

# PRIVACY AND CONFIDENTIALITY POLICY

## 6. Duty of Care and Reporting Obligations:

- Queens in Kicks recognizes its duty of care to ensure the safety and well-being of its clients.
- In situations where a client is in imminent danger or at risk of harm, staff members have a duty to report such concerns to the appropriate authorities, even if it involves breaching confidentiality.

## 7. Data Security:

- Queens in Kicks implements appropriate technical and organizational measures to protect personal information from loss, misuse, or unauthorized access.
- Staff members are responsible for safeguarding personal information and following company policies and procedures for data security.

## 8. Training and Compliance:

- Queens in Kicks provides training and resources to staff members to ensure compliance with privacy and confidentiality policies.
- Staff members are expected to familiarize themselves with these policies and adhere to them in their daily activities.

## 9. Accountability and Oversight:

- Queens in Kicks appoints a designated individual or team responsible for overseeing compliance with privacy and confidentiality policies.
- Any breaches of privacy or confidentiality are promptly investigated, and appropriate corrective actions are taken to prevent recurrence.

## 10. Continuous Improvement:

- Queens in Kicks is committed to continuous improvement in its privacy and confidentiality practices.
- Feedback from dancers, and staff members is welcomed and considered for enhancing our policies and procedures.

By adhering to the Queens in Kicks Privacy and Confidentiality Policy, we uphold the trust and confidence of our community members and demonstrate our commitment to protecting their privacy rights and personal information.

# CHILD PROTECTION POLICY

At Queens in Kicks, we are committed to providing a safe, nurturing, and supportive environment for children and young people who participate in our dance programs. Our Child Protection Policy outlines our commitment to safeguarding children from all forms of harm, including abuse, neglect, and exploitation. We recognize our duty of care and responsibility to ensure the well-being and protection of children entrusted to our care.

## **1. Child Safeguarding Principles:**

- Queens in Kicks is committed to upholding the highest standards of child safeguarding, based on the principles of prevention, protection, and promotion of the rights and best interests of children.
- All children have the right to participate in dance activities free from abuse, harassment, discrimination, or any form of harm.

## **2. Staff Recruitment and Screening:**

- Queens in Kicks implements rigorous recruitment and screening procedures for staff and volunteers who work with children, including background checks, reference checks, and verification of qualifications.
- Only individuals who meet our strict eligibility criteria and have undergone appropriate training in child protection are permitted to work with children.

## **3. Staff Training and Awareness:**

- Queens in Kicks provides comprehensive training and ongoing support to staff and volunteers on child protection policies, procedures, and best practices.
- Staff members are trained to recognize signs of abuse, respond to disclosures appropriately, and report concerns in accordance with company protocols and legal obligations.

## **4. Code of Conduct:**

- Queens in Kicks maintains a strict Code of Conduct for all staff, volunteers, and participants involved in our programs.
- Our Code of Conduct prohibits any behavior that may pose a risk to children's safety or well-being, including inappropriate physical contact, verbal abuse, bullying, harassment, or grooming.