

DANCE LAB CODE OF CONDUCT

All Dance Lab activities are to be approached with professionalism and integrity. We are committed to providing a safe, welcoming and nurturing environment that seeks not only to instil a love of dance in our students, but to develop important life skills such as respect to one another, commitment, reliability and teamwork.

To ensure a happy and positive experience for all involved, it is important that students, parents (including carers and/or legal guardians), extended friends and family members and staff understand and comply with the below policies.

STUDENT POLICY

- Demonstrate respect for teachers, parents, staff and other students at all times.
- Arrive at least five minutes prior to your scheduled class. Latecomers may be refused entry.
- Be dressed in the correct uniform and foot wear.
- Present to class in a tidy and well-groomed manner with hair tied back neatly off the face. Ballet buns are required for all classes, except hip hop.
- School uniform is not appropriate dance attire and therefore not permitted.
- Bring a clearly named bottle of water to every class.
- Attend class regularly unless ill or injured, or in the event of a family emergency, in the case of a student being absent email notification must be provided.
- Honour prior commitments made to the studio by attending classes, rehearsals and performances above other social events or external dance programmes.
- Seek permission to enter outside dance competitions and external programmes/auditions.
- Do not take any photographs or film in the change rooms.
- Do not take photographs or film at Dance Lab and post on social media without permission from Miss Emily.
- Students are not permitted to be seated in the first 3 rows of the theatre at Dance Lab entered competitions. During competitions students must be accompanied by a supervising guardian over the age of 16 years (Ratio 3 children to 1 guardian), unless with a Dance Lab teacher.
- Students must serve as role models to younger dancers at all times.
- Mobile phones should be switched off or on silent mode and are not to be used during class.
- Put rubbish in the bins provided and clean up after yourself.
- Show respect and care for studio equipment and facilities.
- Ask for help if you need it – we are here for you.

PARENT (including carers and/or legal guardians) POLICY

- Demonstrate respect for teachers, students, staff and other parents at all times.
- Take responsibility to read emails and keep up-to-date with current activities and important information.
- Ensure students' siblings are supervised at all times, equipment is treated with care and the waiting areas are left tidy.
- Ensure students and siblings are not unsupervised in the car park.
- Park in the allocated car parks on the street. Do not park in the surrounding business.
- Refrain from entering either dance studio unless invited by a teacher. This includes studios not in use and extends to students' siblings.
- Understand and support the Dance Lab approach by encouraging children to show commitment and positivity while working to the best of their own ability.
- Do not take photographs or video without permission in changing areas.
- Alcohol must not be consumed at the Dance Lab premises this includes the car park.
- At external performances alcohol is not to be consumed in change rooms or allocated Dance Lab area.
- Respect our approach to establishing and maintaining professional relationships with our students and parents by:
 - Ensuring all contact is made via email; and
 - Refraining from direct communication with staff via personal email, text, phone or social media unless on platforms managed directly by Dance Lab (e.g. a private Facebook group) or deemed necessary (e.g. rescheduling a private lesson).
- Raise any concerns with Miss Emily by making an appointment via email.

GRIEVANCE POLICY

- The first step to raising a complaint should be with the teaching staff. If not satisfied with the outcome, a formal avenue can be taken.
- To raise a formal complaint, your complaint must be put in writing and dated.
- All formal avenues for handling of grievances will be fully documented.
- All complaints and questions will receive consideration and will be discussed with the individual who raises them via email.
- All discussions held are confidential.

CONDUCT POLICY

- Dance Lab does not tolerate swearing, indecent or disrespectful language, defamatory comments, or indecent or disrespectful conduct from students, parents/guardians, family members, or visitors.
- Any individual who demonstrates any of the above will have tuition suspended at Dance Lab immediately.
- Negative communications between parents and/or students will not be tolerated by Dance Lab.
- Where negative communications take place, the parents and students involved will be asked to withdraw from Dance Lab immediately. This includes at the Premises or outside of the Premises, social media, or on the internet.
- **Any person who does not comply with Dance Lab's Terms and Conditions will forfeit their position at Dance Lab and, to the extent permitted by law, will not be entitled to refund.**

BULLYING POLICY

- The following will not be tolerated in person, via email, via text messaging or via the internet;
 - Verbal abuse or shouting;
 - Physical Abuse;
 - Excluding or isolating a person;
 - Psychological harassment;
 - Humiliating a person through sarcasm, criticism or insults; and
 - Ignoring or belittling a person's contribution or opinion.
- Where any persons feel that they are the victim of bullying they should immediately raise this directly with Dance Lab staff.

Definition of Bullying:

- Bullying is defined as persistent, unjustified behaviour by an individual or group, which infringes upon the rights of others and intends to cause physical or psychological harm. Bullying includes:
 - teasing or name calling
 - put downs or comparisons of a negative nature
 - spreading rumours
 - purposeful exclusion of others
 - Disrespectful behaviour toward others
 - Physical violence and or threats to harm another person
 - Cyber bullying via electronic devices such as; computers to abuse harass or intimidate, mobile phone, twitter, face book and YouTube

Further information regarding bullying please refer to the following websites www.reachout.com
www.bullyingnoway.gov.au

The following conduct codes aim to inform and guide expectations of behaviour to promote a safe and positive learning environment that is free of bullying within the dance school community.

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