

Education Incursion Workshop and Activity Risk Assessment Checklist

Thank you for arranging an incursion activity with Sydney Dance Company. The following information will assist you in developing an incursion Risk Management Plan for the purpose of hosting a workshop or activity at your school.

Terms & conditions for bookings

- The booking is made on behalf of the school, and the school accepts liability to make the payment by the due date.
- If a teacher leaves the school, it is their responsibility to inform the appropriate / replacement staff members of this booking agreement and details.
- Full payment must be received by the due date on the invoice and 4 school weeks prior to the performance or workshop date.
- Cancellations cannot be made within 4 school weeks of the activity or workshop and will result in the full invoiced amount being payable by the school. We are unable to refund for schools or students who do not attend.
- Photography, video recording or any other kind of recording during the activity and/or workshop is not permitted.
- Student duty of care remains the responsibility of supervising teachers at all times.
- Schools agree to the Sydney Dance Company Terms and Conditions which can be found [here](#).

Key contacts

Education Team	02 9258 4800	education@sydneydancecompany.com
Child Safe Officer	02 9258 4880	samanthad@sydneydancecompany.com
Emergency services	000	

Statement of commitment

Our organisation provides high quality programs for children and young people and an open, welcoming, and safe environment for everyone participating in our programs.

Sydney Dance Company has a *Policy for the Protection of Children and Young People* and a Code of Conduct for all staff working with children and young people.

Sydney Dance Company's *Policy for the Protection of Children and Young People* and *Procedure for the Protection of Children and Young People*:

- Helps to create and promote a safe and positive environment for children and young people
- Demonstrates the organisation is taking its duty of care seriously

- Provides the foundation for procedures and decision-making about an organisation's interactions and involvement with children

As part of the Policy, all staff working with children and young people undergo a NSW Working with Children Check in line with the *Child Protection (Working with Children) Act 2012* and *Child Protection (Working with Children) Regulation 2013*.

Sydney Dance Company's Policy for the Protection of Children and Young People can be viewed here: <https://www.sydneydancecompany.com/schools/school-workshops/?tab=child-safety>

Accreditation of the staff for the task / activity

- All members of the teaching faculty and all permanent Sydney Dance Company staff have a current NSW Working with Children Check.
- All staff are required to comply with Sydney Dance Company's internal policies, including Code of Conduct and Policy and Procedure for the Protection of Children and Young People
- Sydney Dance Company has Public Liability insurance cover to the amount of \$20 million, Professional Indemnity and Work Cover Insurance. Certificates can be provided upon request.
- Participants are welcome to wear a Hidden Disability Sunflower lanyard or pin to indicate they may require additional support.

Obligations when hosting a Workshop or activity with Sydney Dance Company

- Schools must complete their own internal Incursion Risk Management Plans or Risk Assessments. The information in this document will assist your school in formulating an internal Risk Assessment.
- Parents/guardians/teachers are responsible for always ensuring the safety of all students.
- Supervision remains the responsibility of the hosting school. The recommended ratio is 1 teacher per 20 students or per school's incursion policy.
- Any known medical conditions or individual support needs must be managed by the hosting school, including carrying any necessary medication (e.g. asthma puffers, EpiPens).
- Parents/guardians or teachers/school staff are responsible for ensuring that students attending are physically fit and able to participate in activities safely.
- Students and accompanying school staff must behave respectfully towards and follow any instructions given by the workshop teacher or Sydney Dance Company staff at all times.
- Participants must be on time for the start of the class/workshop. It is important to complete the warmup properly to avoid injury and adhere to safe dance practices.
- All mobile phones must be turned off prior to commencement of the workshop.
- Students should wear comfortable clothing and shoes suitable for physical activity and bring a water bottle.
- Video and photography is not permitted unless express permission is sought from Sydney Dance Company education team in advance, and confirmed by workshop teacher on the day.

Disclaimer for participants

Dance classes/workshops can involve risk of personal injury. While Sydney Dance Company takes all reasonable care in the conduct of its classes/workshops, it accepts no responsibility for injury or loss caused during classes or whilst participants are at or near the premises. Parents/guardians/teachers are responsible for ensuring that students attending are physically fit and able to participate in activities safely. All participants agree to Sydney Dance Company's Terms & Conditions as outlined [here](#).

Review frequency

This Risk Assessment document is reviewed annually by Sydney Dance Company's Learning team.

For further queries about risk assessments for workshops and performances, please contact the Sydney Dance Company education team on education@sydneydancecompany.com or 02 9258 4800.

Current version: January 2026

Next Review: January 2027

Person responsible: Head of Open Programs & Learning