



# **Policies and Procedures (Legal Version) - Children**

**Melbourne Institute of Dance (MloD)**

**ABN 73 551 272 156**

**Approved by:** Kalman Warhaft, Director

**Last Updated:** November 2025

**Next Review:** November 2027

These Policies and Procedures are reviewed regularly to ensure they remain consistent with government guidance and continue to provide a safe and supportive environment for all members of the Melbourne Institute of Dance community.



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## 8.0 Policies and Procedures

These Policies and Procedures apply to all children enrolled in children's programs at Melbourne Institute of Dance (MloD), and to all MloD staff, teachers, assistants, and volunteers who support or supervise those activities. They apply during classes, rehearsals, workshops, performances, digital interactions, and any MloD-endorsed activities held onsite or at external venues.

These Policies and Procedures form part of the binding agreement between MloD and each enrolled student's parent or legal guardian. They must be read together with the Children's Terms and Conditions of Enrolment.

### **They must be read in conjunction with:**

- MloD Children's Code of Conduct
- MloD Terms and Conditions of Enrolment
- Other relevant policies published on the MloD website

These Policies and Procedures uphold child safety, wellbeing, inclusion, and operational integrity in accordance with the Victorian Child Safe Standards, the *Child Wellbeing and Safety Act 2005 (Vic)*, and other applicable child protection and privacy legislation.

Participation in MloD performances, workshops, or special programs is subject to the additional conditions set out in the Children's Handbook. These conditions form part of the binding agreement and must be complied with as a condition of participation. Any Working With Children Check obligations referenced in relation to these activities apply only to adult volunteers or chaperones, not to children.

MloD reviews these Policies and Procedures regularly to ensure they remain aligned with current legislation, studio needs, and best practice in child safety and performing arts education. MloD maintains records of previous policy versions and implementation dates to support transparency and accountability over time.



## 8.1 Statement of Commitment to Child Safety

Melbourne Institute of Dance (MloD) is committed to providing a safe, inclusive, and nurturing environment for all children in its care. Child safety is foundational to our values, culture, and decision-making. We have zero tolerance for child abuse in any form.

### **We are dedicated to ensuring every child feels:**

- Safe
- Respected
- Valued
- Heard

### **This commitment applies to:**

- All children
- Aboriginal and Torres Strait Islander children
- Children from culturally and linguistically diverse backgrounds
- Children with disability or additional needs

MloD complies with the Victorian Child Safe Standards and the Child Wellbeing and Safety Act 2005 (Vic) in all activities involving children.

## 1. Our Responsibilities

### **MloD is committed to:**

- Complying with the Victorian Child Safe Standards and the Child Wellbeing and Safety Act 2005 (Vic).
- Preventing and responding to child abuse, grooming, neglect, or harm.
- Upholding a culture of safety, inclusion, and empowerment for all children.
- Ensuring staff and volunteers understand their duty of care, including professional boundaries and reporting obligations.
- Providing safe environments in both children's and adult-level classes, including where mixed-age participation occurs.
- Maintain safe physical and online environments.

## 2. Staff and Volunteer Requirements

### **All MloD staff, teachers, and volunteers working with children:**

- Hold a valid Working With Children Check (WWCC)
- Complete induction and training in child safety, conduct, and reporting
- Model safe and respectful behaviour at all times

## 3. Reporting Concerns



Any concern regarding a child's safety or wellbeing is taken seriously.

**Concerns may be reported by:**

- Students
- Parents or legal guardians
- Staff or volunteers

Concerns must be reported to the School Director by emailing:  
[melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com). Confidentiality is maintained in line with Victorian legislation.

## **4. Continuous Improvement**

MloD regularly reviews this policy to ensure ongoing alignment with legislation and best practices in child safety. Policy updates will be communicated to families and made available on the MloD website.



## 8.2 Code of Conduct (Reference Only)

All students enrolled in children's classes are required to comply with the MloD Children's Code of Conduct, which outlines expected standards for respectful, safe, and inclusive behaviour.

This document is legally binding and must be reviewed and agreed to at the time of enrolment.

The Code of Conduct is available in full on our website.

<https://www.melbourneinstituteofdance.com/policies>



## 8.3 Professional Conduct and Physical Contact

Melbourne Institute of Dance (MloD) is committed to providing a safe, respectful, and child-focused learning environment. In children's classes, instructional physical contact may be used by qualified staff to support correct technique, posture, alignment, and injury prevention, in compliance with Victorian child safety laws and standards.

### 1. Purpose of Physical Contact

**Instructional touch may be necessary in dance training to:**

- Demonstrate correct technique or position
- Correct alignment to ensure safe practice of movement
- Facilitate effective learning and prevent injury
- Assist with age-appropriate partnering activities or pas de deux techniques (where applicable)

Instructional contact will only occur when reasonably necessary for the safe and effective delivery of instruction.

### 2. Child Safety and Consent

**To uphold safety, dignity, and trust:**

- Teachers will clearly explain the purpose of physical contact before it occurs, using age-appropriate language
- All touch will be professional, respectful, and limited in scope to what is necessary for effective teaching and child safety.
- Instructional touch must occur only in open, observable and safe environments.
- Children are never forced or compelled to accept physical correction and are entitled to refuse or withdraw consent for any physical contact at any time, without penalty.
- Teachers must avoid any form of touch that may be suggestive, invasive, or inappropriate, and physical contact must never involve private or sensitive areas.

### 3. Professional Boundaries

MloD staff must maintain clear professional boundaries at all times to ensure that interactions with students remain appropriate and focused on learning.

- All touch must be professional, respectful, and limited in what is necessary for instruction
- Instructional touch must occur only in safe, open, and observable environments
- Physical touch must never be used for discipline, punishment, or emotional reassurance
- Staff must report any concerns or breaches of this policy immediately.



## 4. Staff Training and Compliance

- All teachers, assistants, and authorised personnel are required to undertake training in child safety, professional standards, and trauma-informed instruction
- All staff must comply with Victorian Child Safe Standards, mandatory reporting laws, and the MloD Code of Conduct
- Any breach of this policy will be managed in accordance with 8.7 Complaints and Concerns, and relevant child protection legislation

## 5. Reporting Concerns

- Students, parents, or guardians may report concerns to the School Director at [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com)
- All reports will be handled promptly, respectfully, and confidentially
- Serious or recurring breaches may result in disciplinary action, termination of employment, and/or notification to external authorities as required by law

## 6. Applicability

This policy applies to all MloD staff, teachers, guest instructors, assistants, and volunteers involved in MloD's children programs.





## 8.4 Bullying and Harassment

### 1. Purpose

The purpose of this policy is to ensure that every child at Melbourne Institute of Dance (MloD) feels safe, respected, and supported. Bullying or harassment of any kind is not tolerated in our school. This policy sets out how we prevent, identify, and respond to bullying so that all students can learn and grow in a caring and inclusive environment.

### 2. Scope

This policy applies to all students enrolled in children's classes, rehearsals, workshops, performances, online programs, or any other activity connected to MloD. It also applies to conduct that occurs before or after class, where it affects a student's wellbeing within our community.

### 3. Commitment to a Safe and Respectful Environment

MloD is committed to protecting the emotional, physical, and social wellbeing of every student. We believe that every child has the right to feel safe, be included, and learn free from fear, intimidation, or humiliation. We encourage kindness, empathy, teamwork, and respectful communication, and we actively promote positive peer relationships.

### 4. Understanding Bullying

Bullying is deliberate and repeated behaviour that causes harm to another person. It can be verbal, physical, social, or emotional.

#### **Examples include, but are not limited to:**

- Excluding or isolating another student on purpose
- Mocking, teasing, name-calling, or belittling someone
- Threatening or intimidating behaviour
- Pressuring others to behave in a certain way
- Interfering with or damaging another student's belongings
- Repeated unkindness disguised as "jokes"

Bullying can occur face-to-face, indirectly through others, or online.

### 5. Understanding Harassment

Harassment is unwelcome behaviour that offends, humiliates, or intimidates another student. It may happen once or repeatedly.

#### **Examples include, but are not limited to:**

- Hurtful comments about appearance, ability, or background



- Persistent unwanted attention
- Deliberate embarrassment or humiliation
- Spreading rumours or gossip

Harassment may occur in class, in changing areas, backstage at events, during breaks, or in online spaces.

## 6. Cyberbullying

Cyberbullying involves harmful or hostile behaviour carried out through digital platforms such as messaging apps, social media, group chats, or livestreams.

**Examples include, but are not limited to:**

- Sharing hurtful comments or images
- Excluding students from online groups or chats
- Posting or forwarding rumours
- Impersonating another student online

Cyberbullying is treated with the same seriousness as in-person bullying.

## 7. Prevention and Education

MloD promotes a positive and supportive studio culture.

**Examples include, but are not limited to:**

- Modelling respectful communication
- Encouraging kindness, inclusion, and teamwork
- Setting clear behavioural expectations
- Teaching students how to seek help
- Encouraging students to speak up if something feels wrong
- Providing supervision in all learning environments where reasonably practicable

## 8. Reporting Bullying or Harassment

Any student who feels unsafe, targeted, or uncomfortable is encouraged to speak to a teacher or trusted adult as soon as possible. Students or parents/guardians may report concerns to the School Director, or a teacher, or by emailing [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com).

All concerns are taken seriously, listened to with care, and managed promptly. Students will never be punished or disadvantaged for reporting bullying.

Students are not required to confront the person involved before reporting. All concerns are heard respectfully, handled discreetly, and acted upon in a timely manner.



## 9. How MloD Responds

**When bullying or harassment is reported or observed, MloD will:**

1. Ensure the immediate safety and wellbeing of the affected student
2. Listen to all parties involved
3. Assess the nature and seriousness of the behaviour
4. Record the concern where appropriate
5. Guide to help repair relationships and restore safety
6. Take appropriate follow-up action, which may include behaviour correction, parent involvement, or additional support
7. Monitor the situation to ensure the behaviour does not continue

If behaviour persists or escalates, further steps may be taken to protect the safety and wellbeing of the student.

## 10. Support for Students

**Students who experience bullying or harassment will be supported through:**

- A safe space to speak and be heard
- Reassurance and validation of their feelings
- Encouragement to stay engaged in learning and participation
- Ongoing check-ins where appropriate
- Assistance in rebuilding confidence and connection within the studio

Where helpful, restorative approaches may be used to promote understanding and positive change.

## 11. Roles and Responsibilities

### Students

- Treat others with kindness
- Include others and show respect
- Report behaviour that causes harm

### Parents and Guardians

- Encourage respectful behaviour
- Support their child to speak up
- Raise concerns early so they can be resolved

### Teachers and Staff

- Model appropriate behaviour
- Respond promptly to concerns



- Provide guidance, care, and follow-up support
- Ensure that students feel safe speaking up

## **12. Privacy and Confidentiality**

All reports of bullying or harassment are handled discreetly and confidentially. Information is shared only with those who need to know to support the wellbeing and safety of the student.



## 8.5 Privacy and Data Protection

### 1. Scope and Commitment

Melbourne Institute of Dance (MloD) is committed to protecting the privacy of all students, as well as their parents or legal guardians. All personal information is handled in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and the Victorian Child Safe Standards (2022).

This policy applies to all students, families, website users, and individuals who interact with MloD online or in person.

### 2. Personal Information We Collect

**MloD may collect personal information, including, but not limited to:**

- The students name, age, date of birth, and class level
- Parent and guardian contact information and emergency contacts
- Medical or accessibility information required for class participation and safety
- Enrolment details and attendance records
- Photos or video recordings with prior written consent
- Website usage data through cookies or analytics tools

### 3. How We Collect and Use Information

We collect personal information through enrolment forms, website enquiries, email communication, and participation in classes.

**This information is used to:**

- Manage enrolments and class participation
- Communicate with parents and guardians
- Support student health, safety, and wellbeing
- Comply with child safety and reporting obligations
- Organise participation in events, assessments, or performances
- Improve programs and services

MloD does not collect personal data from children without a lawful and legitimate purpose.

### 4. Photography and Media Consent

Photos and videos are only used with the prior consent of a parent or guardian. Consent can be withdrawn at any time by contacting MloD in writing.



## **5. Storage and Security**

Personal information is stored securely and kept only for as long as required by law, or for safety, administrative, or educational purposes. MloD protects this information from unauthorised access, misuse, modification, or disclosure.

## **6. Third-Party Services**

MloD uses trusted third-party providers for communication and administrative services (e.g. Gmail, website hosting, enrolment systems). These providers may store personal data on secure servers located outside Australia, in accordance with Australian Privacy Principle 8 (cross-border disclosure).

All third-party services must comply with privacy and child safety requirements.

## **7. Cookies and Website Analytics**

Our website may use cookies and analytics tools to help understand visitor engagement and improve user experience. These do not store personally identifiable information about children unless voluntarily submitted by a parent or guardian.

## **8. Access, Correction, or Deletion of Information**

Parents or guardians may request access to, correction of, or deletion of personal information by contacting MloD. Requests will be handled within a reasonable timeframe unless retention is legally or ethically required.

## **9. Complaints or Privacy Concerns**

Privacy-related concerns or complaints may be directed to the School Director. All enquiries will be managed confidentially and in accordance with our legal obligations.

### **Contact:**

Mr Kalman Warhaft

Director, Melbourne Institute of Dance

Email: [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com)



## 8.6 Complaints and Concerns

### 1. Purpose

Melbourne Institute of Dance (MloD) is committed to providing a safe, supportive, and child-focused environment. This policy outlines how students, parents, and guardians can raise a concern or lodge a complaint, and how MloD will respond to ensure every matter is handled promptly, respectfully, and in accordance with child safety obligations.

### 2. Scope

**This policy applies to:**

- All students in children's classes
- Parents and guardians of students in children's classes
- MloD teachers, assistants, and staff
- Complaints or concerns relating to conduct, safety, wellbeing, child protection, or studio practices

### 3. Guiding Principles

**MloD addresses all complaints and concerns in accordance with the following principles:**

- **Child safety comes first** – the wellbeing of the student will always be the priority
- **Respect and sensitivity** – all concerns are taken seriously and responded to without judgment
- **Confidentiality** – information will be shared only on a need-to-know basis, consistent with privacy and reporting laws
- **No retaliation** – students and families will not be penalised for raising a concern
- **Fair process** – all matters will be handled impartially and in good faith

### 4. Raising a Concern

If immediate action is required for safety, please notify a staff member verbally immediately.

All non-emergency Concerns or Complaints should be emailed to [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com) with the subject line: “**Concern**” or “**Formal Complaint**”

**The complaint should include:**

- Name of the student and parent/guardian
- A brief description of the concern
- Relevant dates, people involved, and any supporting information
- The desired response or outcome (if known)



## **5. Response and Resolution**

### **MloD will:**

- Acknowledge receipt of the complaint promptly
- Investigate the matter fairly and, if relevant, speak with those involved
- Take appropriate action according to MloD's policies and laws relating to child safety
- Communicate the outcome to the complainant promptly

Where the concern involves suspected child abuse, grooming, or serious safety issues, MloD will follow its statutory reporting obligations under Victorian law.

## **6. Escalation**

If a complaint cannot be resolved at the studio level, or involves serious misconduct, MloD may advise escalation to an external child safety authority or education regulator. Advice will be provided to the parent or guardian if such escalation is necessary.

## **7. Record Keeping**

All formal complaints are documented and securely stored, in accordance with 8.6 Privacy and Data Protection. Access to complaint records is restricted to authorised personnel.





## 8.7 Health, Safety, and Wellbeing

### 1. Purpose

To ensure the health, safety, and wellbeing of all children and young people participating in MloD programs. This policy outlines MloD's commitment to providing a safe physical and emotional environment and to preventing injury, illness, or harm during all school activities.

### 2. Scope

**This policy applies to:**

- All students
- Parents and guardians
- Teachers, staff, contractors, and volunteers
- All MloD-endorsed classes, rehearsals, performances, events, and excursions

### 3. Policy Statement

**MloD is committed to:**

- Providing a safe learning environment
- Identifying and managing risks to prevent injury, illness, or harm
- Promoting safe dance practice, positive body image, and mental wellbeing
- Ensuring that staff and students understand their health and safety responsibilities;
- Taking appropriate and timely action when safety concerns arise.

### 4. Health, Safety, and Wellbeing Standards

**To maintain a safe environment, MloD will:**

- Ensure all venues meet health, safety, and child protection standards
- Maintain clear emergency and evacuation procedures displayed in all venues
- Supervise children at all times while on MloD premises or at MloD events
- Provide appropriate first-aid equipment and trained first-aid personnel
- Record and report injuries or incidents in accordance with MloD procedures
- Support students' emotional wellbeing by discouraging negative body talk and promoting respect for healthy body diversity
- Encourage children to speak up if they feel unwell, unsafe, or uncomfortable
- All uniforms, costumes and choreography for children will be age-appropriate, comfortable, and respectful of student wellbeing



## 5. Medical Fitness and Participation

Students who present with a medical or psychological condition (including, but not limited to, an eating disorder or injury) that may compromise their safety or ability to participate in dance activities, MloD may require medical clearance before allowing participation or continued enrolment.

Where medical advice indicates that participation could be harmful to the student's physical or emotional wellbeing, MloD reserves the right to temporarily restrict or suspend participation until it is deemed safe to return.

This decision will always be made with compassion, confidentiality, and in consultation with the student's parent or guardian, prioritising the child's health and welfare above all other considerations.

## 6. Travel to and from Studio or Theatre

For safety reasons, students must not arrive early and be left waiting outside the studio or theatre if the door is locked or no teacher is present.

Parents and guardians must come to the front door to pick up their children. Students are not permitted to wait outside for pick up and must remain inside the studio until collected.

If a child is to walk home alone, written permission (via email [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com)) from their parent or guardian is required. We do not recommend this for any children enrolled in Tiny, Pre, or Levels 1 to 4.

Students must wear street clothes or a school tracksuit over their dance uniform when travelling to and from the studio for safety.

Street shoes must be worn outside the studio. Ballet or dance shoes should not be worn outdoors, as this can damage the footwear, transfer dirt onto the studio floor, and increase the risk of injury.

## 7. Responsibilities

### Director:

- Ensures compliance with all health and safety and child protection laws

### Staff and Teachers:

- Maintain safe dance practices and report hazards or incidents immediately
- Monitor students' wellbeing and respond to any concerns promptly
- Model calm, respectful, and safety-focused behaviour

### Students and Parents or Guardians:

- Follow the teacher's instructions for safety



- Report any injuries, hazards, or concerns as soon as possible
- Communicate health conditions that may affect participation

## **8. Emergency Evacuation and Lockdown**

All students must follow MIOD's Emergency and Evacuation Procedures as outlined in 8.8 Emergency and Evacuation Procedures, and displayed at each venue.



## 8.8 Emergency Evacuation and Lockdown

### 1. Purpose

This policy ensures the safety and wellbeing of all students, staff, parents, and visitors during an emergency situation such as fire, threat, or other critical incident.

It outlines the actions to take in the event of an **Evacuation** (when it is safest to leave the building) or a **Lockdown** (when it is safest to remain inside).

### 2. Scope

This policy applies to:

- All staff, teachers, contractors, and volunteers
- All students (children and adults) attending MloD classes
- All parents, carers, and visitors present on-site at the time of an emergency

### 3. Policy Statement

Melbourne Institute of Dance is committed to providing a safe environment for everyone.

All staff must be familiar with the procedures for evacuation and lockdown, and all students should be calmly guided to follow teacher instructions.

Safety takes priority over property or class activity.

### 4. Emergency Evacuation Procedure

#### When to Evacuate

An evacuation should occur when there is:

- Fire, smoke, or explosion
- Gas leak or chemical spill
- Structural damage
- Any other hazard where remaining in the building is unsafe

#### Immediate Actions

##### 1. Alert and Raise Alarm

- If you discover a fire or hazard, alert others immediately and notify the class teacher or site manager.
- Activate the nearest alarm (if available) or call **000** for emergency services.

##### 2. Teacher Responsibility

- Stop all activity immediately.



- Instruct students to remain calm, leave belongings behind, and follow the evacuation route.
- Take attendance list or class roll if safely accessible.
- Lead students to the **designated assembly point**.

### 3. Assembly Points

- **Deepdene Hall:** Outside, near the tennis courts in the car park. Or out the front of the church on Burke Rd footpath.
- **Koonung Heights Hall:** Front of church carpark, on grass area.
- **Other Venues:** Refer to specific emergency map located near the main exit.

### 4. At the Assembly Point

- Take a roll call and account for all students.
- Do not re-enter the building until emergency services declare it safe.

## 5. Lockdown Procedure

### When to Lockdown

A lockdown should occur when:

- There is a threat of violence or intruder
- Dangerous person or animal is on the premises
- Police or emergency services advise shelter-in-place

### Immediate Actions

#### 1. Announcement or Signal

- The teacher or hall manager will call out “**Lockdown**” or signal clearly to all rooms.

#### 2. Teacher Responsibility

- Direct all students to move away from doors and windows.
- Lock or block doors where possible.
- Turn off lights, silence mobile phones, and keep everyone quiet.
- Stay low and calm until the “All Clear” is given.

#### 3. Communication

- Contact **000** as soon as safe to do so.
- Teachers to message or call the Director (Kalman Warhaft – 0416 432 295) once safe.

#### 4. All Clear



- Only resume activity when emergency services or the Director confirms it is safe.

## 6. Post-Incident Procedures

- A debrief will occur after any evacuation or lockdown.
- Incident reports must be completed within 24 hours.
- Parents will be notified of any major incident affecting student safety.
- MloD will review the procedure annually or after any emergency event.

## 7. Roles and Responsibilities

Role	Responsibility
<b>Director / Site Manager / Teachers</b>	Oversee emergency response, liaise with emergency services, and ensure staff training. Lead and account for all students, follow the procedure calmly and quickly
<b>Volunteers / Assistants</b>	Support teachers and ensure younger students remain calm and grouped.
<b>Parents / Visitors</b>	Follow staff directions immediately and do not interfere with emergency personnel.

## Emergency Contacts

- **Emergency Services:** 000
- **MloD Director:** Kalman Warhaft – 0416 432 295
- **Poison Information Centre:** 13 11 26

## 8. Training and Drills

At the beginning of **Terms 1 and 3**, all class teachers are required to explain the evacuation and lockdown procedures to their students.

Each class must also participate in a **practical drill** at their respective venue to ensure everyone understands the process and assembly points.



## 8.9 COVID-19 Safety Guidelines

### 1. Purpose

The purpose of this policy is to protect the health and wellbeing of all students, families, staff, and visitors by outlining the measures Melbourne Institute of Dance (MloD) has in place to prevent and manage the risk of COVID-19 and other respiratory illnesses within the studio environment.

### 2. Scope

This policy applies to all students, parents/guardians where applicable, staff, contractors, volunteers, and visitors entering MloD premises or participating in MloD programs, including online classes. It applies to all studio spaces, change areas, reception/waiting areas, and any MloD-organised activities.

### 3. Our COVID-Safe Commitment

MloD is committed to providing a safe learning environment while balancing continuity of participation and community wellbeing.

#### **MloD's approach centres around:**

- Individual responsibility
- Care for others
- Early reporting of illness
- Minimising risk of transmission
- Following the current Victorian health guidance

### 4. Understanding COVID-19 and Respiratory Symptoms

Students, staff, and family members must not attend the studio if unwell or displaying symptoms consistent with COVID-19 or other respiratory illness.

#### **These may include:**

- Fever or chills
- Cough
- Sore throat
- Runny or blocked nose
- Shortness of breath
- Headache or body aches
- Loss of taste or smell

Anyone who begins to feel unwell during class may be asked to step aside and make arrangements to leave so the wellbeing of others is protected.



## **5. Attendance and Participation**

**To protect our community, the following applies:**

- Students and staff must stay home if unwell or recovering from COVID-19 or a respiratory illness
- Individuals are encouraged to return only once they feel well enough to participate safely
- Where appropriate, students may temporarily join class via Zoom until they are well enough to return onsite
- Parents/guardians should notify MloD if their child has attended while potentially infectious

## **6. Positive COVID-19 Cases**

Individuals who test positive to COVID-19 must follow current Victorian Government public health advice regarding recovery and return to normal activities. MloD does not impose an additional fixed isolation period but expects students to act responsibly in protecting others.

## **7. Remote / Zoom Access**

Where illness prevents in-person attendance, remote participation may be made available so that progress is not disrupted.

**This option:**

- Supports continuity of training
- Enables students to continue participating from home safely
- Is offered at MloD's discretion, depending on class type and scheduling

## **8. Hygiene and Studio Etiquette**

**MloD maintains a clean and healthy environment by:**

- Providing hand sanitiser at studio entry and exit points
- Encouraging handwashing before and after class
- Regularly cleaning high-touch surfaces
- Ventilating studio spaces where practicable
- Encouraging students to bring personal water bottles and avoid sharing items

## **9. Masks and Personal Choice**

Masks are optional and always welcome. Individuals choosing to wear a mask are supported in doing so without question or stigma.





## **10. Respectful Community Responsibility**

Caring for the wellbeing of others is part of MloD's studio culture.

### **Students, families, and staff are expected to:**

- Stay home when sick
- Communicate early where illness is known
- Show respect toward others' health choices
- Support a safe and inclusive environment

## **11. Privacy and Confidentiality**

Medical or health-related information shared with MloD is treated confidentially and used solely for safety and operational purposes. Personal health status will never be publicly disclosed. Personal health status will never be publicly disclosed.

## **12. Alignment with Government Guidance**

This policy aligns with current Victorian public health recommendations. As guidance evolves, MloD may adjust its procedures to reflect updated best practices for community health.



## 8.10 Social Media and Digital Communication

### 1. Purpose

This policy outlines the guidelines for all social media and digital communication involving students and parents/guardians at the Melbourne Institute of Dance (MloD), ensuring the protection of the safety, privacy, and wellbeing of children. It upholds the Victorian Child Safe Standards and reflects MloD's values of professionalism, integrity, and respect.

### 2. Scope

**This policy applies to:**

- All students in children's classes
- Parents and guardians of enrolled students in children's classes
- MloD teachers, assistants, contractors, volunteers, and staff
- Any form of digital communication or image sharing connected to MloD programs or platforms

### 3. Digital Contact Between Staff and Students

- MloD communicates (email) with students via their parent or guardian
- After enrolment and with permission from a student's parent or legal guardian, MloD can contact students (email) from [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com)
- Staff must not privately message, follow, or interact with minors through personal social media accounts or private messaging apps
- Any MloD-approved use of digital platforms for information-sharing involving minors must be supervised, transparent, and documented
- All digital communication must comply with MloD's Child Code of Conduct and professional conduct policies

### 4. Use of Images, Filming, and Digital Media

- Images, videos, or audio recordings of students may only be captured, shared, or published when written media consent has been provided by a parent or guardian
- All use of such media is royalty-free and non-compensable
- MloD may repost public content shared by a parent or guardian only where media consent is already on file
- Consent may be withdrawn at any time in writing; however, once content has been published, MloD cannot guarantee full removal from third-party platforms or archival print or media
- Filming or photography inside classrooms or studios is only permitted with prior teacher approval and where all visible students have provided media consent



## **5. Parent, Guardian, and Student Use of Social Media**

- Parents and students must not post or share photos or videos of other children taken at MloD or at MloD-endorsed events without written permission from the respective parents or guardians
- Recording or sharing class choreography, studio footage, or instructional materials without express approval from MloD is not permitted
- Any public commentary about MloD or its students online must remain respectful and must not cause harm, embarrassment, or exclusion

## **6. Student-to-Student Digital Communication**

- MloD does not monitor private communication between students (e.g., WhatsApp, iMessage, group direct messages), as they are outside school oversight
- Where content shared between students outside of class results in bullying, wellbeing concerns, or a breach of child safety within the MloD community, MloD may intervene in accordance with the Child Code of Conduct and reporting obligations

## **7. Enforcement**

- Breaches of this policy by parents, guardians, students, or staff will be managed as violations of MloD's Policies and Procedures or Code of Conduct
- MloD reserves the right to request the removal of content that breaches this policy
- Staff found to be in breach of these digital conduct obligations may be subject to disciplinary action, including removal from duties or external reporting

## **8. Reporting and Non-Retaliation**

- Concerns relating to digital conduct, misuse of media, or breaches of this policy must be reported directly to the School Director by email at [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com)
- No student, parent, or guardian will be disadvantaged for raising a concern made in good faith
- All reports will be handled confidentially and in accordance with privacy and child safety legislation



## 8.11 Online Safety and Communication Boundaries

Melbourne Institute of Dance (MloD) is committed to ensuring the safety, privacy, and wellbeing of all children and young people in both physical and digital environments. This policy outlines the boundaries for communication between MloD staff and students, consistent with the Victorian Child Safe Standards and MloD's Code of Conduct.

### 1. Scope

**This policy applies to:**

- All students enrolled in children's classes and their parents or legal guardians
- All MloD teachers, assistants, volunteers, and authorised staff
- Any form of digital communication connected to MloD, whether school-sanctioned or personal

### 2. Communication Rules for Students, Parents and Guardians

To ensure the protection of minors, MloD enforces the following communication boundaries:

- MloD communicates (email) with students via their parent or guardian
- After enrolment and with permission from a student's parent or legal guardian, MloD can contact students (email) from [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com)
- Staff are prohibited from contacting students using personal communication channels, including:
  - Personal social media accounts (e.g., Facebook, Instagram, TikTok)
  - SMS, instant messaging apps (e.g., WhatsApp, Messenger, iMessage), or private DMs
  - Personal email accounts
- No private, one-on-one, or unsupervised digital communication is permitted between staff and a student in children's classes

### 3. Approved Communication Channels

- MloD may send class updates, schedules, and school information via:
  - The parent or guardian's email address
  - MloD's official mailing lists or public notices
  - Supervised one-to-many platforms, such as MloD's website or public social media pages
- Instructors must only use MloD-authorised platforms or school accounts to communicate with families, never personal accounts

### 4. Prohibited Communication Includes:

- Private one-to-one messaging of students in children's classes
- Direct communication with minors through personal social media accounts



- Sending personal photos, emojis, memes, or any communications not directly related to MloD activities
- Any communication that bypasses parental knowledge or consent

## **5. Responding to Miscommunication or Breaches**

- Any communication request made directly by a student must be respectfully redirected to their parent or guardian
- Any breach of this policy must be reported immediately to the School Director at [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com)
- Breaches will be addressed under MloD's Child Safety, Complaints, and Professional Conduct policies

## **6. Staff Responsibility and Compliance**

- All MloD staff and volunteers must complete training in child-safe communication
- Staff are required to maintain records of school-related digital communication for transparency and accountability
- Failure to abide by this policy may result in disciplinary action or mandatory reporting to child safety authorities if required by law



## 8.12 Programming and Content (Music and Choreography)

### 1. Purpose

Melbourne Institute of Dance (MloD) is committed to providing a safe, respectful, and age-appropriate learning environment for all children. This policy ensures that all music, choreography, costuming, and artistic content used in classes, rehearsals, performances, and events reflect MloD's values of student safety, integrity, inclusion, and artistic excellence.

### 2. Scope

**This policy applies to:**

- All class music and choreography are assigned to children
- Rehearsal and performance material
- Content selected by teachers, guest instructors, or choreographers
- Digital or recorded media played in classes or events
- Costuming, gestures, props, movement themes, or conceptual work involving minors

### 3. Standards for Content Selection

**All music and choreography must be:**

- Age-appropriate for the youngest or most vulnerable student in the group
- Respectful and inclusive
- Free from explicit sexual, violent, discriminatory, or demeaning themes
- Aligned with student wellbeing and healthy self-image
- Culturally respectful and suitable for a learning environment
- Suitable for a child-safe educational setting

Where uncertainty exists, MloD applies a “child-safe first” assessment before content is approved.

### 4. Artistic Integrity and Instructional Context

**Choreography and class content for children should be selected to:**

- Support technical development
- Reflect musicality and artistry in a safe way
- Model professionalism and respect
- Maintain classroom dignity and physical safety
- Provide age-appropriate interpretations when adapting works from classical, contemporary, or cultural repertoire

Teachers must adapt or contextualise choreography from professional sources to protect the safety and wellbeing of students.



## **5. Cultural and Community Considerations**

MloD acknowledges that some professional dance works may include mature themes that are not suitable for children. The school applies higher duty-of-care standards than those used in entertainment or professional contexts, ensuring that all classroom and performance materials are relevant, respectful, and safe for minors.

## **6. Responding to Concerns About Content**

Parents, guardians, or students may raise concerns about programming or content at any time.

### **MloD will:**

- Review the concern sensitively and respectfully
- Consider suitability for all age groups present
- Amend, replace, or contextualise material if necessary
- Communicate respectfully with the person who raised the concern

Any content that may negatively impact child safety or wellbeing will be amended or removed without delay.







## 8.13 Artificial Intelligence (AI), Digital Image Generation, and Intellectual Property

### 1. Purpose

Melbourne Institute of Dance (MloD) is committed to protecting the safety, privacy, identity, and wellbeing of all students.

The purpose of this policy is to prevent the misuse of images, videos, voice recordings, and likenesses of children through Artificial Intelligence (AI) technologies, including but not limited to deep fakes, voice-cloning, and digital image manipulation.

This policy supports compliance with the Victorian Child Safe Standards and MloD's broader digital safety obligations.

### 2. Scope

**This policy applies to:**

- All students enrolled in any MloD program
- Parents, guardians, and carers
- All MloD staff, teachers, assistants, volunteers, contractors, and guest instructors
- All digital environments connected to MloD, including email, private messaging, group chats, websites, social media, online classes, and home environments where MloD content is used

**This policy applies to all images, videos, audio recordings, and digital materials captured:**

- On MloD premises
- During classes, rehearsals, workshops, and performances
- At MloD-endorsed events
- In online or virtual settings
- In any context where MloD students or staff may appear

### 3. Prohibited Use of AI Technologies

To protect children from harm, exploitation, misrepresentation, or loss of privacy, MloD strictly prohibits the following:

#### 3.1 AI Image and Video Manipulation

**Students, parents, and staff must not:**

- Upload, input, or submit photos or videos of any MloD student under 18 into AI tools
- Use AI to alter, modify, distort, or enhance any image or video containing children



- Create AI-generated images or videos (deep fakes or similar) depicting MloD students or staff
- Use AI to produce fictionalised, humorous, satirical, or stylised content involving children

### **3.2 Voice-Cloning and Audio Manipulation**

**The following are strictly prohibited:**

- Uploading children's voices or audio clips into voice-cloning software
- Creating AI-generated or AI-altered audio that mimics a child or teacher
- Using AI tools to replicate, manipulate, or synthesise a student's or teacher's voice

### **3.3 AI Reproduction of Class Content**

**Under no circumstances may students, parents, or staff:**

- Upload choreography, class videos, rehearsal footage, teaching instructions, or studio materials into AI systems
- Use AI to recreate or generate versions of MloD choreography, sequences, or teaching methods

### **3.4 AI-Generated Identity Simulations**

**The following are strictly prohibited:**

- Using AI to simulate, copy, or reconstruct another person's likeness, face, or body
- Creating digital characters or avatars based on MloD students or staff without full formal consent
- Generating composite or fictional characters that resemble real MloD students

## **4. Consent Requirements**

Because minors cannot legally consent to AI reproduction or manipulation of their image or voice:

- Children cannot provide consent for any AI-related use of their image or voice
- Verbal consent from a child is invalid
- Parent or guardian consent alone is not sufficient
- MloD must provide written approval before any image, audio, or video involving a child is used in any digital editing or AI process

This includes personal, private, and "for fun" use outside the studio.

## **5. Digital Safety and Child Protection Rationale**

**AI misuse involving children poses significant risks, including:**

- Loss of control over their image
- Digital manipulation leading to harm or embarrassment



- Unauthorised distribution
- Exposure to identity theft
- Contribution to AI datasets without consent
- Bullying, harassment, or reputational damage
- Risk of exploitation or grooming

For these reasons, MloD has a zero-tolerance policy regarding AI use involving minors.

## **6. Staff Responsibilities**

**All MloD staff, teachers, and volunteers must:**

- Monitor for digital safety concerns
- Report any suspected AI misuse involving children
- Act immediately to protect the child's wellbeing
- Explain AI-related risks to students and families when appropriate
- Model safe, ethical digital behaviour

## **7. Reporting AI Misuse**

Any suspected or actual misuse of AI involving a child must be reported immediately to the School Director at [melbourneinstituteofdance@gmail.com](mailto:melbourneinstituteofdance@gmail.com).

**All reports will be managed:**

- Promptly
- Confidentially
- In accordance with MloD's Complaints and Child Safety Policies

Where required, MloD may escalate matters to external agencies.

## **8. Consequences for Breaches**

**Breaches of this policy may result in:**

- Removal of prohibited digital content
- Written or verbal warnings
- Temporary or permanent suspension from classes
- Cancellation of enrolment
- Mandatory parent/guardian meetings
- External reporting, where legally required

MloD will act at all times in accordance with its duty-of-care obligations and the safety needs of children.

## **9. Review and Updates**

**This policy will be reviewed:**



- Every two years
- Immediately following any incident involving AI or digital misuse
- When new technologies, risks, or legal requirements arise

Revised versions will be published on the MLOD website and communicated to families.



## 8.14 Recruitment and Screening (Child Safety)

### 1. Purpose

Melbourne Institute of Dance (MloD) is committed to ensuring that every person engaged to work with students is suitable, safe, and appropriately qualified. This policy outlines MloD's legal and organisational requirements for recruitment, screening, and verification of all staff, teachers, contractors, and volunteers, to ensure the protection and wellbeing of children and young people in our care.

### 2. Scope

**This policy applies to:**

- All employed staff (full-time, part-time, casual)
- Ballet and dance teachers, classroom assistants, and rehearsal assistants
- Volunteers, trainees, interns, and student teachers
- Guest artists, contractors, substitute or relief instructors
- Any individual delivering or supporting children's programs, whether paid or unpaid

The policy applies both before commencement of duties and throughout the duration of engagement at MloD.

### 3. Minimum Screening Requirements

**Before commencing any role involving contact with students, all personnel must:**

- Hold a current Victorian Working With Children Check (WWCC) or recognised equivalent
- Provide verified proof of identity (e.g., passport, driver's licence)
- Undergo reference checks addressing suitability to work with children and past professional conduct
- Sign MloD's Staff Child Safe Declaration, acknowledging child safety obligations
- Sign MloD's Code of Conduct and relevant policies prior to engaging with students
- Complete compulsory Child Safety Standards and Mandatory Reporting training

No person may commence duties with children or have unsupervised contact until all checks are fully completed, verified, and approved by MloD management.

### 4. Recruitment Process

MloD follows a child-safe recruitment approach.

**This includes:**

- Position descriptions and advertisements that specify child safety responsibilities



- Interview processes that assess both technical skill and personal conduct with children
- Reference checks that include specific questions about past supervision of or interaction with young people
- Verification of all screening documents before the offer of employment or engagement
- Signed acknowledgement and agreement to comply with MloD's child safety policies before work commences

## **5. Guest Teachers, Contractors, and Relief Staff**

**All non-permanent staff, including guest teachers, workshop leaders, or substitute instructors must:**

- Hold a valid WWCC
- Complete identity verification and reference screening
- Sign a written agreement to comply with MloD's child safety policies and procedures
- Conduct themselves in a professional, child-safe manner at all times while representing MloD

## **6. Ongoing Monitoring and Renewal**

MloD's child-safe obligations are ongoing.

**The school:**

- Maintains secure records of all WWCC and clearance status
- Monitors expiry dates and requires renewal before any lapse
- May undertake further screening or integrity checks if concerns arise
- Conducts regular reviews of suitability for continued child-related work

## **7. Disqualification and Red Flags**

**An individual will be considered unsuitable for child-related work if they:**

- Refuse or fail to provide necessary screening documentation
- Have a WWCC cancellation, revocation, suspension, or refusal
- Display inappropriate behaviour or professional boundary violations
- Fail to comply with MloD's Child Safety, Code of Conduct, or reporting policies

MloD reserves the right to suspend, terminate, or refuse any engagement where child safety is at risk.

## **8. Non-Compliance and Mandatory Reporting**

Any suspected breach of this policy or concern about a person's suitability must be reported immediately to the School Director.

Recruitment or engagement will not proceed—or will be immediately terminated—if screening requirements or child safety obligations cannot be met.



## 8.15 Shared Studio Use with Adults

MloD runs concurrent adult and children's programs. Shared studio spaces include, but are not limited to, reception areas, changing rooms, foyers, corridors, waiting areas, and studios.

### **To ensure safety:**

- Adult students must comply with all MloD Child Safety Policies
- Behaviour in shared spaces is supervised by MloD staff
- Children are not to be approached or engaged by adult students except under teacher supervision and in accordance with MloD policies
- Child safety expectations apply to all staff, visitors, and adult students



## 8.16 Teacher Training, Supervision, and Ongoing Compliance

### 1. Purpose

This policy applies to all teachers, assistants, volunteers, and personnel who work with students in children's programs at Melbourne Institute of Dance (MloD). It ensures compliance with child safety legislation and professional conduct standards. All staff are expected to contribute to a safe and supportive learning environment. The policy outlines MloD's commitment to ongoing training, active supervision, and continuous assessment of staff suitability for work involving children.

### 2. Scope

**This policy applies to:**

- All dance teachers and classroom assistants
- Administrative and support personnel who may interact with children
- Volunteers, trainees, and student teachers
- Guest artists, contractors, and substitute instructors

It applies for the full duration of engagement, not only at the point of recruitment.

All staff remain bound by child-safe obligations both in-person and online, and whether acting in a professional or personal capacity, where their conduct may impact student safety or wellbeing.

### 3. Screening Compliance

**All personnel must:**

- Hold a current Victorian Working With Children Clearance (WWCC) or recognised equivalent
- Notify MloD immediately of any change affecting their WWCC status or suitability
- Maintain ongoing compliance with all legal and organisational child safety requirements
- Submit to periodic screening or conduct checks if concerns or red flags arise

Screening records are securely stored, and MloD monitors expiry dates, re-application timelines, and suitability for continuous engagement.

### 4. Ongoing Monitoring

**Compliance is actively monitored through:**

- Tracking of WWCC expiry and renewal dates
- Annual review of clearance, screening status, and suitability
- Supervised observation of teaching and child engagement practices
- Performance reviews that include assessment of child safety and conduct obligations





- Escalation processes if concerns are identified, including temporary suspension or termination

## **5. Mandatory Child Safety Training**

All MloD personnel involved in children's programs must participate in compulsory annual training.

### **This includes:**

- Child Safe Standards and legal reporting obligations
- Developmentally appropriate teaching and communication techniques
- Professional boundaries and safe physical contact
- Early intervention and response to child safety concerns or disclosures
- Respectful, trauma-informed practice
- Review of MloD's Child Code of Conduct and Complaints Procedures

Additional or updated training may be required in response to legal changes, emerging risks, or updated organisational policies.

## **6. Conduct, Supervision, and Accountability**

### **MloD staff are required to:**

- Adhere to the Child Code of Conduct at all times
- Model positive, respectful, and professional behaviour
- Maintain appropriate boundaries with children, including digital and social interactions
- Support a child-safe, inclusive, and collaborative learning environment

Non-compliance with training, conduct, or screening requirements will be acted upon promptly and may result in disciplinary action, suspension of duties, or termination of engagement.

## **7. Review and Continuous Improvement**

MloD undertakes ongoing review of training, supervision, and compliance processes to ensure alignment with Victorian child safety legislation and industry best-practice standards. Continuous improvement measures are implemented where necessary to enhance student safety and organisational accountability.



## 8.17 Changes to Policies

### 1. Purpose

This policy outlines the process by which the Melbourne Institute of Dance (MloD) reviews, updates, and communicates changes to its Policies and Procedures related to students enrolled in children's programs. It ensures ongoing compliance with Victorian legislation, child safety standards, and best practice in children's performing arts education.

### 2. Scope

**This policy applies to all MloD policies and procedures that affect:**

- Child safety and wellbeing
- Student conduct and behaviour
- Recruitment and screening of personnel
- Operational and safeguarding processes
- Policy summaries published in handbooks and on the MloD website

### 3. Policy Review Cycle

**MloD reviews policies:**

- Annually, or
- When legislation or regulatory standards change, or
- When a concern, incident, or safety issue is identified as needing revision

### 4. Making Changes

**Policy changes may be made to:**

- Strengthen child safety and wellbeing protections
- Clarify expectations or procedures for staff, families, or students
- Reflect new laws, regulations, or emerging best practices
- Improve processes following feedback, incident review, or evaluation

All changes are vetted and authorised by MloD leadership prior to publication.

### 5. Communication of Updates

**When policies are updated, MloD will:**

- Publish the revised policies on the MloD website
- Update any relevant sections of the Children's Handbooks
- Notify parents/guardians by email of changes that impact children's participation or safety



## **6. Acceptance of Updated Policies**

Continued enrolment of a student, or their participation in MloD programs following notification of policy changes, will constitute acceptance of the updated policies as a binding condition of participation.

## **7. Record Keeping**

MloD retains records of previous policy versions and implementation dates for transparency, accountability, and legal compliance.