

# Retention Intention Diamond Plan

## SAFE TO STAY

Secure your studio (and your reputation) into a safe haven for all of your students so that they are able to joyously engage in the arts long-term.

- 1** Following the Safe to Stay Companion, explore your team's experiences in keeping your students safe with a team communication template called The Pendulum designed to open up conversations around how we prioritise the physical, emotional and artistic safety of our students. Start this process early in the Trimester.
- 2** The pandemic has escalated our entire approach to ensuring the safety of our students and made it even more important for our businesses to have formalised procedures in place for safety. In Pandemic Pivoting, explore how the pandemic has influenced your approach to safety in your studio.
- 3** Populate our template COVID-19 Safe Studio Policy to give your studio a crystal clear response plan to follow when it needs it most.
- 4** Duplicate the Safe Studio Template and update it with your branding and photos. Aim for a beautifully engaging and easy-to-read document. Add in colour, design elements and photos to bring the heart to this document and make it easier to connect with.
- 5** Research your region's policy on reporting child abuse by connecting with relevant government authorities.
- 6** Develop a step-by-step approach to responding to and reporting any incidents as well as a formal procedure for risk identification.
- 7** Finalise and add in your studio's COVID-19 Safe Studio Policy.
- 8** Incorporate how you are integrating consistent Health and Safety procedures into the operations of your studio including physical safety, emotional safety and artistic safety.
- 9** Complete your Safe Studio Handbook and distribute to your team, mapping out how you will continue to reinforce these commitments throughout the year in your team trainings.

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### Treasure Chest

- The Stay to Safe Companion
- Safe Studio Handbook Template

### Diamond Documentation

- A PDF of your studio's completed Safe Studio Handbook.