

CODE OF CONDUCT

We use dance as our vehicle to build confident, kind and authentic human beings that contribute positively to the world around them. All Dance Habit activities are approached with professionalism and integrity.

Dance is important to us, but never at the compromise of a student's physical, mental or emotional well-being. A Youth Protection Advocates in Dance (YPAD) licence is our formal commitment to safe and holistic dance practice.

It is a condition of enrolment and employment that all staff, contractors, students, parents (including carers or legal guardians), volunteers and extended friends and family members abide by this Code of Conduct.

Our Core Values:



Kindness

Inclusion

Empowerment

Growth

Students and Families must:

- demonstrate respect for teachers, parents, staff and other families at all times;
- respect and comply with all policies, including but not limited to Health & Safety, Make Up Lessons, Suspension, Cancellation, Child Safety and COVID-19 Safety;
- refrain from expressing critical or negative viewpoints in relation to Dance Habit staff, contractors or activities and instead seek to provide any feedback to us by email in the first instance, so we can address it directly;
- serve as a role model to children at all times ensuring appropriate language and behavior, that aligns with our core values;
- respect our approach to establish and maintain professional relationships with our families by ensuring all contact is made via the office in person, by phone or email;
- refrain from direct contact with staff via personal email, text, phone or social media unless on platforms managed directly by Dance Habit (e.g. a private Facebook group) or deemed necessary (e.g. rescheduling a private lesson);
- actively supervise siblings at all times and tidy the toddler zone after use;
- ensure equipment and studio facilities are respected and treated with care;
- refrain from photography or videography without prior permission;
- take responsibility to read email updates and keep up to date with current activities and important information and inform us promptly of any change to your contact details;
- understand and support the Dance Habit approach by encouraging children to show commitment and positivity while working to the best of their own ability.

Students of all ages must:

- arrive at least five minutes prior to your scheduled class;
- wear the correct dance uniform and dance shoes and bring a clearly named bottle of water to every class;
- present to class in a tidy and well-groomed manner with hair tied back neatly off the face. Ballet buns are required for all ballet classes and long ponytails are not permitted for senior classes;
- attend class regularly unless ill or injured, or in the event of a family emergency;
- work hard for your teacher and communicate with them if you have an injury, illness or personal circumstance that may affect your effort;
- honour prior commitments made to the studio by attending classes, rehearsals and performances above other social events;
- switch mobile phones to silent mode and do not use them during class.

All adults – staff, contractors, students, parents (including carers or legal guardians), volunteers and extended friends and family members must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps);
- put children at risk of abuse (for example, by locking doors);
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;
- discriminate against any child, including because of culture, race, ethnicity or disability;
- ignore or disregard any suspected or disclosed child abuse.

Staff must not:

- have contact with a child or their family outside of our organisation without Dance Habit's knowledge and/or consent (for example, no babysitting). Accidental contact (such as seeing people in the street) is appropriate;
- have any online contact with a child or their family (unless necessary, for example in a Facebook Group managed by Dance Habit);
- apply any unnecessary physical correction;
- have any physical contact with a child for the purpose of costume fittings or alterations without first requesting consent and seeking a parent or caregiver to be present where possible;
- use music, costumes or choreography that is inappropriate in language or theme for the age of the student/s.

Disciplinary actions

- Inappropriate, disrespectful or aggressive behaviour will not be tolerated and may result in immediate termination or dismissal.
- A breach of the Code of Conduct will result in one written warning. Further breaches may result in immediate termination of enrolment with no refund or further discussion, or immediate termination of employment or contract.
- Dance Habit is a Child Safe environment committed to understanding and abiding by the Victorian Government Child Safe Standards. Information on these standards is on the Commission for Children and Young People website.

If you believe a child is at immediate risk of abuse, for example is being threatened or assaulted at or near Dance Habit studios, phone 000.

For the benefit of all Dance Habit families, your cooperation is appreciated.