



Welcome to Speak Up Studio

Dear Parents and Caregivers,

Thank you for your interest in Speak Up Studio. We are a speech and drama and musical theatre studio based in Brisbane. Our aim is to share our passion for drama and communication and to encourage children to develop a love of reading and literature.

Your handbook has been designed to present what our studio offers, and how we can make a difference in your child's life through drama.

If you have any questions about the information presented in this handbook, please feel free to contact us. Our contact details are provided on page 3.

We look forward to seeing your children in a class or workshop this year!

Kind regards,

Miss Cathy

Cathy Clur
Owner, Director and Chief Drama Queen

Business Details

Business Name: Speak Up Studio Pty Ltd
 ABN: 43 167 006 962

Contact Details

Principal: Miss Cathy Clur
 Phone: 07 3367 8572
 1300 SPEAK UP (1300 773 258)
 Address: 2 Windsor Rd, Red Hill, 4059.
 Email: info@speakupstudio.com.au
 Website: www.speakupstudio.com.au
 Facebook: www.facebook.com/speakupstudio

Term Dates

Term	Dates	Public Holidays & Pupil Free Days	Speak Up Dates	Parent Watching
One (10 weeks)	Monday 23rd January to Friday 31st March	<i>Thursday 26th January (Australia Day)</i>	Monday 30th January to Saturday 25th March	Monday 20th March to Saturday 25th March
Two (10 weeks)	Tuesday 18th April to Friday 23rd June	Tuesday 25th January (Anzac Day) Monday 1st May (Labour Day)	Saturday 22nd April to Tuesday 20th June	Saturday 10th of June to Tuesday 20th June
Three (10 weeks)	Monday 10th July to Friday 15th September	Wednesday 16th August (Ekka)	Saturday 15th July to Friday 8th September	Saturday 2nd September to Wednesday 13th September
Four (10 weeks)	Tuesday 3rd October to Friday 1st December (catholic schools) or Friday 8th December (state schools)	<i>Monday 2nd October (Queens Birthday)</i>	Saturday 7th October to Friday 1st December	Saturday 25th November to Friday 1st December

School Aims

At Speak Up Studio, we are dedicated to creating exciting and engaging speech and drama programs that encourage children to be positive about speaking up.

We aim to:

- Provide a high standard of tuition in speech and drama and musical theatre;
- Provide a positive, non competitive class atmosphere that encourages emotional development;
- Nurture a love of presenting and performing;
- Share our belief in the power of books and poetry to foster a love of reading and literature;
- Provide encouragement and support to all students;
- Partner with schools who share our belief in the power of drama;
- Provide a safe learning environment for our staff and students; and
- Provide a happy and meaningful workplace for our staff.

Our Approach

Speak Up Studio prides itself on offering the highest quality speech and drama tuition in Brisbane. We believe that every child is special and we love to see them learn and grow into confident young people. What sets us apart from other drama providers?

Classes for two different age groups

- Our group speech and drama syllabus has been developed with specific age groups in mind;
- Class sizes are limited to ensure each child receives individual attention.

Amazing teaching teams

- Highly trained;
- Well paid (our teachers are paid for preparation time, class time and communication time!);
- Very experienced; and
- Regularly participating in professional development.

Modern services for modern families

- Convenient locations;
- Online enrolment (including credit card payment);
- Electronic communication by email and text; and
- Payment plans available.

Our Team

We call our drama and musical theatre teachers Drama Queens! All Speak Up staff have current blue cards, first aid training and a passion for helping children succeed in school and in life!



Miss Cathy Clur
Chief Drama Queen and Director



Miss Maddie
Drama Queen and Studio Manager



Miss Lauren
Drama Queen and Events Coordinator



Miss Tess
Drama Queen and Workshop Coordinator



Miss Kitty
Drama Queen



Mr Whistler and Miss Remy
Cuddle Friends

Program Descriptions

Each term, we select a theme and deliver a series of eight carefully structured lessons based on that theme. Teachers may adjust aspects of the lesson plan to accommodate student needs. Students receive a resource booklet at the beginning of each term and work through a range of poems, songs and activities. Each term ends with parent watching week, and there are sometimes other performance opportunities throughout the term. Please review the syllabus on the next page for an outline of our term themes.

Chatterbugs - a 30 minute speech and drama program for kindy-age children.

Our Chatterbugs program supports kindy-aged students, as they prepare to enter prep. Activities focus on self expression to build confidence, speaking clearly and telling stories.

Chatterbees - a 30 minute speech and drama program for students in prep to grade two.

Our Chatterbees program helps students develop vocal skills, self-confidence, skills in movement and mime, team skills and love of reading and literature.

Chatterboxes - a 45 minute speech and drama program for students in grade three to six.

Our Chatterboxes program focus on mime and movement, creative language, interpreting texts, improvisation, vocal expression, acting, and telling stories.

Discobees - a 30 minute musical theatre program for students in grade three to six.

Our Discobees program is an introductory musical theatre program for little singer-dancer-actors! This high energy program is for students who love to sing and dance, and who would like to develop their confidence and musical theatre abilities in a group environment.

Discoboxes - a 45 minute musical theatre program for students in grade three to six.

An intermediate musical theatre program for singer-dancer-actors! This high energy program is for students who love to perform and want to get even better. Activities focus on vocal technique, phrasing, movement, choreography, body language and acting skills.

Polkadots - a 30 minute speech and drama program for students in prep to grade two.

Our Polkadots program helps students develop vocal skills, self-confidence, skills in movement and mime, team skills and love of reading and literature. Class sizes in this program are are slightly larger, making it more affordable for families.

Zigzags - a 30 minute speech and drama program for students in grade three to six.

Our Zigzags program program focus on mime and movement, creative language, interpreting texts, improvisation, vocal expression, acting, and telling stories. Class sizes in this program are are slightly larger, making it more affordable for families.

Advanced Drama - a 90 minute drama program for students in grade seven to nine

Our Advanced Drama program is a challenging program that has been designed as a “next step” for students who have completed Chatterboxes.

Primary Group Drama Syllabus

Our primary drama syllabus ensures that a student can start with us in kindy, and not repeat a unit until they finish primary school! As our studio grows we have continued to add advanced classes for older students.

Program		Chatterbugs	Chatterbees	Chatterboxes	Advanced Drama	Discobees	Discoboxes
Content		Speech & Drama	Speech & Drama	Speech & Drama	Drama	Musical Theatre	Musical Theatre
Age		Kindy	Prep - 2	3 - 6	7 - 10	Prep - 2	3 - 6
1st year	Term 1	Marvellous Me	Enchanted Stories	Delightfully Disgusting Drama	Commedia Dell'Arte	Broadway	Broadway
	Term 2	Teddy Bear's Picnic	Circus	Magic	Audition Techniques	Mary Poppins	Mary Poppins
	Term 3	Puppets	Amazing Creatures	Crazy Characters	Shakespeare for Kids	Lion King	Lion King
	Term 4	Annual Concert					
2nd year	Term 1	Marvellous Me	Pirates and Mermaids	Rhyme Time 2	Physical Theatre	Hairspray	Hairspray
	Term 2	Teddy Bear's Picnic	Skating Around Town	Monologues	Public Speaking Made Fun!	Seussical	Seussical
	Term 3	Puppets	Superhero	Circus and Clowing	Absurdism for for Kids	Oz	Oz
	Term 4	Annual Concert					
3rd year	Term 1	Marvellous Me	In The Garden	Sensational Stories	Theatresports	Annie	Annie
	Term 2	Teddy Bear's Picnic	Naughty Monsters	Duologues	Epic Theatre	Matilda the Musical	Matilda the Musical
	Term 3	Puppets	At the Zoo!	School	Australian Drama	Disney	Disney
	Term 4	Annual Concert					

Performance Opportunities

The opportunity to participate in positive performing experiences is at the heart of Speak Up Studio's programs. Regular successful performance opportunities help students build positive relationships with the idea of being on stage and speaking in front of others. With regular performance opportunities within the Speak Up Studio program, we provide continual skill improvement for keen performers.

Parent Watching Week

In the last week of each term, Speak Up Studio holds Parent Watching Week for all of our group classes. This is an opportunity for parents to see their child in their learning environment, and for students to show parents what they have learnt in speech and drama during the term.

Assembly Performances

We are regularly invited to perform on assembly as part of our school-based programs. Teachers will communicate assembly dates and performing texts throughout the term.

Annual Concert

Speak Up Studio's annual concert is held at the end of each year, and all students are encouraged to participate. The concert is a wonderful way for students to gain performance experience, and for families and friends to celebrate their development. The concert is optional however, once committed, students are required to participate. All rehearsals will take place during normal class time. **Our 2017 concert will be held on Saturday 2nd of December.**

Showcase Night for Private Students

We hold a showcase night for private students at the end of each term. Depending on the number of students who can be involved, this may be a small affair or a little bit larger.

Production Experience Programs

We are excited to introduce our 2017 Special Performance Program - James and the Giant Peach Musical and Be Our Guest The Musical. These programs will give students a taste of a real production, and performing experience!

Students will audition to participate in these programs, which will be produced over two terms. Rehearsals will take place on Tuesday afternoons at Red Hill. At the end of the program, students will participate in two performances for that real-production experience!

2017 Timetable

Please see <http://speakupstudio.com.au/list-of-current-classes> for our most up to date timetable.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
morning	Kelvin Grove Chatterbees (p-2) Chatterbees (p-2)	Northgate Zigzags (3-6)	Kelvin Grove Chatterboxes (3-6)	Queen of Apostles Zigzags (3-6) Polkadots (p-2)	Northgate Polkadots (p-2)	Red Hill Studio Discobees (p-2) Chatterbees (p-2) Chatterboxes (3-6) Individual Lessons
		Redeemer Chatterboxes (3-6)		Redeemer Chatterbees (p-2)		
		Christ the King Zigzags (3-6) Polkadots (p-2)				
		St Joes Bardon Chatterboxes (3-6)	St Joes Bardon Chatterboxes (3-6)	St Joes Bardon Chatterbees (p-2)	St Joes Bardon Discobees (p-2) Discoboxes (p-2)	
day		Red Hill Studio Chatterbugs (k)	Red Hill Studio Chatterbugs (k)	Red Hill Studio Chatterbugs (k) Discobugs (k)	Red Hill Studio Chatterbugs (k)	
afternoon		Bardon Chatterbees (p-2) Chatterboxes (3-6) Discobees (p-2) Discoboxes (3-6)	Holy Family Chatterbees (p-2) Chatterboxes (3-6) Discobees (p-2) Discoboxes (p-2)	Kenmore Chatterbees (p-2) Chatterboxes (3-6) Discobees (p-2) Discoboxes (p-2)	The Gap Chatterbees (p-2) Discobees (prep-2) Discoboxes (3-6) Chatterboxes (3-6)	
	St Joes Corinda Discobees (p-2) Chatterboxes (3-6)	St Joes Corinda Chatterbees (p-2) Chatterboxes (3-6) Discoboxes (3-6)	Dutton Park Chatterbees (p-2) Chatterboxes (3-6) Discobees (p-2) Discoboxes (p-2)	Newmarket Chatterbees (p-2) Chatterboxes (3-6)	Graceville Chatterbees (p-2) Discobees (p-2) Chatterboxes (3-6)	
	Red Hill Studio Chatterbees (p-2) Individual Lessons	Red Hill Studio Chatterbees (p-2) Chatterboxes (3-6) Individual Lessons	Red Hill Studio Individual Lessons	Red Hill Studio Discobees (p-2) Discoboxes (3-6) Chatterbees (p-2) Chatterboxes (3-6) Advanced Drama (6+)	Red Hill Studio Chatterboxes (3-6) Individual Lessons	

Fees

Class	Grade	Lesson Type	Length	Fee inc GST
Chatterbugs	Kindy	Speech and Drama	30 mins	\$125
Chatterbees	prep - 2	Speech and Drama	30 mins	\$188
Chatterboxes	3 - 6	Speech and Drama	45 mins	\$224
Discobees	prep - 6	Musical Theatre	45 mins	\$224
Discoboxes	3 - 6	Musical Theatre	45 mins	\$224
Polkadots	prep - 2	Speech and Drama	30 mins	\$170
Zigzags	3 - 6	Speech and Drama	30 mins	\$170
Advanced Acting	7 - 10	Speech and Drama	90 mins	\$300
Private Lesson	All age groups	Speech and Drama	30 mins	\$380
Private Lesson		Speech and Drama	45 mins	\$570
Private Lesson		Speech and Drama	60 mins	\$760
Duo Lesson	All age groups	Speech and Drama	45 mins	\$300
Duo Lesson		Speech and Drama	60 mins	\$400

School Holiday Workshops

Speak Up Studio organises fun and creative school holiday workshops which are held in each school holiday period.

Our workshops focus on a range of creative areas, such as musical theatre, drama, art and craft, filmmaking and science. Each workshop is carefully designed by our experienced teacher team, using popular content to engage and inspire.

Our workshops take various formats, from 1.5 hour long workshops to 3 hour workshops, to more intense workshops that are held over several days. All of our school holiday workshops take place at our beautiful Red Hill studio.

School holiday workshops are a great option for students who are unable to come along to our weekly classes, or who can't commit to a whole term of lessons. They are also a wonderful way for students to work intensively on a particular skill, such as acting or drawing. Our school holiday workshops aim to develop self-confidence, communication skills and creativity through creative mediums.

Unlike our regular weekly classes (which are taught according to student age, and are structured with long-term learning outcomes in mind) our school holiday workshops are designed to be a little less formal, with an emphasis on creativity and self expression. As such, children of varying ages are often a part of same workshop. We find that this creates great atmosphere in our workshops, with younger students looking up to older students and older students acting as leaders.

Holiday Workshop Dates

Period	Workshop Dates	Enrolments Open
Easter, 2017	Week 1: 3rd - 7th April Week 2: 10th - 12th April	Monday 20th Feb
Winter, 2017 <i>(including winter play production in week 1)</i>	Week 1: 26th - 30th June Week 2: 3rd - 7th July	Monday 15th May
September, 2017	Week 1: 18th - 22nd September Week 2: 25th - 29th September	Monday 31st July
December, 2017	Week 1: 11th - 15th December	Monday 23rd October
January, 2018	Week 1: 8th - 12th January Week 2: 15th - 19th January	Monday 23rd October

Terms and Conditions

By enrolling in a Speak Up Studio program, you agree to these terms and conditions:

Safety

Speak Up Studio is a safe environment. Bullying and unacceptable language will not be tolerated. Speak Up Studio reserves the right to refuse any student that presents a disciplinary problem to staff or a threat to the safety and well being of other children. Parents will be advised of problems only once and if bad behaviour continues, the student will be removed from the class with no refund.

Speak Up Studio takes all reasonable steps to ensure classes are safe and that activities are controlled. By attending classes you agree to discharge Speak Up Studio from any liability, loss or damage or any other claim associated with the attendance of your children at Speak Up Studio classes or workshops.

Payment and non payment of fees

Fees are due before the first lesson of each term. Accounts will be emailed to current customers two weeks before the start of classes. Fees may be paid in advance by credit card, internet banking transfer, or with cash at your first lesson. Speak Up Studio no longer accepts cheques. Prompt payment of accounts will prevent the school from spending unnecessary administration time following up payments. Late payment fees of \$11 per week will be added until the invoice has been paid.

Term 4 lesson fees do not include concert fees, which are only charged if students wish to participate in the concert. This fee (usually around \$100 per student) covers venue hire and staff wages for concert days. Given the significant cost of the venue, we require confirmation of your child's intention to participate in term 3, so we can plan our budget. The concert is optional however, once committed, students are required to participate and concert fees will be charged regardless of whether the child participates on the day. All rehearsals will take place during normal class time, and students will only be required to attend one extra rehearsal – the dress rehearsal – one week before the show.

An up front yearly payment option is available to all customers. Speak Up Studio requires a 12 month commitment from families wishing to pay for a year up front, with no refunds or exceptions available.

A monthly payment option is available to all customers. Speak Up Studio requires a minimum 6 month commitment from families wishing to pay monthly. No cancellations may be made during the minimum 6 month period. The contract will automatically renew for subsequent monthly payments, until cancelled by written notification 30 in advance of the next billing date.

Please consider your child's extra-curricular schedule carefully before signing up for monthly or yearly payment plans, as no exceptions can be made to minimum commitment periods.



Trial Lessons

Speak Up Studio holds regular organise regular trial weeks (usually at the end of each school term) and new students are invited to try out a class for one week before confirming their enrolment.

Speak Up Studio does not offer trial lessons part way through the term as this can disrupt our current students.

Please note, trial classes are “obligation free” and are only free if the student does not continue for the term. If the student continues with the program for the remainder of the term, the fee for their first class will be included with term fees.

Confirmation following a trial class, and then withdrawal from the program with less than seven days notice will incur a late cancellation fee of \$50. Class planning is carried out on the basis of confirmed enrolments.

Make Up Lessons

Make up lessons are not available for missed group classes or workshops. Our costs remain the same whether or not children attend. You are not required to give any notice, though it would be appreciated.

Make up lessons are available for missed individual classes. Parents must provide at least seven days notice if children are unable to attend an individual class and lessons will be organised at a time convenient to the studio. It is considerate to let the teacher know if your child is unable to attend his or her private lesson.

Re-enrolment and Withdrawal

Re-enrolment from term to term (and year to year) is an automatic procedure. This is done to cut down on repetitive administration each term, and to avoid any misunderstandings that may lead to students missing out on a place in their usual class. Many classes are full and have waiting lists. Accounts will be emailed to current customers two weeks before the start of classes. If you wish to withdraw from the program, please advise us in writing before the invoice due date, otherwise fees will continue to accrue as the student's place is held in the class. If a student withdraws their enrolment before the end of a term, the full term's fees will remain payable.

Speak Up Studio may reschedule or cancel classes at any time. If changes are made that affect any participant's ability to attend classes Speak Up Studio will refund any outstanding fees within 30 days.

Workshops

Payment for workshops is required at the time of enrolling. If payment is not received at the time of enrolling, the enrolment may be cancelled. Workshop bookings are non transferable and non refundable. If the student's availability changes, it may be possible to switch into a similar workshop on a different day, at the discretion of Speak Up Studio.

If scheduling changes are made that affect any participant's ability to attend a workshop, Speak Up Studio may offer a place in an alternate workshop, and if an alternate cannot be agreed upon, Speak Up Studio will refund any outstanding fees within 30 days.

Media Release

Children may be filmed or photographed while participating in classes or studio activities. This material may be published in Speak Up Studio printed publications and online (including on the Speak Up Studio website and Facebook page.) Images may also be supplied to third parties (eg. Local newspapers) for promotional purposes. If you do not wish your child to be filmed or photographed and this media used in publications, you must advise Speak Up Studio in writing.

Refund & Returns Policy

Speak Up Studio cannot refund lesson fees unless we cancel the course or make scheduling changes that affect your ability to attend. In this case, Speak Up Studio will refund any outstanding fees within 30 days. Consideration may be given in exceptional circumstances and we may offer a credit note for the value of the program to be used within 12 months.

Late Collection Fees

Our teachers will not leave children unattended, and are paid by the hour. If parents are late to pick up their children after drama class, a late fee (per child) will apply.

Length of time late	Late Fee
10-15 minutes	\$10
15-30 minutes	\$25
31-60 minutes	\$40
Over 1 hour	\$50 and student will be removed from our programs without refund

Referral Program

Please ensure you have your friend's permission before submitting their contact details via the Refer a Friend form. Only one credit can be given per referred person. If two customers refer one child, the first referral recorded in the Parent Portal will receive the credit. Once we receive your referral, we will contact the referred person, and invite their child/children to book into a trial class. Credit will be applied to your account if they continue and pay for the full term. All Speak Up Studio credits expire after 12 months and are non transferable and can't be redeemed for cash. All referrals are managed strictly via Refer a Friend in the Parent Portal, or via the enrolment form at the time of enrolling. Credit won't be given if a referred family does not let us know you referred them, or if the referral is mentioned after the enrolment has been created.

Code of Conduct Policy

Speak Up Studio's Code of Conduct outlines expected standards of behaviour for students, parents, staff involved in our business. The code of conduct enables us to keep students safe, and to ensure a safe and happy workplace for our staff.

Staff Code

All staff have the responsibility to:

- act and maintain a high standard of integrity and professionalism;
- be scrupulous in the proper use of Company information, funds, equipment and facilities;
- be considerate and respectful of the environment and others;
- exercise fairness, equality, courtesy, consideration and sensitivity in dealing with others;
- avoid apparent conflict of interests, promptly disclosing to a Speak Up Studio senior manager, to any interest which may constitute a conflict of interest;
- perform duties with skill, honesty, care and diligence; and
- abide by policies, procedures and lawful directions that relate to your employment.

Staff have the right to:

- feel safe and comfortable in their working environment;
- be respected;
- be listened to; and
- to raise a complaint or disclose an alleged breach of the Code of Conduct, without being disadvantaged or prejudiced.

Teacher's Code

Teachers have the responsibility to:

- ensure equal opportunities for participation in programs are made available to all students, irrespective of ability;
- ensure that lesson content is appropriate to the maturity level of students;
- ensure that adequate supervision is provided for students at all times;
- maintain a positive attitude and model appropriate behaviour;
- take opportunities to positively affirm courtesy and respect amongst students;
- never force a student to perform, students are only to perform/share if they want to;
- uses physical contact only where necessary, for example, for injury management, or to demonstrate a skill or for instructional purposes as part of an activity;
- ensure behaviour management that is not punitive, humiliating or aggressive

Teachers have the right to:

- insist on appropriate behaviour at all times;
- make reasonable demands of students' time, energy and enthusiasm, remembering that they have other demands on their interests and time;
- encourage parents to take an active interest in the vocal, creative, confidence and communication skills of their child/children;
- not tolerate foul language, bullying or fighting; and
- not tolerate touching between students, unless requested or required as part of a program.

Student's Code

Students have the responsibility to:

- demonstrate a willingness to learn and participate in Speak Up Studio's programs;
- control your temper;
- treat other students as you would like to be treated;
- report inappropriate behaviour, unsafe situations and harm; and
- participate for your enjoyment, not just to please your parents.

Students have the right to:

- feel safe, respected and understood;
- be included regardless of abilities;
- be listened to and to be able to ask questions if they don't understand something;
- be involved in decisions that affect them;
- have their best interests considered; and
- be free from harassment, bullying or abuse of any kind.

Parent's Code

Parents have the responsibility to:

- not force their child/ren to participate in Speak Up Studio's programs;
- drop off and pick up students in a timely fashion;
- alert Speak Up Studio of any concerns as soon as they arise;
- encourage your child/ren to follow Speak Up Studio's rules, and to work hard in class;
- never ridicule your child/ren for making a mistake; and
- respect the decisions made by Speak Up Studio staff regarding performance piece selection, and part distribution during programs;

Parents have the right to:

- receive feedback on a student's progress;
- ask questions or raise concerns about Speak Up Studio's programs, or a student's progress;
- stay and observe Speak Up Studio's programs;
- have personal information treated confidentially, so that privacy is respected; and
- attend parent watching weeks and other performance opportunities.

Speak Up Studio's Code

Speak Up Studio has the responsibility to:

- provide a safe environment for staff, volunteers, students and parents;
- maintain an open line of communication with staff, volunteers, students and parents;
- create a fun and respectful, collegiate environment for the Speak Up Studio community;
- understand children and young people, their ages, stages of development, special circumstances and needs, providing equal opportunities;
- report any disclosures or suspicions of harm, as detailed in the risk management plan;
- allow only a parent, guardian or another person nominated by parents to pick up a student from its programs.

Speak Up Studio has the right to:

- insist on appropriate behaviour at all times;
- remove students who are consistently non-compliant or obstructive, in which case parents will be contacted immediately;
- raise any concerns that staff and/or volunteers have about a student with parents.
- expect concerns to be communicated as soon as they arise, so that a resolution can occur quickly;

Policies To Be Aware Of

Please contact us if you would like a copy of any of the following policies.

Commitment to the Safety and Wellbeing of Children

Speak Up Studio is committed to providing a child and youth safe environment within which our students can enjoy participating in creative classes and workshops. We have developed policies and procedures that reinforce our commitment to child safety by providing practical tools that promote:

1. The **capability** of our staff to manage the safety and wellbeing of children;
2. The process of managing particular **concerns** raised by parents with respect to the safety and wellbeing of children;
3. A consistent approach **managing and minimising** risks associated with classes, workshops and special events; and
4. **Compliance** with the Blue Card system and the Act.

Use of Images of Children

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on websites and in other mediums. Speak Up Studio collects and use images of children during our activities. The basis of our Use of Images of Children in this policy is that:

1. Parents will be made aware that children may be photographed;
2. Parents will be made aware of the way in which images may be used;
3. Parents will be able to withdraw permission of the use of images of their child at any time, and their wishes will be respected;
4. When using images of children, Speak Up Studio will:
 - (a) only use appropriate images of students suitably clothed;
 - (b) avoid using identifying information such as student names and names of host schools.

Handling Disclosures or Suspicions of Harm

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. Speak Up Studio has clear policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines. The Policy covers:

1. Grounds for suspicion of harm;
2. What a disclosure might sound like;
3. Clarification that any disclosure must be acted upon, irrespective of the source of harm;
4. Detailed information on receiving a disclosure, and an outline of suggested actions;
5. Detailed information on reporting a disclosure, including forms; and
6. Clarification that under no circumstances may any internal investigations or mediations be held.

Managing Breaches to Our Code of Conduct and Risk Management Strategy

Speak Up Studio's Code of Conduct outlines expected standards of behaviour for students, parents, staff involved in our business. These important policies enable us to keep students safe, and to ensure a safe and happy workplace for our staff. Any breach to the Code of Conduct or Risk Management Strategy will be addressed in the following way:

1. Ensuring that students, parents, staff and all other people related to our organisation are familiar with the Code of Conduct and Risk Management Strategy;
2. Ensuring that students, parents and staff have appropriate tools for reporting a breach to the code of conduct, in this case an incident report form; and
3. Ensuring breaches are managed appropriately;
4. Ensuring that breaches and outcomes are recorded appropriately, while maintaining confidentiality to protect the privacy of children and young people

Risk Management Strategies for High Risk Events

From time to time Speak Up Studio runs large events that may present a broader range of risks than those addressed within our standard Risk Management Strategy. Forward planning to identify risks and implement strategies can reduce the possibility of a student being harmed. The procedure for developing an effective risk management plan for a large event includes:

1. Describing the activity;
2. Identifying the risks;
3. Analysing and evaluating the risks;
4. Develop strategies for managing the risks; and
5. Review the risk management plan with staff and volunteers to ensure staff are familiar with all strategies.