

# **Art Box Workshops child safety policies and procedures**

## **Risk management policy for Photography and Social Media**

From time to time we take photos during the class of student's artworks, following the child safety policy we DO NOT photograph students faces. These photos are used by Art Box Workshops for promotional purposes such as press advertising, brochures, social media, editorials and website. These photos will never be sold and will be used exclusively by and for Art Box Workshops. As a Condition of enrolment, your consent is implied. Should you not wish for us to take and use photos of you, your child's artwork please tick no photos on the enrolment form.

## **Walking Bus Service**

- Parents are encouraged to attend the first school walking bus service if their child is younger than 9 years old and if it is their first time, photo identification must be uploaded on the enrolment form.
- Parents are responsible to notify staff of absentee by texting Julia 0427 994 454.
- Co-Founders Julia Sawicki and or (Barbara AKA Basia ) Zeilinska will be at the designated meeting spot for school pick up, under the 'Cola' marquee at the corner post closest to the water fountain by 3.15 pm they will be carrying a bag with Art Box Workshops logo clearly visible for children to see as Art Box Workshops staff.
- A group of children larger than 6 students will be picked up by two staff including one of the Co-founders.
- It is important that children turn up as soon as possible at the meeting spot.
- Any child that has not turned up by 3.20 pm and that has not been reported absent prior to picking up, they will be our responsibility and will not be abandoned until parent and school are notified.

## **Risk management policy for missing child**

1. Staff call parent to check for unexplained absents. If a parent does not answer the phone staff will leave a message.
2. Staff will then appoint two children of the group to check the missing child's classroom.
3. If parent confirms that child is not missing and should be at school, staff will notify school officials and parents of child's absent from meeting spot and classroom this will then be the responsibility of the school to find the child and for the parent to follow up a missing child from the school.
4. Staff will then commence walking bus service to the studio.

## **Risk management policy for walking bus service and parents drop off and pick up**

1. Groups larger than 6, a staff member will be located at both the front and back of the group.

2. Staff will cross at the delegated crossing on Bydown Street and will then cross at a safe spot on Barry Street; staff will stand on the middle of the road to ensure the safe crossing of children.
3. Studio entrance is at 35 Barry Lane, it is the parent's responsibility to stay with their child when dropping off until staff members return from school pickups.
4. Out of respect for other students and tutors, students are requested to be punctual for class. Children should be escorted to and from the art studio by a parent or guardian, signed in on arrival and collected promptly at the end of class.
5. Parents that allow their child to walk home alone. must notify staff at Art Box Workshops with written permission.

### **Staff and Student code of conduct**

We have zero tolerance for child abuse, staffs actively work to listen and empower our students that attend our classes and workshops, and we expect staff and students to respect fellow artists, artwork and property. Discrimination on the grounds of a person's age, race, sex, gender, sexuality, marital status, physical or intellectual disability, or religion will not be tolerated. We take all allegations of abuse very seriously. Staff or children that are deemed to be exhibiting inappropriate or disruptive behaviour may be removed, suspended or expelled from the class. It should also be noted that cleaning and tidying up after a class or workshop is a shared responsibility.

### **Risk management policy for staff and student conduct**

1. Two staff members are always on site during classes and workshops.
2. Students are reminded before each class of our expectations for safe conduct during classes.
3. Staff members will always be overseeing appropriate behaviour during classes and meal breaks.
4. Children that are deemed to be exhibiting inappropriate or disruptive behaviour will be reminded of our code of conduct. if they continue to be disruptive parents will be contacted immediately.
5. No iPhones allowed in our studio during meal breaks by staff or students apart from Julia Sawicki or Basia Zielinska who may need to contact parents for emergency or who will occasionally use their iPhone to take photos of artworks or objects that the students may bring in for reference photos for an art project.
6. No peanuts.

### **Risk management policy for Occupational Health & Safety**

If you have an existing medical condition, allergy or disability that may affect your participation in a class, please notify Julia Sawicki or Basia Zielinska, trained in first aid response in an education and care setting.