Code of Conduct (Legal Version) - Adults

2027

Melbourne Institute of Dance
ABN 73 551 272 156

Version 2027.2
Updated 16 November 2026
Effective 1 January 2027; applies to 2027 bookings accepted earlier
Next review November 2027 or earlier after a significant incident or legal change

Director: Kalman Warhaft
melbourneinstituteofdance@gmail.com
0436 342 295
www.melbourneinstituteofdance.com

Read this document with the other three adult documents and the applicable Enrolment Form. Version 2027.2 applies to services from 1 January 2027 and to bookings for those services accepted earlier. Existing 2026 purchases and agreements retain their agreed terms unless a lawful prospective change is communicated and any necessary acceptance obtained. Students under 18 retain the protections of the children's documents.

Table of Contents

9.0 Code of Conduct **3**

9.1 Purpose **3**

9.2 Scope **3**

9.3 Our Commitment to Children **3**

9.4 Behaviour Expectations for Students **3**

9.5 Respectful and Inclusive Conduct **4**

9.6 Responsibilities of Adults and Support People **4**

9.7 Shared Spaces and Safety **4**

9.8 Safe Physical Contact in Dance **5**

9.9 Reporting Safety Concerns **5**

9.10 Digital Behaviour and Online Conduct **6**

9.11 Attendance Punctuality and Class Conduct **6**

9.12 Health Safety and Injury Disclosure **6**

9.13 Use of Studio Facilities **7**

9.13.1 Purpose 7

9.14 Privacy and Confidentiality **7**

9.14.1 Purpose 7

9.15 Photography Filming and Social Media **8**

9.16 Substance Use and Professional Conduct **8**

9.17 Equal Opportunity and Anti-Discrimination **8**

9.18 Agreement Enforcement and Review **8**

9.19 Responding to Behaviour and Safety Concerns **9**

9.0 Code of Conduct

These documents apply to MIoD adult-level programs, including classes, workshops, private lessons, rehearsals, assessments where offered, performances, online sessions and related activities. Adult-level classes are open to students aged 16 and over, subject to suitable placement. An adult is a person aged 18 or over. Every person under 18 is a child or minor, including a 16- or 17-year-old attending an adult-level class.

Students aged 18 and over enrol and give consent for themselves. For students under 18, the parent or legal guardian must complete the Child Enrolment Form and provide the required authorisations. The Terms and Conditions - Children, Policies and Procedures - Children and Code of Conduct - Children continue to govern their enrolment and child-safety protections. Adult-program booking, payment and participation arrangements apply where relevant and consistent with those protections. Nothing in the adult documents reduces the safeguards applying to a minor.

Unless expressly identified as a children's document, references to Terms and Conditions, Policies and Procedures, Code of Conduct and Handbook mean the 2027 adult documents. The full Terms govern contractual conditions, the Policies govern operational procedures and the Code governs conduct. The Handbook provides practical guidance and a reference index; its summaries do not replace or override the full documents. Read all four together with the applicable Enrolment Form. Current approved documents are available at https://www.melbourneinstituteofdance.com/policies.

9.1 Purpose

This Code sets the behaviour expected of adult-level students and the responsibilities of staff and other adults to maintain safe, respectful, inclusive learning and protect children.

9.2 Scope

This Code applies to adult-level students, staff, assistants, volunteers, contractors, visitors and support people during MIoD classes, rehearsals, performances, online activity and related events. Child-safety responsibilities apply to all persons under 18, including 16- and 17-year-olds in adult classes.

9.3 Our Commitment to Children

MIoD is a child-safe organisation. We believe every child has the right to:

- Feel safe and be safe.
- Be treated with kindness and respect.
- Participate in a welcoming and inclusive environment.
- Speak up if something feels wrong or uncomfortable.
- Have their concerns listened to and taken seriously.

9.4 Behaviour Expectations for Students

Students are expected to:

- Treat others with kindness and respect.
- Follow their teacher's safety instructions and follow venue access and emergency directions.
- Practise dance safely and keep hands, feet, equipment and objects safe.
- Include others and help make sure no one feels left out.
- Respect studio equipment and shared spaces.
- Respect personal space, privacy, costumes and property.
- Stop behaviour when someone indicates that it is unsafe or unwelcome.
- Use an agreed break or support strategy where one is in place.

If a student sees behaviour that is unsafe or unkind, they should tell a teacher or staff member.

MIoD will respond respectfully and confidentially to concerns about a student's safety, wellbeing or behaviour, taking appropriate action in accordance with its Policies and Procedures - Adults.

9.5 Respectful and Inclusive Conduct

Treat others with dignity and respect their boundaries, cultures, identity, disability and communication needs. Do not bully, harass, threaten, intimidate, humiliate or deliberately exclude others. Stop conduct when told it is unsafe or unwelcome. These expectations apply in person and online. Good-faith complaints, respectful disagreement and requests for adjustments are not misconduct.

9.6 Responsibilities of Adults and Support People

Adults enrol and give consent for themselves. Keep relevant safety, health and contact information current. Support people require written approval and may assist only within the documented role. Do not interfere with teaching, question or discipline another person’s child, access confidential information or record without permission. Parents or legal guardians of minors must complete enrolment, support safe attendance and follow collection arrangements. Adults are responsible for adult-child boundaries; a minor is never blamed for an adult’s breach.

9.7 Shared Spaces and Safety

Children's and adult programs may operate at the same venue. Foyers, corridors and waiting areas may be shared. MIoD will supervise these areas and manage venue-specific mixed-age risks.

Children and unrelated adults must not change in the same undivided area at the same time. Use separate rooms or separately allocated times. A zone is acceptable only where a physical privacy barrier creates a genuinely separate changing space with controlled access and no shared sightlines; floor markings or signs alone are insufficient. Supervision must protect privacy and follow the venue risk assessment. Photography and recording are prohibited in toilets and changing areas. Essential medical or accessibility devices may be used without photographing or recording others; other device use must occur outside these areas. Emergency assistance must not be delayed.

Adult students, visitors, contractors and support people must not approach a child for private contact, be alone with a child out of sight of authorised staff, exchange personal contact details or social-media accounts, offer personal gifts, provide transport, photograph or record a child, or

supervise or discipline a child unless specifically authorised in writing by MIoD, with the agreement of the parent or legal guardian, and subject to MIoD's child-safety controls.

Written authorisation cannot override prohibited private contact, communication, changing-area or supervision safeguards. Follow Policies and Procedures - Adults Sections 8.3, 8.12, 8.17 and 8.21.

Adults are responsible for maintaining adult-child boundaries. A child will not be blamed or penalised for an adult's boundary breach. Anyone who feels unsafe or uncomfortable should tell a staff member or trusted adult.

9.8 Safe Physical Contact in Dance

Dance teachers may sometimes use physical guidance to support safe technique, posture, alignment or movement. Before touching, the teacher must explain the purpose in age-appropriate language and, where practicable, demonstrate or offer a non-contact option.

Any touch must be necessary for instruction, professional, brief, respectful and carried out in an open and observable setting. Touch must never involve private or sensitive areas or be used for discipline, punishment, emotional reassurance or a staff member's personal needs.

A student may say no, ask the teacher to stop or withdraw agreement at any time without punishment or disadvantage. The teacher must stop immediately. A student should tell a staff member or use the complaints pathway if any touch feels uncomfortable, confusing or unsafe. Staff must report and record any boundary concern or breach.

Adult students give their own agreement to instructional touch. Partnering must be teacher-directed, consensual and suitable for the participants, and must stop when asked. Emergency intervention is limited by Policies and Procedures - Adults Section 8.9.5.

9.9 Reporting Safety Concerns

A student may speak up in any words if they feel unsafe, worried, uncomfortable or confused, or if they see or experience bullying, threats, grooming, harmful behaviour, self-injury or another safety concern. They may tell any teacher or staff member, their parent or legal guardian, another trusted adult, Police or Child Protection.

The person receiving the concern must listen calmly, take it seriously, avoid promising secrecy and act to protect the student. Teachers and staff must record the concern in the MIoD Online Incident, Concern and Near-Miss Form as soon as reasonably practicable: https://www.melbourneinstituteofdance.com/incident.

The form does not replace urgent action or external reporting.

Any student or family may email melbourneinstituteofdance@gmail.com. A person does not have to complain to the person whose conduct is in question. If the concern involves the Director, or the person is not comfortable using MIoD's internal process, they may contact Victoria Police on 000 in an emergency or 131 444 for non-urgent police assistance, DFFH Child Protection through the appropriate regional intake service or 13 12 78 after hours, or the Social Services Regulator on 1300 310 778 or contact@ssr.vic.gov.au.

MIoD will not retaliate against a child, family member, staff member or other person who raises a concern in good faith. Confidentiality does not prevent a good-faith safety report or a report required by law.

Adults may also use appropriate consumer, equality or other complaint bodies according to the issue under Policies and Procedures - Adults Section 8.6.8. Staff record concerns under Sections 8.7 and 8.8. Child Protection and Social Services Regulator contacts above concern child-safety matters.

9.10 Digital Behaviour and Online Conduct

Students, staff, visitors and support people must behave respectfully online whenever they represent or interact with MIoD.

Students, staff, visitors and support people must not:

- Post images or videos of other students without permission.
- Share class choreography or studio material without approval.
- Use digital platforms to exclude, tease, or harm others.
- Use communication platforms that are not age-appropriate or approved by MIoD.

This ensures online safety, privacy, and respect within all MIoD programs.

Staff, adult students, visitors and support people must not privately message a child, exchange personal phone numbers or social-media accounts with a child, invite a child into a private or disappearing-message chat, or communicate with a child without the parent or legal guardian's knowledge.

MIoD-related communication with a child must use an approved, transparent channel and include the parent or legal guardian unless an immediate safety emergency makes that impracticable. Any exception must be documented and reported.

Communication between adults must remain professional and respectful. Section 8.17 of the Policies and Procedures - Adults governs communication with both adults and minors.

9.11 Attendance Punctuality and Class Conduct

Arrive on time, prepared and ready for a safe warm-up. Enter between exercises with the teacher's permission if late; you may be asked to observe if a safe warm-up is not possible. Avoid disruptive conversations and follow reasonable safety directions.

Adult drop-in attendance is flexible, but bookings and 24-hour cancellation notice are required under Terms and Conditions - Adults Sections 7.1 and 7.2. Production, workshop and assessment participation may require specified attendance and readiness under Policies and Procedures - Adults Section 8.18.8.

Wear street shoes outside and suitable outer clothing when travelling. For minors, follow the arrival, collection and written independent-departure arrangements in Terms and Conditions - Adults Section 7.5 and the children's documents.

9.12 Health Safety and Injury Disclosure

Provide information reasonably necessary for safe participation and tell the teacher immediately about pain, dizziness, injury or feeling unwell. Stay home with a potentially infectious illness. Follow safety, evacuation and lockdown instructions under Policies and Procedures - Adults Sections 8.13 to 8.15.

MIoD may arrange first aid or emergency assistance. Costs and non-excludable rights are addressed in Terms and Conditions - Adults Section 7.3. Disability, distress or an adjustment request is not automatically misconduct. Adults participate in their own support planning; minors have the additional safeguards in the children's documents.

9.13 Use of Studio Facilities

9.13.1 Purpose

To ensure a respectful, safe, and professional environment for all.

- Studio property, mirrors, sound systems, and equipment must be treated with care.
- Food and other drinks are ordinarily kept outside studios. Medication, emergency glucose, necessary hydration and reasonable medical or disability adjustments are permitted; emergency treatment must not be delayed.
- Mobile phones must be silenced during class.
- Personal belongings should be stored neatly in designated areas.
- Changing rooms and common areas must be used respectfully, keeping noise and clutter to a minimum.
- Report any concerns to a teacher if something in a shared area makes you feel uncomfortable or unsafe.

Phone use is prohibited in toilets and changing areas except essential medical or accessibility use without photographing or recording others. Other use must take place outside these areas. Adult students do not supervise children unless specifically authorised under the child-safety controls.

9.14 Privacy and Confidentiality

9.14.1 Purpose

To protect the personal information and dignity of all MIoD community members.

- Students, staff, visitors and support people must not disclose personal information about other students or staff without consent.
- Respect copyright and other intellectual property in protected choreography, recordings and teaching materials owned by MIoD or the relevant rights-holder. Do not copy or distribute protected material without permission or another lawful basis. MIoD does not claim ownership of all creative ideas or all material shared by a teacher.
- Any personal or sensitive matters discussed with staff or management must remain confidential, unless disclosure is required by law or to address safety concerns.

Nothing in this section prevents a child or adult from making a good-faith report to a trusted adult, MIoD, Victoria Police, Child Protection, the Social Services Regulator, a lawyer, health practitioner or another appropriate authority. No person may ask a child to keep a safety concern, boundary breach or suspected abuse secret.

Intellectual property restrictions respect MIoD’s, the choreographer’s and other rights-holders’ rights. AI use must meet Policies and Procedures - Adults Section 8.19, including separate informed permission and Director approval; general media consent does not authorise AI use.

9.15 Photography Filming and Social Media

Do not photograph, film, audio-record or screen-record another person, a class, rehearsal, assessment or backstage area without MIoD permission and the appropriate permission of identifiable participants. Photography and recording are prohibited in toilets and changing areas. Essential medical or accessibility device use must preserve others' privacy; all other device use must occur outside these areas. Recording is also prohibited in first-aid and other sensitive areas.

Limited internal class and rehearsal recordings and internal assessment recordings are acknowledged through acceptance of the applicable Terms; they are not separate optional consent choices. Internal footage must not be used publicly without the applicable optional authorisation.

Stage productions require acceptance of essential recording, controlled participant/family distribution and restricted archiving. Public or promotional use of identifiable production material requires the separate optional general-media consent. Assessment publicity has its own optional choice. Refusing optional publicity does not affect ordinary classes, assessment participation or adult stage-production eligibility. Adults make their own selections; minors remain governed by the children's documents and parent or legal guardian authorisations.

Changes and removal requests go to melbourneinstituteofdance@gmail.com and are handled under Terms and Conditions - Adults Sections 7.7 to 7.9 and Policies and Procedures - Adults Section 8.16. AI use has separate requirements in Section 8.19 of the Policies.

9.16 Substance Use and Professional Conduct

Do not attend while alcohol, drugs or any substance impairs coordination, judgement or safe participation. Do not use illicit drugs or alcohol during classes, rehearsals or performances. Smoking and vaping are not permitted inside or near MIoD premises. Disclose relevant medication effects privately where necessary for safe participation; lawful prescribed treatment is not itself misconduct.

9.17 Equal Opportunity and Anti-Discrimination

To uphold MIoD’s commitment to fairness, equality, and inclusion in all programs.

MIoD provides a learning environment free from discrimination, harassment, or victimisation.

All participants are entitled to equal treatment regardless of age, gender, sexual orientation, race, cultural background, religion, disability, or personal circumstance.

Students must treat all members of the MIoD community with dignity and respect, consistent with the Equal Opportunity Act 2010 (Vic) and MIoD’s Diversity and Inclusion values.

9.18 Agreement Enforcement and Review

Adults agree to this Code with the Terms and Conditions - Adults and Policies and Procedures - Adults. For minors, the children's agreement and child-safety protections continue to apply. The Handbook gives practical guidance and references the full documents.

Responses to breaches must be proportionate and fair. Immediate protective measures may be necessary, but final suspension or discontinuation follows Terms and Conditions - Adults Sections



7.0.2 and 7.11 and Policies and Procedures - Adults Sections 8.9 to 8.11, including an opportunity to respond, consideration of adjustments and alternatives, written reasons and review. Fees are handled under Terms Section 7.2. Review this Code annually or earlier after a significant incident or legal change.

9.19 Responding to Behaviour and Safety Concerns

Low-level concerns may require guidance, redirection, a break or adjusted instruction. Significant or repeated concerns may require a temporary pause, student consultation, incident recording and support review. Serious or immediate risks require protective action and emergency assistance where necessary.

Consider disability, distress, communication differences and individual support needs before treating behaviour as deliberate misconduct. Safety measures are not automatically disciplinary findings. Physical restraint is not a behaviour-management method; emergency intervention must be lawful, necessary and proportionate to imminent harm and recorded immediately.

Staff must use the incident form and procedures in Policies and Procedures - Adults Sections 8.7 and 8.8. Good-faith complaints and adjustment requests must not attract retaliation. Assess a support person's or parent's conduct separately from the student’s behaviour, and consider alternative arrangements for safe participation.