

## Sexual Harassment Prevention Plan

Prepared by Lillian Wadsworth of Lilly's Dance Academy with consultation from Ausdance QLD

Updated: 18 January 2026

Section	Workplace Actions
1. Consultation	<ul style="list-style-type: none"> <li>- Internal Team meeting with staff held the week of 26/01/2026 to consult changes and any amendments to our sexual harassment prevention plan as well as a formal discussion on its procedures.</li> <li>- A copy of this plan made accessible to the public on our website as well as a hard copy located at the studio</li> </ul>
2. Risk Identification	<p>Risks are most likely to occur in environments that have one-on-one interactions or that put a vulnerable person at risk with limited external supervision. These can include:</p> <ul style="list-style-type: none"> <li>a) One-on-one lessons,</li> <li>b) changing rooms,</li> <li>c) external guest teachers,</li> <li>d) youth classes without parent present.</li> </ul>
3. Characteristics of Workers	<p>Majority female staff with a majority of junior staff aged 16-21 workers. Staff work in direct contact with a diverse range of gender identities among students.</p>
4. Control Measures	<ul style="list-style-type: none"> <li>a) All private lessons are conducted within an open environment that can be viewed by parents of involved students and easily monitored heard by other staff members onsite at all times.</li> <li>b) All students are required to wear a skin-color body modesty leotard under costumes to reduce risks in changerooms. Students are not allowed to be alone with an adult or member of staff in a changeroom.</li> <li>c) All external teachers must readthrough and signoff on our sexual harassment prevention plan as well as our full policy for safeguarding children and adults. Both of these documents</li> </ul>

	<p>can be found at our website and located as a hardcopy at the studio.</p> <p>d) All staff trained to report any safeguarding concerns using provided safeguarding incident reporting forms. These forms are also available for any students, parents or concerned members of public to help protect our dance community. These are located as hard copies at the studio for immediate review upon completion.</p>
5. Reporting Procedures	<p>All staff trained to report any safeguarding concerns using provided safeguarding incident reporting forms. These forms are also available for any students, parents or concerned members of public to help protect our dance community. These are located as hard copies at the studio for immediate review upon completion. The incident reporting forms will be reviewed by our safeguarding officer, Lillian Wadsworth who can direct any concerns to third-party mediation available and local authorities when required.</p>
6. Communication	<ul style="list-style-type: none"> <li>- Included in staff safeguarding policy.</li> <li>- Available to all public on our website and a hard copy available at the studio.</li> <li>- All staff reviewed the week of the 26/01/26 at staff meeting.</li> </ul>
7. Review Process	<p>After any reported incident and annually in January each year.</p>