



Duty of Care Policy

When referenced in this document Raw Energy Dance Education (REDED) includes the Australian School of Performing Arts (ASPA) and ASPA Education.

Duty of Care

Raw Energy Dance Education (REDED) staff members have a legal duty to the REDed students in their care. This duty of care requires REDed staff to:

- take positive steps towards maintaining mental and physical health and safety
- protect REDed students in their charge from risks of injury that are reasonably foreseeable
- adequately supervise REDed students
- assist REDed students who may be injured or unwell.

Standard of Care

REDED staff members are held to a high standard of care in relation to REDed students and to each other. The REDed team's first duty is to the REDed students in our care. This duty requires REDed to take all reasonable steps to reduce risk including:

- provision of suitable and safe premises
- provision of an adequate system of supervision
- ensuring that medical assistance is provided to a sick or injured dancer
- implementation of strategies to prevent bullying and psychological harm

Whilst each case regarding a staff member's legal duty of care will be judged on the circumstances that occurred at the time, the following common examples may be times when a staff member has *failed* to meet their legal duty of care responsibilities:

- leaving REDed students unattended in the rehearsal space
- inadequate supervision at special events, performances or competitions, offsite rehearsal days
- ignoring dangerous play
- failing to act appropriately to protect a student who claims to be bullied
- physically or psychologically harming a student

Negligent Advice

REDED staff members are also cautioned against giving advice on matters that they are not professionally competent to give (negligent advice). Advice is to be limited to areas within the bounds of an Instructor's own professional competence and given in situations arising from a role specified for them by REDed management. For example, 'counselling' dancers should be avoided. If a participant confides in an REDed staff member, they should contact their manager who will determine the next steps.

Supervision during session times

Participants are to be supervised in the rehearsal space at all times.

- It is unacceptable to leave participants unsupervised
- In an emergency situation contact the nearest staff member for additional help (if appropriate, send a pair of REDed students for assistance)
- No student should be sent outside the rehearsal space on their own

Supervision outside of session times

The REDed staff duty of care is not confined to rehearsal or event day session times. The duty also applies to situations both before and after sessions where staff members can be deemed to have assumed the teacher/pupil relationship.

The REDed team will take reasonable steps to protect REDed students from risk outside session times in the following ways:

- Participants are supervised by an REDed employee at all times



- Participants are never left alone at a venue or public engagement; a staff member will wait until late parents arrive or alternate travel arrangements are made
- REDed will follow up suspected instances of bullying with the participants and parents in question

Eisteddfods, Concerts, Additional Rehearsal Days and Holiday Programs

REDed recognises that involvement in events outside the weekly rehearsal venue incur different, and often greater, risks to student safety and health. REDed students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

The REDed team will take reasonable steps to protect REDed students from risk while outside the weekly rehearsal venue in the following ways:

- Contact details for all participating REDed students are accessible at each competition, concert, public engagement and Holiday Program
- REDed staff have access to parent details and will contact parents in an emergency
- All students must be collected by a parent or guardian at the conclusion of a concert, eisteddfod, Holiday program or special event

Social Interaction

REDed staff must maintain professional teacher/student relationships with REDed students at all times. This includes face to face, electronic or phone contact being entirely limited to classes and the activities for which they are employed.

Social functions and performances

It is not appropriate for REDed staff to socialise with REDed students. Staff members should not accept invitations to REDed students' social functions or to attend their performances. This applies to organised social functions (birthday parties, break up parties etc) and to casual social events (coffee catch ups, movies). Where a prior social relationship exists between the REDed staff member and REDed participants' family, this rule does not apply but appropriate discretion is required.

Telephone

It is inappropriate for REDed staff to communicate with an REDed student by phone or text other than as required in the execution of their duties as a staff member.

Social Networking

REDed's policy relating to social networking is covered in our Child Safe Code of Conduct.

Transport

REDed staff must not offer or provide transport to REDed students to or from REDed rehearsals, events or public engagements.

REDed Student Medical Information

Extra-Curricular Programs: During the enrolment process, REDed collects general medical information for use during normal REDed activities including weekly classes, offsite rehearsal days, concerts and competitions.

Curricular Programs: Once a school contract is secured, the REDed Schools and Curriculum Coordinator will liaise with the school on relevant information to assist with classroom management and behaviour support. Full medical details and First Aid remains the responsibility of the school designated supervising staff member.

Holiday Programs: During the enrolment process, REDed collects general medical information for use during the program.

Health and Medical Matters – Holiday Programs

Many REDed students have predetermined illnesses, including mental and physical health considerations. Some health matters, like asthma, anaphylaxis or epilepsy, may require a Medical Action Plan (MAP) in case of emergency. Parents of REDed Holiday Program students are required to submit a MAP, provided by their doctor in the case of severe rated conditions and when specific equipment is needed, outlining their child's special needs if applicable. REDed staff members have a responsibility to accommodate these medical needs where possible. Further detail is provided in our Health Care Policy.

- If required, REDed will implement preventative measures where possible. For e.g. it may distribute a notice to parents in instances of infectious diseases like head lice or chicken pox. Please note that consent will not be sought for this communication.

First Aid

First Aid is exactly what its name implies – a first level of assistance administered to an injured or sick person before professional medical care is available. Young children with communication difficulties are sometimes unable or unwilling to describe the onset of illness or the nature of injury and pain. This means that REDed staff need to be observant and actively enquire about the wellbeing of participants as part of their standard first aid procedure.

First Aid support in education and childcare settings is the same as that provided to the wider community. It is provided in response to unpredictable illness or injury to:

- preserve life
- protect a person, particularly if the person is unconscious
- prevent a condition worsening
- promote recovery

First Aid incorporates basic life support. It comprises emergency procedures to:

- recognise and manage a clear and open airway
- restore breathing and/or circulation
- monitor wellbeing using techniques as described by approved first aid training providers, until the person is transferred to the care of an ambulance officer, nurse or doctor.

At REDed the provision of first aid support looks like:

- staff ensure a safe environment for participants at all times
- Instructors deliver curriculum that supports participant wellbeing
- A basic first aid kit is available to every Instructor
- Staff members provide basic first aid in the case of an injury or illness to a participant
- Staff members report incidents to the school, parents and guardians and REDed HQ
- Staff members contact parents before administering medication unless the parent has specifically requested REDed staff to administer medication
- Instructors complete a REDed Accident & Injury Report for any follow up action and telephone Head REDed Dale Pope in any instance when an emergency service is called

Further medical assistance should be sought if the staff members at the scene determine it is needed. Seeking medical assistance can involve calling for an ambulance. In a less urgent circumstance, it can mean informing the child's emergency contacts.

Staff Training

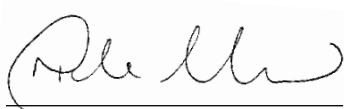
At Team Training Days and online meetings REDed staff will be briefed on:

- Relevant REDed policies including Duty of Care and Child Protection
- REDed procedures including First Aid for Dancers and Accident & Injury Form
- REDed prevention strategies
- Accessing 'how to' guides on administering Ventolin and Adrenaline Autoinjectors, if required

Reporting Incidents

For record keeping purposes and follow up after an incident, it is important that details of accidents, safety concerns, injury or illness at venues, public engagements or special events are reported using REDed's Accident & Injury Report Form.

The safety and wellbeing of all children in our care is our highest priority and our staff members will do everything they can to act in the child's best interests in the case of an emergency, however our venue staff members are not trained first aiders and cannot personally guarantee each child's safety.



Nicole Muir
CEO

This policy will be regularly reviewed to take into account workplace and legislative change.
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