



MASQUERADE TALENT STUDIOS PTY LTD

CHILD SAFETY & WELLBEING POLICY

1. Statement of Commitment

Masquerade Talent Studios Pty Ltd is committed to the safety, wellbeing and empowerment of all children and young people. We have zero tolerance for child abuse and harm.

We will:

- Act in the best interests of children at all times.
- Create a safe, inclusive and supportive performing arts environment.
- Listen to children and take their concerns seriously.
- Respect and uphold the rights, identities and voices of all children.
- Embed child safety in all decisions, programs and practices.

2. Purpose

This policy outlines how Masquerade Talent Studios protects children from harm, promotes child safety and wellbeing, and complies with the Victorian Child Safe Standards (2022) and associated legislation.

3. Scope

This policy applies to all people engaged with Masquerade Talent Studios in a paid or unpaid capacity and to all activities involving children, including physical and online environments.

- Directors and leadership
- Staff and tutors
- Volunteers
- Contractors and service providers
- Students (under 18)
- Parents and carers

Activities covered include classes, rehearsals, performances, events, tours, auditions, workshops and all online communications.

4. Legislative & Framework Alignment

- Child Wellbeing and Safety Act 2005 (Vic)
- Victorian Child Safe Standards (2022)
- Reportable Conduct Scheme (now administered by the Social Services Regulator)
- Working With Children Act 2005 (Vic)
- Crimes Act 1958 (Vic) (including Failure to Disclose/Protect) United Nations Convention on the Rights of the Child

5. Child Safety Officer

The designated Child Safety Officer is Carmen Powell.

Responsibilities include:

- Receiving and managing reports of child safety concerns.
- Supporting children, families and staff.
- Ensuring compliance with this policy and the Child Safe Standards.
- Maintaining records and coordinating responses.
- Liaising with the Social Services Regulator, Victoria Police and Child Protection where required.

6. Reporting Requirements (Updated 2026)

From 23 February 2026, all allegations of reportable conduct and child safety concerns must be reported to the Social Services Regulator (SSR).

Internal and external reporting procedure:

1. Ensure the immediate safety of the child or young person.
2. Report the concern internally to the Child Safety Officer (or senior leader if unavailable).
3. Make an external report to the Social Services Regulator where required under the Reportable Conduct Scheme.
4. Report to Victoria Police or Child Protection where a criminal offence or significant harm is suspected.
5. Document all actions taken, including dates, times, people involved and outcomes.

If a child is in immediate danger, CALL 000.

7. Implementation of the 11 Child Safe Standards

Standard	What This Means	How We Implement at Masquerade Talent Studios
1. Cultural Safety	Aboriginal children feel safe, respected and valued.	Acknowledgement of Country; zero tolerance of racism; inclusive practices; staff training on cultural safety; opportunities for cultural expression.
2. Leadership & Governance	Child safety is embedded in leadership, culture and decision-making.	Board oversight; policy approval and annual review; clear accountability; leadership modelling safe behaviours.
3. Empowerment of Children	Children know their rights and are heard.	Age-appropriate education; open communication; multiple reporting options; student voice opportunities.
4. Families & Communities	Families are informed and involved.	Policies published; regular communication; feedback channels; engagement at enrolment and performances.
5. Equity & Inclusion	All children feel safe regardless of identity or circumstance.	Inclusive programs; reasonable adjustments; anti-discrimination practices; accessible information.
6. Suitable Staff & Volunteers	People working with children are screened and supported.	WWCC verification; reference checks; clear role descriptions; supervision and performance management.
7. Complaints & Reporting	Child-focused, accessible reporting processes.	Clear procedures; child-friendly information; prompt responses; confidentiality; escalation pathways.
8. Training & Education	Staff have knowledge and skills to keep children safe.	Induction; annual training; refreshers; records of completion; supervision and support.
9. Safe Environments	Physical and online environments reduce risk.	Risk assessments; supervision; privacy controls; approved communication; safe use of media and technology.

10. Continuous Improvement	Policies and practices are reviewed and improved.	Annual review; incident analysis; feedback from children and families; updates to procedures.
11. Documentation	Policies and procedures are documented and accessible.	Policy suite maintained; records kept securely; documents published and communicated; compliance monitoring.

8. Performing Arts Risk Management

Masquerade Talent Studios recognises specific risks associated with performing arts environments and implements controls to minimise harm.

- Dressing rooms and costume changes: supervised spaces, privacy screens, gender-appropriate arrangements.
- Physical contact in choreography: consent-based practice, clear instruction, opt-out options.
- Photography and filming: consent required, approved use only, secure storage.
- One-on-one rehearsals: conducted in visible/open areas or with another adult present.
- Online communication: approved platforms only; no private messaging with students.
- Tours and transport: supervision ratios, documented travel plans, parent consent.

9. Recruitment & Screening

- All staff and volunteers must hold a valid Working With Children Check.
- Reference and identity checks are conducted prior to engagement.
- Position descriptions include child safety responsibilities.
- All personnel sign the Child Safe Code of Conduct prior to commencement.
- Ongoing verification of credentials and suitability.

10. Training & Induction

- Mandatory induction covering child safety, Code of Conduct and reporting obligations.
- Annual refresher training for all staff and volunteers.
- Training on recognising and responding to abuse, disclosures and harmful behaviours.
- Records of training attendance maintained.

11. Complaints & Incident Management

All complaints and concerns are taken seriously and managed in a timely, child-focused manner.

- Accessible reporting options for children and families.
- Immediate action to ensure safety.
- Confidential handling with information shared on a need-to-know basis.
- Mandatory external reporting where required.
- Support provided to affected individuals.
- Documented outcomes and follow-up actions.

12. Record Keeping & Information Sharing

- Accurate records of all incidents, concerns and actions are maintained.
- Records are stored securely and retained in line with legal requirements.
- Information is shared with authorities when required to protect children.
- Confidentiality is maintained except where disclosure is necessary for safety.

13. Policy Review

- This policy is reviewed annually.
- Reviewed following any child safety incident or significant change.
- Feedback from children, families and staff informs updates.
- Approved by leadership and communicated to all stakeholders.