

BOX HILL BALLET ASSOCIATION INC.

## **Working with Children Checks, First Aid and CPR Certificates Policy**

Purpose:

The purpose of this policy is to present Box Hill Ballet Association Inc.'s dedication to managing Working with Children Checks (WWCCs), First Aid and CPR certificates and ensuring these are up to date. We aim to ensure that correct legal practice in accordance with state and federal laws is followed and that routine checks of qualifications of all our staff are provided.

Principles:

Box Hill Ballet Association is committed to a safe and fair working environment for all staff, students, parents and/or guardians and other members of the ballet school by ensuring the staff are adequately trained, and we are committed to regularly reviewing our policies and procedures.

Our principles are as follows:

- In accordance with state and federal laws, WWCCs are required for all staff and must be updated every five years.
- HLTAID011 Provide First Aid Certificate is required for all staff and must be updated every three years.
- HLTAID009 Provide Cardiopulmonary Resuscitation Certificate is required for all staff and must be updated every 12 months.

Box Hill Ballet Association will also ensure the relevant information of all staff's WWCCs, First Aid and CPR certificates are maintained, regularly reviewed and kept up to date.

**Approved by: Box Hill Ballet Association Committee**

**Last Updated: 15<sup>th</sup> September 2024**

**Due for renewal: 14<sup>th</sup> September 2025**

**To be accessible via: Box Hill Ballet's Website**