

ART CLUB CHILD SAFETY POLICY

Introduction

Rachel Grove Art Studio is committed to providing a safe and nurturing environment for all children and young adults in our care. This Safe Working with Children Policy outlines the measures and guidelines that Rachel Grove Art Studio, and Rachel Grove (**Instructor**) will adhere to in order to safeguard the well-being of the children attending Art Club. The Instructor holds a valid Working with Children Check and a National Police Clearance, and this policy builds upon those background checks to ensure the highest level of child protection.

Working with Children Check and National Police Clearance

The Instructor must maintain a valid and up-to-date Working with Children Check and National Police Clearance at all times. These checks are essential for confirming the Instructor's suitability to work with children and to identify any potential risks or concerns.

Supervision and Ratios

The instructor will ensure appropriate supervision of all children during Art Club. Adequate adult-to-child ratios will be maintained at all times to guarantee the safety and well-being of the children. The recommended ratio is one adult to every ten children.

Sign-In and Sign-Out Procedures

Parents are required to sign their children out of Art Club. The Instructor will diligently monitor the arrival and departure of each child to ensure that they are released only to authorized individuals.

Attendance Records

Accurate attendance records will be maintained for each art class session. These records will include the names of all children present, their parents' or guardians' contact information, and any special medical or allergy-related information.

Emergency Contact Information

The Instructor will collect emergency contact information for each child before their participation in the art class. This information will be readily available during the sessions in case of any urgent situations.

Medical and Allergy Information

Parents or guardians will be required to provide information regarding their child's medical conditions, allergies, or other health considerations. The Instructor will keep this information confidential and readily accessible during Art Club sessions.

First Aid and Emergency Procedures

The instructor will be trained in first aid and CPR (Cardiopulmonary Resuscitation). A fully stocked first aid kit will be available on-site at all times. In the event of a medical emergency, appropriate medical assistance will be sought immediately, and parents or guardians will be notified promptly.

Safe and Child-Friendly Environment

Rachel Grove Art Studio

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art@rachelgrove.com.au | 0429 524 409

The Art Club environment will be child-friendly, free from hazards, and conducive to creative exploration. All art materials used will be age-appropriate and non-toxic.

Behavioural Expectations

The Instructor will set clear behavioural expectations for the children during the art class. Respectful and inclusive behaviour will be promoted, and any form of bullying, discrimination, or inappropriate conduct will not be tolerated.

Communication with Parents/Guardians

Regular communication with parents or guardians will be maintained to update them on their child's progress and any relevant art class information. Open communication will also be encouraged if parents have any concerns or questions.

Privacy and Confidentiality

The Instructor will respect the privacy and confidentiality of all children and their families. Personal information will be handled in accordance with relevant privacy laws.

Training and Professional Development

The Instructor will engage in ongoing professional development and training related to child protection and safety to ensure they remain well-informed about best practices and current guidelines.

Incident Reporting and Response

In the event of any incidents, accidents, or concerns related to child safety or well-being, the Instructor will document and report them to the appropriate authorities and inform parents or guardians as necessary.

Policy Review

This Safe Working with Children Policy will be reviewed regularly and updated as needed to reflect any changes in legislation, best practices, or the operational requirements of Art Club.

By adhering to this policy, Rachel Grove Art Studio aims to create a secure and enjoyable environment where children can explore their creativity safely. The instructor acknowledges their responsibility in implementing this policy and fostering a positive and safe learning experience for all children involved.