



**Studio Address: 40 Kildare Street, Carina Heights, Queensland 4152**  
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**Business Owner:**  
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**Blue Card No. 9888/10, MTAQ No. 3075, ANATS No. ANATS727**

## **RISK MANAGEMENT STRATEGY FOR CHILD PROTECTION**

### **Last Updated: 28 April 2025**

#### **1. STUDIO PRACTICE:**

Djarts provides contemporary singing and performance skill training to clients who are predominantly adult in individual lessons at our studio practice (address above); when providing coaching to individuals to whom child protection policies relate, these are predominantly young people from the age of 12 and up. We have a policy of not accepting children (under the age of 12) unless they are working professionals or have exceptional circumstances. For definition purposes, any child/young person under 18 years of age is a 'child' in terms of the law and therefore we are required to provide care and protection to that individuals under the law.

As professionals we believe that we are a part of a community of care. While working with children to develop their singing and general performance skills in a positive supportive environment, we are committed to their safety and wellbeing. We will always treat them with respect and understanding. In order to ensure children and young people are kept safe from harm we will:

- Supervise the children at all times during individual lessons
- Ensure that no visitors or outsiders have unsupervised contact with the child/ young person
- Notify you if I am unable to teach your child/young person
- Provide well lit access and egress to my studio after dark
- Allow no food or beverage other than water in the studio
- Allow no smoking on the property
- Allow no running on the property
- Provide clean and private toilet facilities (children/young people must be able to take care of their own toileting and if not must be accompanied by a parent/guardian)
- Only allow the child/young person to go home with a person for whom permission has been given
- Notify the Department of Child Safety if we suspect or are told that your child/young person is being harmed at home
- Notify you and/or the Queensland Police Service if we suspect or are told that your child/young person is being harmed outside the home
- Notify you and/or the Department of Child Safety if we are concerned that your child/ young person is self harming

#### **1.1 Code of Conduct for Coaches**

##### **1.1.1 Principles: *I will demonstrate* -**

- Fostering of mutual respect between myself and child/young person
- Understanding of children and young people, their ages, stages of development, special circumstances, special needs
- Use of language which is age/stage appropriate, clear, non- bullying, non-sexual
- Use of physical contact only in circumstances that require physical feedback for breath management and body alignment for singing should verbal instruction or physical demonstration be insufficient. This may require the placing of a hand on a

child's or young person's hand covering their abdomen. It may also require that the child or young person lie on a floor mat provided appropriate clothing is being worn. The contact will be minimal, non-invasive, non-threatening, non-sexual or bullying and the consent of the child will be sought after the reasons for the contact explained (parents are encouraged to attend the lesson if this may be an issue for the child/young person or parent)

- Willingness to listen to child's or young person's concerns/issues
- Willingness to use variety of methods to motivate child/young person
- Openness to parent/child suggestions, feedback, and complaints
- Willingness to provide feedback about your child/ren's progress

**1.1.2 Rights: *In order to make the most of the time your child is in the music lesson we have the right to -***

- end the lesson if a child or young person is non-compliant or obstructive in lesson
- raise concerns with child/young person and/or parent if there are concerns
- expect that concerns be made known as soon as they arise so that resolution occurs as quickly as possible

**1.2 Code of Conduct for Caregivers & Students**

**1.2.1 Conduct: *Students will demonstrate -***

- Willingness to learn, to listen and receive instructions and a commitment to practise
- Respect for other children, young people and adults who may be waiting
- Keeping themselves safe while arriving, waiting for, and departing from lessons.
- Responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm to either us or their parents/guardians

**1.2.2 Responsibilities: *In order to make the music lesson a positive experience for your child/ren, caregivers should -***

- Feel welcome to stay and observe music lessons without interrupting
- Raise any issues or concerns with us at the end of the lesson or as soon as possible at a time of mutual convenience afterwards
- Drop off and pick up child/young person in a timely fashion (from the studio not the street), leaving the child/young person in our care only. Arrival and departure are to be announced clearly and acknowledged by us. Children/young people will be required to wait quietly in the studio or outside the studio door but not in the street until pickup. If outside, they are to go back into the studio immediately should someone other than their parent arrives
- Not leave siblings or other children unsupervised on the property
- Provide an emergency contact phone number in the event that they do not arrive to pick up their child/ren
- Provide resources/music as requested
- Give positive and negative feedback on our policies and procedures
- Be responsible for the signing of any official documentation and payment of accounts for child/young person's lesson
- Contact us as soon as possible if they have concerns so that we are able to respond quickly. This should be done at a time of mutual convenience and not in the hearing of other parents or children.

**1.2.3 Rights: *Children and young people who attend music lessons have the right to-***

- feel safe
- be listened to and involved in decisions that affect them
- have their cultural values respected, and their best interests considered?
- ask if they do not understand
- be respected and understood
- be safe and free from harassment, bullying or abuse of any kind

**1.2.4 Rights: *Parents and caregivers have the right to -***

- Receive regular feedback on children's progress
- Ask questions or raise concerns about instruction or children's progress
- Make complaints as per procedures
- Stay and observe lesson unless there is an issue for the child if parent present

- Have any personal information treated confidentially and privacy respected

## **2. DJARTS STAFF:**

We employ coaches to teach as a part of our business, the following policies apply to the management of risks associated with child protection and staffing:

### **2.1 Employment & Induction**

When considering the appointment and induction of a staff member to Djarts child protection is a priority –

- All applicants must provide details of and we must view a current Blue Card prior to employment
- All applicants are requested to disclose any details of past criminal activity at interview
- Applicants must demonstrate a key understanding of child protection values and procedures, including a capacity to communicate effectively with young people and their caregivers
- Referees must provide no indication of negative experiences with the potential employee and working with young people/children
- When providing induction to staff commencing work at Djarts we will ensure that all staff are provided with a copy of this Risk Management Strategy as a part of our policies and procedures
- We will keep copies of all relevant Blue Card information for all staff including a photocopy of current Blue Card and card number, as well as relevant personal details (such as address)

### **2.2 Ongoing Staff Supervision**

As a part of on-going supervision of current staff, we will ensure child protection remains a priority –

- We will maintain up-to-date records of current Blue Card and other relevant body registrations (i.e., ANATS & MTAQ) to ensure compliance of all staff with our policies
- We will audit all staff in January of each year, prior to the beginning of term one teaching to ensure currency of Blue Card status and provide an updated version of the Risk Management Strategy for staff prior to commencement of teaching for the year
- We will provide any relevant Blue Card correspondence to staff and supervise on-going re-registration processes for staff
- We will ensure staff have up-to-date copies of this document and additional information relevant to child protection in a timely fashion
- We will ensure that staff have an intimate understanding of the process for handling suspicions and that this document is easily accessible in the studio context should staff need to refer to it at any stage.

### **2.3 Staff Responsibilities**

- All Djarts staff are required to hold a current Blue Card
- All staff are required to maintain current Blue Card status and ensure any re-registration or additional requirements related to Blue Card status are dealt with in a timely manner
- All staff are required to report any problems with their Blue Card status to us immediately, failure to do so is a basis for termination of employment
- All staff are required to have an ongoing and active understanding of the details of this risk management strategy, including updated information as it pertains to the policies and procedures of Djarts
- All staff are required to practice elements of safety and care of young people as outlined in this risk management strategy in an ongoing manner with individual clients, and communicate any concerns pertaining to this with caregivers in an appropriate manner
- If an ongoing issue arises that provides an area of risk to a child, such as length of wait for pick up; and this has not been resolved successfully in consultation with the caregiver, then staff are required to report this issue to one of us for appropriate action
- All staff are required to know and to follow the procedures for handling suspicions or disclosures of harm as outlined in this risk management, and as soon as possible in this process they must involve one of us in the process for handling suspicions or disclosure.

## **3. DJARTS RUN EVENTS:**

Djarts predominantly provides individual tuition at the Carina Heights studio, however throughout the calendar year we also provide a number of other events external to the studio

location and different in nature to tuition, to supplement and support the learning process of clients. These include, but are not limited to –

- an all-day training seminar held at a convention centre
- afternoon sessions of 'open-mic' singing held at a coffee shop
- a ticketed concert/showcase for the public held at a theatre

It is possible that at these events clients who are children/young people may be involved either as learners or performers.

### **3.1 Risks at Djarts Run Events**

- each venue for Djarts run events provides a level of public access to the venue, therefore the possibility that a child/young person may interact with an individual from the public, such as in the foyer during intermission or when utilising a public bathroom at one of the venues
- each venue for Djarts run events is more physically open than the studio and as a result there is less capacity on the behalf of staff to manage the safety of the child/young person within an open space environment
- each event run by Djarts involves many clients performing or learning in a group context, therefore the capacity for Djarts staff to provide care and protection to children/young people at those events is limited by the logistics of staff-client ratio and other tasks required of staff at the event
- all events run by Djarts provide an opportunity for clients who are children/young people to interact with other Djarts clients who are adults, staff employed/contracted at the venues (i.e., security), individuals contracted by Djarts for non-teaching related roles for the night (i.e., photographers, hairdressers), and volunteers assisting Djarts staff for the event in minimal roles (un-paid work, such as backstage security, sound engineer or photographer)
- performance events run by Djarts, especially the showcase, require children/young people to access backstage changing facilities with other performers and also interact in this backstage area with other staff from the venue (i.e., technical crew) and contracted staff (i.e., photographers, hairdressers & makeup)
- all day or part day events run by Djarts, such as the seminar, require children/young people to manage their own food and beverage intake during the event, therefore the possibility of inappropriate food intake (i.e., under or overeating) and the possibility of allergies/reactions to food as unknown/not well managed by the child/young person

### **3.2 Managing Risks at Djarts Run Events**

At all Djarts run events we require that clients under the age of 18 are accompanied at all times by an adult carer to ensure that all risks to the young person associated with the venue or other adults at the event or with access to the venue are controlled individually, for each event this specifically includes -

- dual attendance at the seminar of an adult carer to provide supervision of food intake, interactions with other adults and care within the greater public space of the venue (i.e., toilets and transport).
- attendance to and care of child/young person at the 'open-mic' afternoons and showcase evening as a 'carer' to ensure adequate supervision within the public space and appropriate interaction with other adults, including public audience, other clients and venue staff
- at the showcase evening backstage passes are provided to all performers, Djarts staff and carers of children/young people to limit access to changing and performance spaces; carers are asked to accompany the child/young person at all times when in the backstage area
- Djarts directors will ensure adequate changing facilities are accessible at performance venues to ensure privacy for clients when changing
- Djarts directors will ensure that attendance of carers to an event is a prerequisite for a child/young persons involvement in the event as a performer
- Djarts directors will ensure that it is clearly stated on promotional material for the seminar that delegates under the age of 18 must be accompanied at the event by an adult carer attending the event
- Djarts directors will ensure that any child/young person arriving at a Djarts run event without an adult carer is declined entry to or involvement in the event until an adult arrives to accompany them; in the case where an adult does not arrive, Djarts staff will provide immediate supervision and arrange for a carer to pick the child up from the venue immediately

#### **4. EVENTS AT WHICH DJARTS STAFF ARE CONTRACTED:**

Other organisations and groups (such as a church or community group) may contract Djarts staff or directors for the purposes of training a group or individuals on their premises or in a hired location (such as a church building or local theatre). In these cases, Djarts staff do not manage the formation of groups or allocation of times to individuals; this task is undertaken by an event manager (either staff or volunteer) within the other organisation. In these situations, Djarts staff maintain the highest principles in care and protection of children/young people they are teaching either in groups or individually but are unable to control the policies and procedures of the organisation or group. In order to manage child protection and care in this context Djarts staff may take the following steps:

- request a copy of the organisation/group's risk management strategy for child protection
- provide a copy of this risk management strategy to the organisation/group
- insist on adult carer's accompanying individual or groups of children/young people at events
- insist on space to conduct individual lessons with children/young people that is appropriate (ie, meets the requirements of our studio practice)

#### **5. PROCEDURES FOR MANAGING DISCLOSURE:**

Djarts directors and staff will respond appropriately and professionally and in the best interests of the child in the scenario where suspicion or disclosure of harm occurs.

##### **5.1 STAGE 1 – *Receiving a Disclosure***

If we receive a disclosure of harm or have reasonable grounds for suspicion of harm occurring, we will

- Make sure the child is safe
- Receive information in a calm and supportive manner
- Make written notes of any disclosure or suspicion to ensure an accurate record is available for any subsequent action or investigation. Any documentation would be kept confidential and access strictly limited on a "need to know" basis

##### **5.2 STAGE 2 – *Reporting a Disclosure***

We recognise that it is not our role to investigate allegations beyond confirming the need to report the matter appropriately. If this is the case, we will -

- Notify Djarts directors
- Notify parent if appropriate
- Notify the Qld Police Service if the disclosure or suspicion involves an offence against the child
- Notify the Department of Child Safety if the disclosure or suspicion indicates that harm may have been caused by a family member, or where parents are not acting to protect their child from harm. If this involves an offence against the child, the Qld Police Service will also be notified

##### **5.3 STAGE 3 – *Providing Support***

While the matter is being investigated by the relevant authority, we will

- Support all parties involved including
  - the person making the disclosure
  - the person receiving the disclosure
  - the alleged victim
  - the alleged perpetrator
- Determine whether the alleged perpetrator is allowed on the premises

If an allegation is proven, we will determine if the perpetrator's involvement with Djarts staff and the business will be allowed to continue. If an allegation is not proven or proven to be false, we will continue to support all parties concerned in any further contact.

## 6. RISK REGISTER

Risks	Likelihood of event	Consequences for the child	Level of risk to the child	Treatment to prevent or reduce harm
Parent does not arrive to pick up child	Possible	Moderate	High	<ul style="list-style-type: none"> <li>• Procedure for drop off and pick up provided to parent and discussed</li> <li>• Parent provides other contact if unable to pick up child</li> <li>• Child to be in sight at all times until parent arrives</li> </ul>
Child injures self eg. Falls	Rare	Moderate	Moderate	<ul style="list-style-type: none"> <li>• Assess injury and if necessary, call parent</li> <li>• Call for medical assistance if required</li> </ul>
Child says that they do not want to go home with parent	Rare	Major	High	<ul style="list-style-type: none"> <li>• Ask child for reason</li> <li>• If answer suggests harm to child from someone at home, report to relevant authorities</li> <li>• If not discuss issue with parent</li> </ul>
Child discloses that they are being physically harmed by parent/sibling	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Depending on information given either report or discuss with parent</li> <li>• Ring Department of Child Safety to clarify if unsure and to report disclosure</li> </ul>
Child discloses that they are being sexually abused by parent or family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report to Department of Child Safety</li> <li>• Provide support to child through Crisis Care if necessary</li> </ul>
Child discloses that they are being sexually abused by someone outside the family	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report to police</li> <li>• Provide support to child and notify parents</li> </ul>
Child complains to parent that during music lesson they were verbally abused	Rare	Minor	Low	<ul style="list-style-type: none"> <li>• Provide copy of teacher code of conduct and commitment to protecting children from harm</li> <li>• Provide procedures for making complaint</li> <li>• Request that parent attend lessons to observe</li> </ul>
Child complains to parent that during lesson they were physically or sexually abused	Rare	Major	High	<ul style="list-style-type: none"> <li>• Refer parent to code of conduct but also their right to report these claims after having clarified issue with child</li> <li>• Parent to inform teacher of any issue that the child has in relation to a lesson to clarify issue</li> </ul>
Child presents with depression, sadness, and some talk of self harm	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report behaviour to parent immediately. If no action taken, then report behaviour to Department of Child Safety</li> </ul>
Child's behaviour makes lesson untenable and could cause harm to child or teacher	Possible	Moderate	High	<ul style="list-style-type: none"> <li>• Refer child to code of conduct</li> <li>• Speak with parent about child's behaviour involving child in that discussion</li> <li>• Require that parent immediately picks up child from lesson</li> <li>• Require parent to attend any future lessons</li> </ul>

## **7. STATEMENT**

Child abuse affects the whole community, not just the child and family involved. Child abuse is anything that individuals, institutions, or processes do (or fail to do) that directly or indirectly harms children in the 'here and now' and /or damages their prospects of safe and healthy development into adulthood.

Stopping child abuse starts with us. Everyone including parents and caregivers, professionals, neighbours, workmates, families, and friends, is needed to protect children and young people in our communities.

As Blue Card holders, the Commission for Children and Young People and Child Guardian require that we develop a written Risk Management Strategy for Child Protection and that it be updated annually. This is a legislated requirement of the Commission for Children and Young People and Child Guardian Act 2000. Our music and education qualifications are on display in the studio and our Blue Cards and teacher registration may be sighted on request.

**If you have any concerns about our Child Protection Policy and Risk Management Strategy, please contact us on (07) 3398 6758 or 0411 649 096 to discuss.**

**Daniel K Robinson**