Officers may be contacted as follows:

- **National Director: (02) 9380 1902 or 0426 723 025**
- **National Examinations Manager: (02) 9380 1908 or 0415 557 552**

Communications will be treated confidentially on a ‘need to know basis’ and all Personal Information will be dealt with in accordance with the Royal Academy of Dance Privacy Statement.

Anyone can also submit a report confidentially via the following email address:

tellsomebody@rad.org.au

I. Responding to a child protection incident or concern involving a child or young person

I.1 If an incident, allegation or suspicion of abuse or any other matter which calls the wellbeing of a child or young person into question (hereinafter referred to as ‘incident’) is disclosed, seen, heard or suspected, the person receiving the information, whether an RAD employee, contractor, volunteer, student, member of another organisation with which the RAD is working, or a visitor to the RAD, should follow the procedure below:

- stop other activity and focus on what you are being told or seeing – responding to the incident being reported should take immediate priority
- react in a calm and considered way but show concern
- tell the child, young person or third party that it is right for them to share this information
- take what the child, young person or third party has said seriously and allow extra time where there is a speech or language difficulty
- keep questions to an absolute minimum necessary to gain a clear and accurate understanding of what is being said, and do not interrogate the child, vulnerable adult or third party
- listen and do not interrupt if they are recounting significant events
- offer reassurance

- do not give assurances of confidentiality, but explain you will need to pass on this information to those that need to know; and
- consider whether immediate action is needed to protect a child or young person who may be at risk – think about the child or young person who is the immediate concern and any others who may be at risk, in light of what you have been told or seen.

1.2 In cases where there is an immediate risk of harm to a child or young person and it is unsafe to wait until the next working day, either the person raising the concern or an RAD representative should immediately call the National Director who will undertake reporting to the relevant authorities.

1.3 If the National Director or other senior staff member is not immediately available and a child or young person is in immediate danger or at risk of harm you should alert the appropriate authority (see below) and stay with those you think are at immediate risk until they can be transferred to safe care, where practical.

1.4 In the event of an emergency dial 000.

2. Responding to a child protection incident or concern involving an RAD employee, contractor, member, volunteer or visitor

2.1 All employees, students, members, volunteers and visitors should feel able to raise concerns about poor or unsafe practice, and know that these concerns will be taken seriously by the National Director and the Executive Board and will be dealt with sensitively and appropriately. It is not necessary for safeguarding concerns to be in writing (other than the Incident Report Form) in order for them to be acted upon.

2.2 If anyone has a concern about the behaviour of an RAD employee, student, member, volunteer or visitor, they should discuss this with their line manager or National Director as soon as possible. Line managers and members of staff who are notified of such concerns will be expected to report this to the National Director as soon as possible and ideally within the same working day.

2.3 Faculty of Education students or any other member of RAD staff working in a partner school or other organisation should ensure that they are aware of the designated person for safeguarding in that organisation and familiarise themselves with the school or organisation's own Safeguarding or Child Protection Policy as soon as they commence work there.

2.4 Where the concern about the behaviour of a colleague, student, member, volunteer or visitor occurs in a partner organisation the report should be made to the designated person in that organisation and also to the National Director at the RAD. Where appropriate, the RAD SSO will liaise with the partner organisation to ensure that appropriate action is taken and followed up.

2.5 If an employee is concerned they cannot raise the matter within RAD Australia, they should report the matter to a member of the Executive Board or Head of HR at RAD UK who will liaise with the relevant people to make a decision on the course of action to be followed as set out above.

2.6 If an employee is concerned that appropriate action is not being taken about the conduct of an employee, student, member, volunteer or visitor they are able to raise their concerns as set out in the RAD Whistleblowing Policy and Procedures. Refer to HR UK for policy and procedures.

2.7 Where it is known that an RAD employee, student, visitor, volunteer or RAD member is under investigation by a third party or an appropriate authority, for actions that may have occurred either as a result of their work with the RAD or in their private life and which might give cause for concern about their suitability to work with children and vulnerable adults, this must be reported to a line manager or National Director.

3. Reporting a Child Protection Incident or Concern

3.1 Incidents or concerns should be reported to the National Director, if required via a line manager. Make a comprehensive record of what is said or seen and actions taken at the earliest possible opportunity. Report this using the Incident Report Form within the timescales stated where possible. The Incident Report Form is available in Appendix 5 of this Policy. The Incident Report Form is common across all RAD offices and will also be sent to the relevant Senior Safeguarding Officer in London who will liaise with the National Office with regard to necessary actions.

3.2 The comprehensive and confidential record and Incident Report should include the following:

- a detailed record of the incident in the child or young person's own words or the words of the third party reporting it. You should note that there may be occasions when this record may be used later in a criminal trial and therefore needs to be as full and accurate as possible
- details of the nature of the incident
- a description of any injury (please note that you must not remove the clothing of a child or vulnerable adult to inspect any injuries)
- dates, times or places and any other information that may be useful such as the names and addresses of potential witnesses; and
- written records including emails and letters.

3.3 The Incident Report should be submitted to the National Director as soon as possible, preferably immediately, and certainly within 24 hours. As noted above if there is an immediate risk of harm and the National Director or other staff is unavailable the relevant authority (see below) should be contacted.

3.4 For security and confidentiality reasons communication via email should be avoided wherever possible. Keep all original notes as they may be needed as evidence.

3.5 If the incident being reported is considered of low level concern requiring no action other than monitoring the appropriate box may be ticked on the Incident Report form. In these circumstances the National Director will discuss any further action and if a referral to an appropriate authority will need to be made to determine if the concern is reportable.

3.6 Australian states and territories have different authorities that are contacted to report risk of harm to a child or young person, as outlined below. It is important that any serious concerns should be reported via phone rather than email or online form. Serious concerns are those where you suspect an imminent or immediate danger of serious harm, serious injury or chronic neglect.

Key Contacts and Australian Child Protection Reporting Authorities

RAD Australia Contacts

Designated Safeguarding Officers	
Kathryn Hughes, National Examinations Manager	Ph: (02) 9380 1908 Mobile: 0415 557 552 Email: khughes@rad.org.au
Rebecca Taylor, National Director	Ph: (02) 9380 1904 Mobile: 0426 723 025 Email: rtaylor@rad.org.au
RAD Australia confidential email for reporting	tellsomebody@rad.org.au

State reporting authorities and other supporting agencies

Reporting Authority	Contact Details
ACT	
Child and Youth Protection Services	<p>Phone: General public Ph: 1300 556 729 (24 hours)</p> <p>Mandated reporters Ph: 1300 556 728 (24 hours)</p> <p>Online: For less serious concerns, complete an online child concern report.</p> <p>Email: For less serious concerns, contact Child Protection Reports</p>
NSW	
Department of Family and Community Services	<p>Phone: Child Protection Helpline Ph: 13 21 11 (24 hours) (TTY/voice calls: 133 677; Speak & Listen: 1300 555 727; SMS: 0423 677 767)</p> <p>Online: Mandatory reporters with less serious concerns can use eReporting.</p>
Northern Territory	
Territory Families	<p>Phone: Child Abuse Hotline Ph: 1800 700 250 (24 hours)</p>
Queensland	
Department of Child Safety, Youth and Women	<p>Phone: For a list of contact numbers during business hours, go to: Regional Intake Services.</p> <p>Child Safety After Hours Service Centre Ph: 1800 177 135 or (07) 3235 9999.</p>

Reporting Authority	Contact Details
South Australia	
Department for Child Protection	<p>Phone: Child Abuse Report Line Ph: 13 14 78 (24 hours)</p> <p>Online: Less serious concerns can also be reported online.</p>
Tasmania	
Department of Communities Tasmania	<p>Phone: Child Safety Service 1800 000 123 (24 hours)</p> <p>Online: Mandatory reporters with less serious concerns can report online.</p>
Victoria	
Department of Health and Human Services	<p>Phone: For a list of regional and metropolitan phone numbers: Child Protection Contacts</p> <p>After hours child protection emergency service Ph: 13 12 78</p>
Western Australia	
Department of Communities, Child Protection and Family Support	<p>Phone: Central Intake Team Ph: 1800 273 889</p> <p>After hours Ph: (08) 9223 1111 or Country Freecall: 1800 199 008</p> <p>Online: Mandatory reporters with less serious concerns can use the department's secure Mandatory Reporting Web System</p>
OTHER KEY CONTACTS	
<p>Kids Helpline (national)</p> <p><i>24/7 and immediate access to counsellors for children and young people for any issue</i></p>	<p>Phone: 1800 55 1800</p> <p>Email: counsellor@kidshelpline.com.au</p> <p>Website: https://kidshelpline.com.au/ https://kidshelpline.com.au/get-help/email-counselling/</p>
<p><i>Eating disorders treatment and support</i></p> <p>Dancers Don't Diet</p> <p>River Oak Health</p>	<p>Dancers Don't Diet Email: info@dancersdontdiet.com.au</p> <p>River Oak Health Contact Form: https://www.riveroakhealth.com.au/contact</p>

A quick guide to reporting procedures

If you see, hear of or suspect abuse, are aware of serious poor practice or have concerns about a breach of the RAD code of behaviour in relation to child abuse or a vulnerable adult follow the steps below.

1

If you have reasonable belief that child or young person is at risk of harm, observe an incident, or otherwise have concerns for a child or young person – report your concern to the National Director or your line manager within 24 hours.

If this is not possible and there is an immediate risk, contact the relevant Reporting Authority in your state or the police. In the event of an emergency, dial 000.

2

Record the details of the incident/allegation/suspicions. Record as accurately as possible what the child or young person has said, or what has been seen and reported.

Include information about how the child/young person appeared (angry/upset), recording any visible signs on the child/VA e.g. burn on the hand. Do not ask the person to remove clothing. Do not ask leading questions or investigate.

3

Complete the Incident Report Form and submit to the National Director or your line manager. In the case of exams, the incident should also be reported to the National Examinations Manager. The National Director will take action for reporting to authorities if required if the concern has not already been reported.

The National Director will advise the Senior Safeguarding Officer at RAD UK Headquarters.

4

The Incident Report Form and associated documentation will be held securely and confidentially. Any further file notes will be made or requested as needed.

RAD Australia will cooperate with any investigations by authorities or if no investigation then will note the decision and maintain records of the decision securely.

APPENDIX 5 INCIDENT REPORT FORM

Royal Academy of Dance

Safeguarding incident, allegation and/or suspicion of abuse (hereafter ‘incident’) report form

Date incident reported: _____

Your details

Name of person reporting the incident:
Job title:
Knowledge of and relationship to the child/vulnerable adult (if known):
Knowledge of and relationship to the (alleged or potential) abuser (if known):
Contact address:
Telephone number(s):
E-mail:

Child / vulnerable adult details (if known):

Full name:			
Date of birth:		Gender	
Home address:			
Telephone numbers(s):			
Details of disability (if applicable):			
Parent/carer’s names and contact details:			
Has the child/ young person/vulnerable adult made any allegations before?			
Does the child / young person / vulnerable adult have a social worker?			

Incident Details:

Location of incident (if relevant):	Date and time of incident (if relevant):
Detailed information (where applicable in child/vulnerable adults own words if possible):	
Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, child/vulnerable adults emotional state). Make a clear distinction between what is fact and hearsay:	
Were there any witnesses to the alleged incident? If yes, please give name and where applicable job title of each witness.	

Have the parents / carers of the child / vulnerable adult been informed? If yes, give details and if not include the reason that they have not been informed.

Other actions (including safeguarding measures) taken so far:

Please tick if this is considered a low level concern that you feel is unlikely to require action other than continued monitoring:

Alleged / potential abuser's details (if known):

Full name:	
Date of birth/age:	Gender:
Relationship with child/vulnerable adult:	
Occupation / Role / Job title:	
Home address:	
Telephone numbers(s):	Disability (if applicable):
Name and address of the setting in which the person works:	
Is the alleged / potential abuser an RAD employee, worker or volunteer? (If yes, state applicable category)	

If the alleged / potential abuser is an RAD employee, worker or volunteer complete as much of this section as possible and/or seek the advice of the HR team:

Length of service in current post:	
Does the person have a current Working with Children Check and criminal history check or equivalent?	
Were the Working with Children Checks and criminal history check clear?	
Are there any previous allegations, complaints or concerns in relation to this person (not necessarily safeguarding related)?	
Does this person work with children or young people in any other capacity? If yes, please give details:	

Does the person have children of their own? If yes please give any known details:	
Is the person aware that an allegation, complaint or concern has been raised?	

NB. Referrals related to RAD employees, workers or volunteers must be made to the National Director who will refer the matters on to the appropriate investigating authorities.

I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself.

Signed.....

Date.....

External agencies contacted (to be completed by National Director):

AGENCY	YES/NO	CONTACT NAME	CONTACT NUMBER	DATE	TIME	ADVICE RECEIVED
Police						
State Child Protection Services						
Local authority (other)						
ACNC						
Ofsted (UK)						
Ofqual (UK)						
Other (please name)						

RAD UK Use Only

Name of SSO reviewing case:

SSO signature:

Date