Policies and Procedures (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

8.0 Policies and Procedures **8**

8.1 Statement of Commitment to Child Safety **8**

8.1.1 Our Responsibilities 9

8.1.2 Staff and Volunteer Requirements 9

8.1.3 Reporting Concerns 9

8.1.4 Continuous Improvement 9

8.1.5 Child Rights and Participation 10

8.1.6 Families and Community 10

8.1.7 Cultural Safety Inclusion and Equity 10

8.2 Code of Conduct Reference Only **10**

8.3 Professional Conduct and Physical Contact **10**

8.3.1 Purpose 10

8.3.2 Student Safety and Consent 11

8.3.3 Professional Boundaries 11

8.3.4 Staff Training and Compliance 12

8.3.5 Reporting Concerns 12

8.3.6 Applicability 12

8.3.7 Adult Students and Partnering 12

8.4 Bullying and Harassment **12**

8.4.1 Purpose 12

8.4.2 Scope 12

8.4.3 Respectful Adult Learning Environment 13

8.4.4 Understanding Bullying 13

8.4.5 Understanding Harassment 13

8.4.6 Cyberbullying 14

8.4.7 Prevention 14

8.4.8 Reporting Bullying or Harassment 14

8.4.9 How MIoD Responds 14

8.4.10 Support for Adult Students 15

8.4.11 Responsibilities 15

8.4.12 Privacy and Confidentiality 15

8.5 Privacy and Data Protection **16**
8.5.1 Scope 16
8.5.2 Personal Information We Collect 16
8.5.3 How We Collect and Use Information 16
8.5.4 Photography and Media Consent 17
8.5.5 Storage and Security 17
8.5.6 Third-Party Services 18
8.5.7 Cookies and Website Analytics 18
8.5.8 Access Correction or Deletion of Information 18
8.5.9 Complaints or Privacy Concerns 19
8.5.10 Adult Privacy and Authorised Support 19
8.6 Complaints and Concerns **19**
8.6.1 Purpose 19
8.6.2 Scope 19
8.6.3 Guiding Principles 19
8.6.4 Raising a Concern 20
8.6.5 Response and Resolution 20
8.6.6 External Reporting When a Concern Involves the Director 20
8.6.7 Record Keeping 21
8.6.8 Adult Complaints and Conflicts of Interest 21
8.7 Incident Reporting and Management **21**
8.8 Incident Concern and Evidence Recording Procedure **22**
8.8.1 Purpose 22
8.8.2 Scope 22
8.8.3 Immediate Response 22
8.8.4 When an Incident Report Is Required 22
8.8.5 Reporting Deadlines 23
8.8.6 Incident Documentation 23
8.8.7 Child-Safety Disclosures 23
8.8.8 Evidence Preservation 24
8.8.9 Student and Parent or Legal Guardian Notification 24
8.8.10 Incident Review and Decisions 24
8.8.11 Confidentiality and Record Retention 25
8.8.12 Post-Incident Review 25

8.8.13 Incident Reporting Form 25
8.8.14 Adult Incidents and Emergency Contacts 26
8.9 Student Safety Behaviour and Support 26
8.9.1 Purpose 26
8.9.2 Scope 27
8.9.3 Categories of Behaviour and Safety Concerns 27
8.9.4 Individual Needs and Reasonable Adjustments 27
8.9.5 Immediate Safety Measures 27
8.9.6 Participation Restrictions and Enrolment Decisions 28
8.9.7 Incident Recording and Review 28
8.9.8 Complaints and Adult Conduct 28
8.10 Reasonable Adjustments and Participation Planning 28
8.10.1 Requesting Support or Adjustments 29
8.10.2 Assessment and Consultation 29
8.10.3 Approved Support Persons 29
8.10.4 Ongoing Participation Support 29
8.10.5 Trial and Review of Adjustments 30
8.10.6 Decisions and Complaints 30
8.10.7 Adult Choice and Dignity 30
8.11 Enrolment Decisions and Clear Communications 30
8.12 Parents Legal Guardians Visitors and Approved Support Persons 31
8.13 Health Safety and Wellbeing 32
8.13.1 Purpose and Scope 32
8.13.2 Safe Venues and Instruction 32
8.13.3 Medical Information and Participation 32
8.13.4 Arrival Departure and Minors 32
8.13.5 Responsibilities and Emergencies 32
8.14 Illness and Attendance 33
8.14.1 Purpose 33
8.14.2 Scope 33
8.14.3 Our Commitment to Health and Safety 33
8.14.4 Illness and Symptoms 33
8.14.5 Attendance and Participation 33

8.14.6 COVID-19 and Other Respiratory Illnesses 34
8.14.7 Remote / Zoom Access 34
8.14.8 Hygiene and Studio Etiquette 34
8.14.9 Masks and Personal Choice 34
8.14.10 Respectful Community Responsibility 34
8.14.11 Privacy and Confidentiality 35
8.14.12 Alignment with Government Guidance 35
8.15 Emergency Evacuation and Lockdown 35
8.15.1 Purpose 35
8.15.2 Scope 35
8.15.3 Policy Statement 35
8.15.4 Emergency Evacuation Procedure 35
8.15.5 Lockdown Procedure 36
8.15.6 Post-Incident Procedures 37
8.15.7 Roles and Responsibilities 37
8.15.8 Training and Drills 37
8.16 Social Media and Digital Communication 38
8.16.1 Scope and Conduct 38
8.16.2 Recording and Authorisation 38
8.16.3 Student and Visitor Recording 38
8.16.4 Withdrawal and Removal 39
8.16.5 Private Groups and Enforcement 39
8.17 Online Safety and Communication Boundaries 39
8.17.1 Adults Aged 18 and Over 39
8.17.2 All Students Under 18 39
8.17.3 Approved Channels and Emergency Exceptions 39
8.17.4 Breaches and Training 40
8.18 Programming and Content Music and Choreography 40
8.18.1 Purpose 40
8.18.2 Scope 40
8.18.3 Standards for Content Selection 40
8.18.4 Artistic Integrity and Instructional Context 41
8.18.5 Cultural and Community Considerations 41
8.18.6 Responding to Concerns About Content 41

8.18.7 Casting and Programme Changes 41
8.18.8 Attendance Technical Standard and Readiness to Participate 41
8.18.9 Costumes Props and Shared Events 42
8.19 Artificial Intelligence AI Digital Image Generation and Intellectual Property 42
8.19.1 Purpose 42
8.19.2 Scope 42
8.19.3 Prohibited AI Uses 43
8.19.4 Consent for AI Use Involving Minors 43
8.19.5 Digital Safety and Child Protection Rationale 44
8.19.6 Staff Responsibilities 44
8.19.7 Reporting AI Misuse or Concerns 45
8.19.8 Consequences for Breaches 45
8.19.9 Review and Updates 46
8.19.10 AI Use Involving Adults and MIoD Assets 46
8.20 Recruitment and Screening (Child Safety) 46
8.20.1 Purpose 46
8.20.2 Scope 46
8.20.3 Minimum Screening Requirements 47
8.20.4 Recruitment Process 47
8.20.5 Guest Teachers Contractors and Relief Staff 48
8.20.6 Ongoing Monitoring and Renewal 48
8.20.7 Disqualification and Red Flags 48
8.20.8 Non-Compliance and Mandatory Reporting 48
8.21 Shared Studio Use with Children and Child Safety 49
8.22 Teacher Training Supervision and Ongoing Compliance 50
8.22.1 Purpose 50
8.22.2 Scope 50
8.22.3 Screening Compliance 50
8.22.4 Ongoing Monitoring 50
8.22.5 Mandatory Child Safety Training 50
8.22.6 Conduct Supervision and Accountability 51
8.22.7 Review and Continuous Improvement 51
8.23 Changes to Policies 51
8.23.1 Purpose 51

8.23.2 Scope 52
8.23.3 Policy Review Cycle 52
8.23.4 Making Changes 52
8.23.5 Communication of Updates 52
8.23.6 Acceptance of Updated Policies 52
8.23.7 Record Keeping 52
8.23.8 Analysis and Communication of Improvements 53
8.24 Prospective Operation and Review 53

8.0 Policies and Procedures

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.

These procedures apply to all staff, teachers, assistants, volunteers, contractors, students and relevant visitors. Child-specific duties apply whenever a person under 18 is involved. General safety, privacy, complaint, incident, support and fair-decision procedures apply to all ages. Prior versions and implementation dates must be retained.

8.1 Statement of Commitment to Child Safety

MIoD is committed to providing a safe, inclusive, and nurturing environment for all children in its care, including 16- and 17-year-olds in adult-level classes. 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

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

8.1.1 Our Responsibilities

MIoD 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.
- Maintaining safe physical and online environments.

8.1.2 Staff and Volunteer Requirements

All MIoD staff, teachers, and volunteers working with children:

- Meet the role-specific Victorian Working with Children Clearance and verified-exemption requirements in Section 8.20.
- Complete induction and training in child safety, conduct, and reporting.
- Model safe and respectful behaviour at all times.

8.1.3 Reporting Concerns

Any concern about a child's safety or wellbeing will be taken seriously. A child, parent, legal guardian, staff member, volunteer or other person may report a concern verbally to any MIoD staff member or in writing to melbourneinstituteofdance@gmail.com.

The person receiving the concern must act on any immediate risk, record the concern and escalate it under Sections 8.6 to 8.8.

A person is not required to report a concern to the person whose conduct is in question. If a concern involves the Director, or the person is not comfortable using MIoD's internal process, they should report directly to an appropriate external authority.

For immediate danger call 000. For non-urgent police assistance call Victoria Police on 131 444. Child-safety matters may also be reported to DFFH Child Protection through the intake service for the child's home address or 13 12 78 after hours, or to the Social Services Regulator on 1300 310 778 or contact@ssr.vic.gov.au. Internal reporting must not delay or replace a mandatory or external report.

Information will be shared only where necessary for safety, support, fair process or legal reporting. MIoD will not retaliate against a person who reports a concern in good faith.

8.1.4 Continuous Improvement

This policy is reviewed, updated and communicated to families in accordance with the Changes to Policies section.

8.1.5 Child Rights and Participation

MIoD will provide age-appropriate information about children's rights, safe and unsafe behaviour, how to raise a concern and what will happen after a report.

Children will be encouraged to express their views about safety, boundaries, participation and support. Their views will be taken seriously and considered in decisions that affect them, having regard to age, maturity, safety and legal obligations.

8.1.6 Families and Community

MIoD will give families accessible information about child safety, professional boundaries, complaints and reporting. Families will be invited to contribute to material safety decisions, policy reviews and improvements that affect children. Consultation will protect privacy and will not interfere with an investigation or legal reporting duty.

8.1.7 Cultural Safety Inclusion and Equity

MIoD will actively support the cultural safety of Aboriginal children, prevent and respond to racism, and respect each child's culture, identity, language, disability, gender, family circumstances and communication needs.

MIoD will identify barriers to participation and reporting, provide reasonable adjustments where required, and ensure staff receive training appropriate to the children they support.

8.2 Code of Conduct Reference Only

The Code of Conduct - Adults sets out expectations for adult-level students and the staff and visitors supporting them. Read the full 2027 Code alongside the Terms and Conditions - Adults, these Policies and the Handbook - Adults. For minors, the Code of Conduct - Children also applies. A person aged 16 or 17 must not be treated as an adult responsible for adult-child boundaries. Full documents are available at https://www.melbourneinstituteofdance.com/policies.

8.3 Professional Conduct and Physical Contact

MIoD is committed to providing a safe, respectful learning environment for all ages. In adult-level 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.

8.3.1 Purpose

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.

8.3.2 Student 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.
- Students 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.

8.3.3 Professional Boundaries

All staff, teachers, guest instructors, assistants, volunteers and contractors must maintain clear professional boundaries with children. Interactions must serve a legitimate teaching, safety or administrative purpose and must be open, observable and known to MIoD.

Private lessons and other one-to-one instruction involving a minor must be scheduled through MIoD, known to the parent or legal guardian, and conducted in an open and observable location. Doors must remain open or clear sightlines must be maintained where practicable.

Except where an immediate safety emergency requires it, staff must not:

- Arrange undisclosed contact with a child.
- Meet a child at a private residence.
- Move a child to an isolated area.
- Transport a child.
- Be alone with a child out of sight of authorised people.

Any unavoidable exception must be documented and reported.

Staff must not:

- Exchange personal contact details or social media accounts with a child.
- Use private or disappearing-message channels to communicate with a child.
- Provide personal gifts, money, special favours or secret rewards.
- Photograph or record a child on a personal device.
- Ask a child to keep secrets.
- Undertake private babysitting or personal arrangements arising from the MIoD relationship.
- Enter a toilet or changing area with a child except for an immediate safety need. Wherever practicable, this must occur under an observable and documented arrangement.

Physical touch must comply with Sections 8.3.1 and 8.3.2 and must never be used for discipline, punishment, emotional reassurance or a staff member's personal needs.

Staff must report and record any suspected grooming, boundary concern, accidental breach or observed breach immediately.

8.3.4 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 MIoD Code of Conduct.
- Any breach of this policy will be managed in accordance with the Complaints and Concerns section and relevant child-protection legislation.

8.3.5 Reporting Concerns

A concern or breach under this section must be reported and managed under Sections 8.6 to 8.8. If the concern involves the Director, the reporter should report directly to Victoria Police, DFFH Child Protection, the Social Services Regulator or another appropriate external authority. No person will be disadvantaged for a good-faith report.

8.3.6 Applicability

This policy applies to all MIoD staff, teachers, guest instructors, assistants and volunteers involved in MIoD's adult-level programs, including mixed-age classes.

8.3.7 Adult Students and Partnering

Students aged 18 and over consent to their own instructional touch. Teachers must stop immediately if agreement is withdrawn and offer non-contact instruction where practicable. Student-to-student partnering must be teacher-directed, appropriate to skill and strength, consensual and observable; a partner must stop when asked. Where a partner is under 18, all child-safety requirements apply. Staff must maintain professional boundaries with adults and must not exploit a teaching relationship. Emergency physical intervention is governed by Section 8.9.5 and is not routine instructional touch.

8.4 Bullying and Harassment

8.4.1 Purpose

The purpose of this policy is to ensure that students at Melbourne Institute of Dance (MIoD) can learn, rehearse, and participate in classes in a safe, respectful, and inclusive environment. Adult students deserve dignity, professionalism, and psychological safety when engaging in dance training. This policy sets clear expectations around respectful behaviour and outlines how bullying and harassment are managed within our adult programs.

8.4.2 Scope

This policy applies to all students who participate in adult ballet or dance programs offered by MIoD. It covers behaviour that occurs during class, in studio spaces, during rehearsals, in dressing or waiting areas, in workshops, or in online environments associated with studio activities.

8.4.3 Respectful Adult Learning Environment

MIoD values community, mutual respect, and shared learning. We recognise that adults come to dance with diverse backgrounds, experience levels, physical histories, goals, and personal motivations.

All students have the right to:

Feel welcome and included

Learn without intimidation or ridicule

Participate at their own pace in a supportive setting

Be treated with courtesy and consideration

Feel psychologically safe during training

8.4.4 Understanding Bullying

Bullying is repeated unreasonable behaviour towards a person or group that creates a risk to health, safety or wellbeing. Intention to harm is not required. It may be verbal, social, physical or digital. A serious single incident may still be harassment, discrimination, violence or another breach requiring action even if it is not repeated bullying.

Examples may include, but are not limited to:

Repeated unkind or dismissive comments

Intentionally excluding or isolating someone

Humiliating or belittling a fellow student

Mocking another student's efforts or progress

Encouraging others to exclude a particular student

Persistent criticism delivered with hostile intent

Bullying can occur openly (direct statements or behaviour) or indirectly (gossip, social division, or rallying others).

8.4.5 Understanding Harassment

Harassment is unwelcome behaviour that offends, humiliates, or intimidates another student. Unlike bullying, it can occur in a single incident. Harassment may occur in any area of the studio or during any form of interaction related to training.

Examples include, but are not limited to:

Derogatory or hostile comments

Aggressive or confrontational behaviour

Repeated unwanted attention

Snide remarks intended to undermine or shame

Intentionally embarrassing another student in front of peers

8.4.6 Cyberbullying

Cyberbullying includes harmful or intimidating behaviour carried out through messaging platforms, social media, emails, or group chats related to MIoD's adult programs.

Examples include, but are not limited to:

Excluding or isolating someone in online groups

Sharing negative comments about another student

Posting or distributing content designed to embarrass someone

Using digital communication to ridicule or intimidate

Online behaviour is treated with the same seriousness as in-person conduct.

8.4.7 Prevention

A positive learning environment is the shared responsibility of all adult students and staff.

MIoD promotes a culture of respect and kindness by:

Setting expectations for courtesy and professionalism

Encouraging peer support and collaboration

Modelling respectful communication

Providing a welcoming and inclusive class environment

Addressing concerns early so they do not escalate

8.4.8 Reporting Bullying or Harassment

Students who feel uncomfortable, unsafe, or targeted are encouraged to report the behaviour promptly. Reports may be submitted in writing to the School Director or emailed to melbourneinstituteofdance@gmail.com.

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

Students are not required to confront the person involved before reporting. MIoD will ensure that all reports are addressed in a fair, discreet, and timely manner, in accordance with 8.6 Complaints and Concerns.

8.4.9 How MIoD Responds

When a report is received or concerning behaviour is observed, MIoD will:

Ensure the immediate safety and wellbeing of the affected student

Listen to the student's concern and ensure they feel safe

Clarify the nature and context of the behaviour

Assess the seriousness and impact

Provide guidance or intervention where necessary

Take appropriate follow-up steps, which may include behaviour warnings, mediation, or further action where required

Monitor the situation to ensure the behaviour does not continue

8.4.10 Support for Adult Students

Where bullying or harassment has occurred, MIoD may provide:

A private space to speak and be supported

Reassurance that the student's concerns are valid

Follow-up check-ins where required

Access to guidance around re-establishing comfort and participation in class

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

8.4.11 Responsibilities

Adult Students should:

Treat others with respect

Speak and act with courtesy

Avoid behaviour that may cause harm

Report concerning conduct early

Teachers and Staff should:

Model professional behaviour

Provide a safe training environment

Respond promptly to reports

Encourage a respectful studio culture

8.4.12 Privacy and Confidentiality

Reports of bullying or harassment are handled privately. Information is shared only with individuals responsible for responding to the concern and supporting the student's wellbeing.

Reports must be recorded under Sections 8.7 and 8.8, distinguishing observations, allegations, opinions and disputed information, including relevant information unfavourable to MIoD. A person need not confront the person involved. Mediation or restorative work must be voluntary and suitable; it does not replace protective action or external reporting for suspected abuse, crime or coercive conduct. Section 8.6.8 provides adult complaints and conflict-of-interest pathways; Section 8.6.6 provides child-safety reporting pathways when the Director is involved. Good-faith reports and requests for adjustments must not attract retaliation.

8.5 Privacy and Data Protection

8.5.1 Scope

MIoD will comply with the Privacy Act 1988 (Cth) and Australian Privacy Principles where applicable, and the Health Records Act 2001 (Vic) and Health Privacy Principles for health information it holds. MIoD adopts practices consistent with the Australian Privacy Principles as policy even where a particular activity is exempt, and complies with applicable child-safety and record-keeping obligations.

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

8.5.2 Personal Information We Collect

MIoD may collect personal information, including but not limited to:

- The student's name, age, date of birth, and class level.
- Student contact details, emergency contacts and parent or legal guardian details for minors.
- Medical or accessibility information required for class participation and safety.
- Enrolment details and attendance records.
- Photographs, video and audio collected and used under the recording, acknowledgement and public-use authorisation conditions in the Terms and Conditions - Adults.
- Website usage data through cookies or analytics tools.

8.5.3 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 students aged 18 and over and parents or legal guardians of minors.
- Support student health, safety, and wellbeing.
- Comply with child safety and reporting obligations.
- Organise participation in events, assessments, or performances.
- Improve programs and services.

MIoD does not collect personal information without a lawful and legitimate purpose.

Before or at collection, provide a clear notice identifying MIoD and its privacy contact, the necessary information, purposes, usual recipients, access and correction rights, applicable compulsory legal collection requirements (if any), and consequences of not providing information. Collect health information with informed consent or another lawful basis, directly from the adult where practicable, and only to the extent reasonably necessary for safe participation, support or lawful functions. Request functional needs and relevant risks rather than unnecessary diagnostic history. Offer a confidential discussion by emailing melbourneinstituteofdance@gmail.com or calling 0436 342 295. Missing necessary safety information may require discussion or a temporary participation hold under the Terms, with reasonable adjustments considered.



Use or disclose information only for the stated purpose, a directly related purpose reasonably expected where lawful, consented uses or another lawful basis. Usual recipients, where necessary, include authorised teaching/administrative staff, approved service providers, emergency responders, the nominated emergency contact, insurers, professional advisers and relevant authorities. An emergency contact does not automatically receive routine information or make decisions for a capable adult. Record the basis and minimum necessary content of safety-related disclosures. Public media uses require the separate authorisations in the Terms.

8.5.4 Photography and Media Consent

Photography, video and audio recording and media use are governed by the Terms and Conditions - Adults. Internal educational recording is acknowledged through acceptance of those Terms and is not a separate optional consent. Public or promotional use requires the applicable recorded authorisation.

Optional public-use consent may be changed or withdrawn by contacting MIoD. Stop new uses from receipt, promptly update records and scheduled publications, and review existing MIoD-controlled material for reasonable removal or de-identification under Terms and Conditions - Adults Section 7.9.6.

Further details, including requests to remove existing material, are provided in Sections 8.16.2 to 8.16.4 and Terms and Conditions - Adults Section 7.9.6.

8.5.5 Storage and Security

Personal information is stored securely and kept only as long as needed for legal, safety, administrative or educational purposes.

Enrolment and consent records must show the date of acceptance, the document versions accepted and the consent choices of the adult student or parent or legal guardian of a minor.

MIoD protects this information from unauthorised access, misuse, modification or disclosure.

Recording controls: use only Director-approved equipment and organisational accounts/storage. Personal devices must not capture children; approved school equipment must be available for authorised recording. Disable personal cloud backup and automatic sharing. Transfer authorised recordings promptly to access-controlled organisational storage, verify the transfer and remove temporary device copies. Limit access by role, use strong authentication and secure sharing, and remove access when a role ends. Obtain the applicable permission before capture or publication; do not record in private or sensitive areas.

Retention schedule: the Director maintains a register of record category, purpose, owner, retention basis, review/deletion date and any legal hold. Routine teaching/rehearsal recordings are reviewed at least each term and deleted when their specific teaching purpose ends; assessment records are reviewed after feedback and any review/appeal period. Current health/support plans are reviewed on enrolment updates and at least annually; superseded details are deleted or de-identified when no lawful safety, incident or claims purpose remains. Keep enrolment/consent evidence for the period necessary to evidence the relevant agreement or authorised use, reviewing annually after participation ends. Review adult incident/complaint records annually after closure against legal, insurance and reasonably foreseeable claim requirements. Production archives require restricted access, a documented continuing archive purpose and annual review. Do not retain records indefinitely merely because storage is available. Before deletion, check statutory, insurer and



legal-advice requirements and preservation holds, including the minimum 45-year child-sexual-abuse retention rule in Section 8.8.11. Record disposal decisions; a hold overrides routine deletion.

Data-breach response: staff must immediately report suspected loss, unauthorised access or disclosure to the Director, or the independent complaints route if conflicted. Contain the breach without destroying evidence, secure accounts/links, identify affected information and people, and record actions and times. The response lead must promptly assess likely harm and applicable notification duties with appropriate advice, including the Commonwealth Notifiable Data Breaches scheme where it applies. Notify affected people, regulators, insurers or authorities where required, provide practical protective steps, and record reasons if notification is not required. Complete remedial action and review controls. A child-safety risk also triggers Sections 8.6 to 8.8.

8.5.6 Third-Party Services

MIoD uses service providers for email, website hosting, enrolment, payments, storage and authorised production services, including Gmail. The Director must maintain a current provider register stating services, information handled, access, security, subprocessors and known storage/access countries, and keep the collection notice accurate.

Some providers may store or access information outside Australia. Before a new disclosure, assess the applicable cross-border requirements, provider terms and safeguards; identify likely recipient countries where practicable and explain them in the current collection notice. If countries cannot reasonably be identified, explain that limitation without claiming that consent to enrolment waives privacy protections.

MIoD must take reasonable steps to select and oversee providers with appropriate confidentiality, security, purpose limitations and deletion arrangements. Do not promise that every provider independently complies with all Australian laws; MIoD retains its own applicable obligations.

8.5.7 Cookies and Website Analytics

Our website may use cookies and analytics tools to help understand visitor engagement and improve user experience.

MIoD must assess what its analytics services collect, explain relevant uses and minimise personal information. Do not knowingly collect a child’s identifying information through these services without a lawful basis and appropriate safeguards.

8.5.8 Access Correction or Deletion of Information

Adults may request access to, correction of, or deletion of their information through the privacy contact. Handle requests within applicable legal time limits, verify identity proportionately, and explain any lawful refusal, retention requirement or available complaint route. For minors, assess parent or legal guardian authority, the child's rights and maturity, safety and applicable law. Preserve required records and legal holds; correct by dated amendment where the original record must be retained.

8.5.9 Complaints or Privacy Concerns

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

A person may also complain directly to the Victorian Health Complaints Commissioner about health-information privacy (https://www.hcc.vic.gov.au) or the Office of the Australian Information Commissioner where within its jurisdiction (https://www.oaic.gov.au). Adult complaints and conflicts of interest follow Section 8.6.8; prior internal approval is not required.

Contact:

Kalman Warhaft

Director, Melbourne Institute of Dance

Email: melbourneinstituteofdance@gmail.com

8.5.10 Adult Privacy and Authorised Support

Adults are entitled to privacy about their health, support needs, complaints and participation. A parent, partner or emergency contact does not automatically receive this information. Share it only with consent or another lawful basis, and record the basis for a safety-related disclosure. Collect only information reasonably necessary for the purpose. Reassess third-party provider safeguards before sharing information. Preserve child-safety records under Section 8.8.11.

8.6 Complaints and Concerns

8.6.1 Purpose

MIoD is committed to providing a safe, supportive environment for all students. This policy outlines how students and parents or legal guardians of minors can raise a concern or lodge a complaint, and how MIoD will respond to ensure every matter is handled promptly, respectfully, and in accordance with child safety obligations.

8.6.2 Scope

This policy applies to:

- All students in adult-level classes, including minors.
- Parents or legal guardians of minors and authorised support people.
- MIoD teachers, assistants, and staff.
- Complaints or concerns relating to conduct, safety, wellbeing, child protection, or studio practices.

8.6.3 Guiding Principles

MIoD 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.

8.6.4 Raising a Concern

If there is an immediate safety risk, tell any staff member and call 000 where required. A child may raise a concern in any words, verbally, in writing, through a parent or trusted adult, or by using another communication method that meets the child's needs.

A person may raise a non-emergency concern with any staff member or email melbourneinstituteofdance@gmail.com. They do not need to complain to the person whose conduct is in question.

The staff member receiving a concern must listen, take immediate protective action where required, make an accurate record and escalate it under Sections 8.7 and 8.8. Staff must not investigate a suspected crime or child-protection matter beyond the steps needed to ensure immediate safety and preserve information.

8.6.5 Response and Resolution

Where contact details are supplied, MIoD will acknowledge a complaint as soon as practicable and ordinarily within two business days.

MIoD will:

- Assess immediate safety and reporting duties first.
- Explain the process that can lawfully be shared.
- Provide reasonable progress updates.
- Communicate an outcome or next step in writing where appropriate.
- Preserve evidence, protect privacy and avoid prejudging any person.
- Cooperate with external authorities.

The response will be student-focused, fair, culturally safe, accessible and proportionate to the concern.

A child may have a parent, legal guardian or suitable support person involved unless this would create a safety risk or conflict with an authority's direction.

8.6.6 External Reporting When a Concern Involves the Director

If the complaint involves the Director, is not addressed promptly, or the reporter is not comfortable using MIoD’s normal internal process, the reporter should contact an appropriate external authority.

For immediate danger call 000. For non-urgent police assistance call Victoria Police on 131 444. Child-safety matters may also be reported to DFFH Child Protection through the intake service for the child's home address or 13 12 78 after hours, or to the Social Services Regulator on 1300 310 778 or contact@ssr.vic.gov.au.

Internal reporting must not delay or replace any mandatory report, report to Police or Child Protection, or other legal obligation. Where the Reportable Conduct Scheme applies to MIoD, the Director or nominated responsible person must also meet the applicable notification and

investigation requirements. MIoD will not retaliate against a person who reports a concern in good faith.

Reporting responsibilities: everyone must act on immediate danger and call 000 where needed. Any person may report child-protection concerns to DFFH. Staff who are mandatory reporters because of their profession or role must personally comply with the applicable Child Protection reporting threshold; being a dance teacher alone does not establish that status. All adults must disclose to Police a reasonable belief that an adult committed a sexual offence in Victoria against a child under 16, subject to statutory exceptions or reasonable excuses. A person in authority with power or responsibility to address a known substantial risk of such abuse by an associated adult must take reasonable protective steps; an internal report alone may not discharge that duty. Child-safety protections continue for all under-18s. The Director must document whether MIoD falls within the Reportable Conduct Scheme and recheck when activities change; if covered, the head of entity must meet the regulator's notification, investigation and reporting requirements. Staff must not wait for internal approval or proof. Record the report, recipient and time under Section 8.8.

8.6.7 Record Keeping

All complaints, actions, decisions, notifications and outcomes must be recorded and securely retained under Section 8.8 and the Privacy and Data Protection Policy. Records must distinguish fact, direct observation, the reporter's words and professional assessment. Original entries must not be overwritten; any correction must be dated and attributable.

8.6.8 Adult Complaints and Conflicts of Interest

Adults may use a communication method that meets their needs and involve a support person of their choice, subject to safety, privacy and fair process. A person implicated in a complaint must not be its sole decision-maker. MIoD will identify and manage conflicts and use an appropriate independent person where practicable. Adults may seek advice or complain directly to Police, Consumer Affairs Victoria, the Victorian Equal Opportunity and Human Rights Commission or another appropriate authority according to the issue. Child Protection and the Social Services Regulator pathways in Section 8.6.6 address child-safety matters. Nothing requires prior internal approval or prevents legal advice.

A complaint about the Director may be given to any other MIoD staff member or taken directly to the appropriate external body. The receiving staff member must preserve the complaint, assess immediate safety and reporting duties, and arrange an unconflicted external reviewer rather than send it to the Director for sole determination. Ordinarily within five business days, MIoD will identify a suitably qualified reviewer, disclose any relationships and provide the complainant with a direct contact and process. The complainant may raise a conflict objection. If an independent reviewer cannot promptly be arranged, explain this and the external routes without delaying protection or reporting. The Director may provide a response but must not control the review or determine the complaint alone.

8.7 Incident Reporting and Management

Safety and wellbeing take priority. Staff must act promptly on incidents and concerns affecting any student and record them, supporting evidence, notifications and follow-up under Section 8.8. Adults are informed directly and may provide information or request clarification. Parents or legal

guardians must be informed promptly about significant incidents involving a minor unless safety, privacy, law or authority directions prevent this. Information about adults is shared with others only with consent or another lawful basis. Records are secured under Section 8.5.

8.8 Incident Concern and Evidence Recording Procedure

8.8.1 Purpose

This procedure ensures that incidents and concerns involving students at MIoD are recorded, managed and reviewed consistently, with student safety and wellbeing as the priority.

8.8.2 Scope

This procedure applies to all MIoD staff, teachers, contractors and volunteers involved in adult-level programs, including classes attended by students under 18.

It covers injuries, near misses, emotional distress, self-injury, behavioural and safety concerns, bullying, harassment, discrimination, complaints, child-safety disclosures, emergencies, participation restrictions, support reviews and enrolment decisions.

8.8.3 Immediate Response

Staff must:

- Protect students from harm and maintain safe supervision.
- Provide first aid within their competence and call 000 where necessary.
- Preserve the scene and relevant evidence where safe and lawful.
- Notify the Director or designated child-safety representative promptly.
- Complete legally required reporting without waiting for internal approval.

Where a child-safety concern involves the Director, staff must report directly to the appropriate external authority without requiring the Director's approval.

Immediate safety action and legally required reporting must not be delayed by internal procedures.

8.8.4 When an Incident Report Is Required

A formal report must be completed for:

- Injuries requiring first aid, medical assessment or parent or legal guardian notification.
- Near misses with potential for significant harm.
- Significant or repeated behavioural or safety concerns.
- Serious emotional distress, self-injury, threats of harm or emergency assistance.
- Bullying, harassment, discrimination, professional-boundary concerns or alleged retaliation.
- Child-safety disclosures, allegations, suspicions or reports.
- Complaints requiring formal incident or evidence recording.
- Parent or legal guardian, visitor or support-person conduct requiring formal directions or restrictions.



- Temporary suspension, discontinuation, restricted-enrolment decisions or refusal recommendations.
- Other matters that may require an insurance, regulatory, legal or future safety review.

8.8.5 Reporting Deadlines

- An initial report must be completed as soon as practicable, preferably before the end of the staff member's shift.
- Major-incident reports should be finalised within 24 hours unless emergency circumstances prevent this.
- Legal reporting deadlines always take priority.
- Corrections or additional information must be dated and identify the person making the change and the reason.
- Original records must not be overwritten or deleted.

8.8.6 Incident Documentation

Reports must include:

- A unique incident or concern reference number.
- The date, start and end times, location and activity.
- Names and roles of those involved and any witnesses.
- What was personally seen or heard, recorded in chronological order.
- The exact words of significant statements or disclosures, where possible.
- Information reported by others, clearly identifying its source.
- Injuries, distress, hazards and other observed impacts.
- Relevant circumstances, instructions, adjustments, first aid and actions taken.
- Notifications, including dates, methods and external reference numbers.
- Evidence preserved and its secure storage location.
- Temporary safety measures, follow-up responsibilities, deadlines and review outcomes.
- Information that remains unverified or disputed.

Records must be factual, accurate and objective. Staff must distinguish observations from allegations, opinions and information reported by others.

Staff must avoid speculation, unsupported diagnoses, assumptions about motives and inappropriate labels. Relevant information must be recorded even where it may be unfavourable to MIoD or another person.

8.8.7 Child-Safety Disclosures

Staff must:

- Listen calmly and avoid leading questions or conducting their own investigation.
- Record the child's words as accurately as possible.
- Avoid promising secrecy and explain that information may need to be shared to protect the child.
- Follow applicable child-protection and mandatory-reporting obligations immediately.
- Avoid notifying an alleged perpetrator or parent or legal guardian where doing so could increase risk, compromise an investigation or conflict with authority directions.



Internal reporting does not replace an individual's legal reporting obligations.

8.8.8 Evidence Preservation

The following requirements apply to evidence preservation:

- Original emails, messages, forms, attendance records, authorised images, CCTV, system records and other relevant evidence must be preserved securely and remain unchanged.
- Working copies may be used where necessary, but original evidence must not be edited, cropped, annotated or overwritten.
- The source, collection date, person responsible, storage location and significant transfers of evidence must be documented.
- Evidence collection must be limited to information reasonably relevant to the matter.
- Relevant evidence must be preserved where an investigation, complaint, insurance claim, regulatory inquiry or legal proceeding is underway or reasonably anticipated.

Staff must not:

- Covertly record without lawful authority.
- Access accounts without permission.
- Obtain evidence unlawfully.
- Collect unrelated private information.

8.8.9 Student and Parent or Legal Guardian Notification

Adults, and parents or legal guardians where the student is a minor, must be informed promptly of significant injuries, serious distress, behavioural incidents or restrictions affecting the student's participation.

Notification may be delayed or withheld where necessary to protect the student's safety, comply with legal obligations or avoid compromising an investigation.

MIoD must record who was notified, when, how, what information was provided and any response received.

Allegations must not be presented as established facts.

8.8.10 Incident Review and Decisions

Incident reports, complaint records, support plans and enrolment decisions may be linked by reference number but must remain separately identifiable.

A complaint outcome must not be assumed from a behavioural incident report. Participation decisions must not be used to punish students or families for making complaints in good faith.

Formal decision records must include:

- The matter being decided and the responsible decision-maker.
- Evidence considered and any significant conflicting accounts.
- Steps taken to provide a fair opportunity to respond.
- Reasonable adjustments, support arrangements and less restrictive alternatives considered.
- The student's views, with age and development considered for minors.
- Findings supported by the evidence and applicable decision-making standard.

- Written reasons, whether the decision is temporary or final, and its effective date.
- Any conditions, fee or credit outcome, review arrangements and communication provided.

Participation and enrolment decisions must follow MIoD's Enrolment Decisions and Clear Communications requirements.

8.8.11 Confidentiality and Record Retention

The minimum child-sexual-abuse record-retention period below is adopted as MIoD policy and must not be shortened by a routine deletion schedule.

Records must be securely stored and accessed only by authorised personnel who need the information for safety, teaching support, complaints, legal reporting, insurance, professional advice or administration.

Information may be disclosed where authorised or required by law.

Records must be retained and securely disposed of in accordance with applicable legal, child-protection, insurance and MIoD requirements, including the Privacy and Data Protection Policy.

A deletion request does not require MIoD to destroy records that must lawfully or reasonably be retained.

Records must not be destroyed while required for an investigation, complaint, insurance claim or legal proceeding.

Records relating to actual or alleged child sexual abuse must be retained for at least 45 years from the date the record is created, unless a longer period is required by law, an authority, an insurer or legal advice. Records must not be destroyed while an investigation, complaint, claim, proceeding, preservation direction or reasonably foreseeable legal process remains current.

8.8.12 Post-Incident Review

MIoD will review significant incidents to:

- Confirm the student's ongoing wellbeing and support needs.
- Assess whether temporary safety measures remain necessary and proportionate.
- Review supervision, instruction, staffing, environmental factors and reasonable adjustments.
- Review and update documented participation support arrangements where appropriate.
- Identify improvements without assigning blame before the evidence is assessed.
- Assign follow-up responsibilities, set review dates and document completed actions and outcomes.

8.8.13 Incident Reporting Form

MIoD Online Incident, Concern and Near-Miss Form:

https://www.melbourneinstituteofdance.com/incident

Teachers and staff must use the form to record a reportable event as soon as reasonably practicable and, where possible, before the end of their shift. If the form is temporarily unavailable, the staff member must make secure contemporaneous notes and enter them into the form as soon as access is restored.



Completing the form does not replace immediate protective action, first aid, calling 000, making a mandatory report, notifying Child Protection or Police, preserving evidence, or meeting any other legal reporting deadline.

The form must capture:

- Date, time, location and people present.
- The student's own words, where relevant.
- Observations and immediate action.
- Injuries or first aid.
- Evidence and notifications.
- Reporting decisions.
- Student and, for a minor, parent or legal guardian communication.
- Follow-up owner and review date.

The form must also:

- Identify the person completing the form and the authorised reviewer.
- Allow secure attachments.
- Preserve dated corrections without altering the original entry.

The authorised reviewer must promptly check:

- Immediate safety.
- Required external reports.
- Conflicts of interest.
- Support needs.
- Evidence preservation.
- Family communication restrictions.
- Follow-up actions.
- Record retention.

8.8.14 Adult Incidents and Emergency Contacts

The procedure applies equally to adult injuries, distress, complaints, restrictions and support reviews. Seek the adult’s views directly. Contact a nominated emergency contact with consent or when necessary and lawful for immediate safety; record the basis and information shared. Do not treat an adult as a child or notify a parent merely because their details are on file. Child-specific disclosure and retention safeguards continue to apply to information about any person who was under 18 at the relevant time.

8.9 Student Safety Behaviour and Support

8.9.1 Purpose

This policy ensures that MIoD responds to behavioural and safety concerns fairly and consistently while protecting the safety, wellbeing and dignity of all students.

8.9.2 Scope

This policy applies to all students in adult-level programs, including minors, and to staff responsible for their supervision and safety.

8.9.3 Categories of Behaviour and Safety Concerns

MIoD responds to behavioural and safety concerns according to their seriousness, frequency, impact on others and the student's individual circumstances. Teachers use their professional judgement to determine an appropriate immediate response, considering the safety and wellbeing of all students and staff.

- Low-level concerns: Guidance, redirection, a short break or adjusted instruction.
- Significant or repeated concerns: Temporary pause in participation, student consultation and, for a minor, parent or legal guardian involvement, incident recording and review of appropriate support.
- Serious or immediate risks: Immediate protective action, emergency assistance where necessary, incident recording and Director review.

These categories guide teachers' responses and are not automatic disciplinary stages. Significant or repeated concerns must be referred to the Director, while serious or immediate risks require prompt protective action and Director notification. Teachers may act immediately where necessary to protect safety without progressing through earlier categories.

8.9.4 Individual Needs and Reasonable Adjustments

MIoD will consider each student's age, development, disability, emotional distress, communication differences and support needs.

Distress, self-injury or disability must not automatically be treated as misconduct.

Reasonable adjustments and participation support will be considered in accordance with MIoD's Reasonable Adjustments and Participation Planning section.

Where a student's needs or reasonable adjustments significantly disrupt other students' learning or create a safety concern, MIoD will consult with the student and, for a minor, their parent or legal guardian to review the arrangements and consider alternatives. Any decision will consider the individual circumstances, the safety and learning needs of all students and staff, and MIoD's legal obligations.

8.9.5 Immediate Safety Measures

Teachers and authorised staff may take reasonable and proportionate action to protect students, including:

- Modifying activities.
- Removing hazards.
- Arranging additional supervision.
- Temporarily restricting participation.

The following safeguards apply:

- Students must remain appropriately supervised.

- Physical restraint must not be used for behaviour management.
- Physical intervention is limited to what is lawful, necessary and proportionate to prevent imminent harm and must be reported immediately.
- Where a student experiences serious distress, self-injury or an immediate safety crisis, staff must maintain safe supervision, provide appropriate assistance and contact emergency services where necessary.
- The Director and the adult student, or parent or legal guardian of a minor, must be informed promptly unless notification could compromise the child's safety, an investigation or legal obligations.
- Temporary safety measures must be proportionate, documented and reviewed promptly.

8.9.6 Participation Restrictions and Enrolment Decisions

Where concerns continue, MIoD may use a graduated response involving guidance, student consultation and, for a minor, parent or legal guardian involvement, reasonable adjustments, documented expectations and review before considering suspension or discontinuation.

Serious safety concerns may justify immediate protective action.

Before a final suspension or discontinuation, MIoD must provide an opportunity to respond, consider reasonable adjustments and alternatives, and communicate its decision in writing.

All final enrolment decisions must comply with the Enrolment Decisions and Clear Communications section of these Policies and Procedures.

8.9.7 Incident Recording and Review

Significant behavioural incidents, safety concerns, participation restrictions and related decisions must be documented and reviewed in accordance with Section 8.8 Incident, Concern and Evidence Recording Procedure in this document.

Records must be factual, accurate, confidential and securely maintained.

8.9.8 Complaints and Adult Conduct

Good-faith complaints and requests for reasonable adjustments must not be treated as misconduct.

Conduct by parents, legal guardians, visitors and approved support persons is addressed under Section 8.12. An adult student’s own conduct is addressed under this section and the Code of Conduct - Adults.

8.10 Reasonable Adjustments and Participation Planning

MIoD assesses each student's individual needs, focusing on safe participation and essential program requirements rather than diagnoses or assumptions.

MIoD is a small, community-based dance school providing mainstream group classes with limited staffing, facilities and financial resources. It does not provide specialist disability services, therapy,

clinical or crisis care, or guaranteed one-to-one support. These limitations are considered individually and do not remove MIoD's obligation to consider reasonable adjustments.

8.10.1 Requesting Support or Adjustments

Students and, for minors, their parents or legal guardians may request support before enrolment or at any time. MIoD may also initiate consultation where participation or safety concerns arise.

MIoD will not routinely require a diagnosis. Relevant medical, diagnostic or functional information may be requested where reasonably necessary to understand a student's learning or support needs, determine appropriate teaching adjustments or assess safe participation. MIoD will explain what information is required and why.

8.10.2 Assessment and Consultation

MIoD will consult with the student and, with an adult student's consent, their support person or representative; for a minor, the parent or legal guardian, and consider:

- Individual needs, communication requirements and relevant support strategies.
- Essential class requirements and safety risks.
- Reasonable adjustments and less restrictive alternatives.
- The impact on the student, other students and safe program delivery.

Following individual assessment, MIoD may decline an adjustment where it would:

- Impose disproportionate financial, staffing or operational requirements.
- Materially compromise supervision or safety.
- Fundamentally alter essential program requirements.
- Require specialist or dedicated support that MIoD cannot reasonably provide.

MIoD will provide written reasons for declining an adjustment and identify any reasonable alternative available. Legal advice should be obtained before relying on unjustifiable hardship or a similar legal exception in a disputed case.

8.10.3 Approved Support Persons

Written approval must be obtained before a support person attends, except in an emergency authorised by MIoD. Their role, responsibilities, permitted activities, supervision and review arrangements must be documented.

Support persons must comply with MIoD's child-safety, privacy and conduct requirements. They must not photograph, film, contact or supervise other children, access confidential information or assume staff responsibilities. Appropriate screening may be required depending on their role and legal requirements.

Approval may be restricted or withdrawn for objective safety, privacy or operational reasons after reasonable alternatives are considered.

8.10.4 Ongoing Participation Support

Where ongoing support is needed, MIoD will document:

- Agreed adjustments.

- Relevant warning signs.
- Response procedures.
- Responsibilities.
- Communication and emergency arrangements.
- Measures for assessing effectiveness.
- Review dates.

Support arrangements must promote participation and must not be used as punishment.

8.10.5 Trial and Review of Adjustments

MIoD may trial adjustments where their effectiveness is uncertain, with agreed review dates and measures of success. Feedback from the student, their authorised support person where applicable, the parent or legal guardian of a minor and relevant staff will be considered.

Adjustments will be reviewed following significant incidents, material changes in circumstances, identified difficulties or reasonable requests from the student or, for a minor, their parent or legal guardian.

Any necessary changes will be documented and communicated.

8.10.6 Decisions and Complaints

Material adjustment decisions must be communicated in writing, including reasons, alternatives and review arrangements.

Students and, for minors, their parents or legal guardians may provide further information, request a review or raise concerns under MIoD's Complaints and Concerns section.

Requests for adjustments and complaints must not result in retaliation.

8.10.7 Adult Choice and Dignity

Adults participate in planning and consent to involvement of a support person. Do not require parental attendance or disclosure of a diagnosis merely because an adult requests an adjustment. Any request for professional information must be targeted, necessary and explained. A support person may assist only within the documented role and must respect the autonomy and privacy of the adult and other participants.

8.11 Enrolment Decisions and Clear Communications

- Urgent interim controls may be used to manage credible risk before a final decision.
- Before a final decision to suspend, discontinue or refuse enrolment, MIoD will provide factual notice of the concerns, give the student and, for a minor, their parent or legal guardian a reasonable opportunity to respond, consider reasonable adjustments and alternatives, and provide written reasons. The student's views will be considered directly, with age and development considered for minors. Class placement and progression follow Section 7.0.1 Class Placement and Progression in the Terms and Conditions - Adults.
- An internal marker stating 'Director approval required before enrolment' may be used following serious safety or service-delivery concerns. The associated record must state the objective reasons and a review point, and access must be restricted.

- A future application receives a fresh individual assessment and is not automatically refused because of disability, adjustment request or complaint history.
- Every material notice must state exact status, effective date, conditions, class allocation, fee or credit outcome and review pathway.

8.12 Parents Legal Guardians Visitors and Approved Support Persons

These child-contact restrictions apply to interactions with a child other than a person’s own child or a child they are specifically authorised to support, and remain subject to Sections 8.3, 8.17 and 8.21. They do not prohibit ordinary adult-to-adult contact or use of designated adult facilities.

Parents, legal guardians, visitors and approved support persons must follow MIoD's child-safety policies, staff directions and applicable Code of Conduct.

They must not:

- Approach, question, discipline, threaten, isolate or physically direct another person's child.
- Initiate private contact with a child.
- Exchange personal contact details or social media accounts.
- Offer personal gifts or special favours.
- Provide transport.
- Be alone with a child out of sight of authorised staff.
- Photograph or record a child.
- Enter a restricted, toilet or changing area without permission.
- Refuse a reasonable child-safety direction.

For a minor, an approved support person may assist only within the role authorised by MIoD and the child's parent or legal guardian. The arrangement must protect the privacy and safety of other children and may be changed or ended if it creates a risk.

Adult misconduct must be assessed separately from the child's behaviour. A child will not be blamed or punished for an adult's conduct.

Before restricting the child's participation because of an adult's conduct, MIoD will consider whether another authorised adult or a suitable safety arrangement would allow the child to continue safely.

For adults, an approved support person acts with the student’s agreement or appropriate legal authority and may assist only within the authorised role. Support people must not disrupt teaching, access other students’ confidential information or record without permission. Consider whether alternative support would allow safe continued participation before restricting a student because of another adult’s conduct.

8.13 Health Safety and Wellbeing

8.13.1 Purpose and Scope

MIoD protects the physical and emotional wellbeing of students, staff and visitors at all classes, rehearsals, performances and activities, including online. It promotes safe dance practice, healthy body diversity and respectful instruction.

8.13.2 Safe Venues and Instruction

Staff must assess and manage hazards, maintain safe floor and equipment conditions, provide suitable first-aid equipment and trained staff, and know the venue emergency procedures. Students must report hazards, pain, dizziness or injury promptly and follow safety instructions. Teachers must discourage negative body talk and monitor wellbeing. Clothing, costumes, props and choreography must support safe, respectful participation.

8.13.3 Medical Information and Participation

Students must provide current information reasonably necessary for safe participation, including relevant injuries, allergies, medication effects and emergency contacts. Targeted professional advice or medical clearance may be requested where current information indicates significant risk. MIoD must explain the request, avoid unrelated information and consider reasonable adjustments and a safe return plan.

A credible risk may require a temporary restriction. Disability, distress, self-injury or a medical condition is not automatically misconduct. Final decisions follow Sections 8.9 to 8.11 and Terms and Conditions - Adults Sections 7.0.2 and 7.11.

8.13.4 Arrival Departure and Minors

Adults manage their own travel and must follow venue access arrangements. Minors must not be left outside a locked or unstaffed venue. Parents or legal guardians supervise before a teacher receives the minor. MIoD maintains supervision from receipt until collection by an authorised person or departure under written parent or legal guardian permission, including late collection. Minors remain inside until collected. Any independent travel permission must be emailed to melbourneinstituteofdance@gmail.com. Adult students must not transport or supervise a minor without the required written authorisation and child-safety controls.

Street shoes must be worn outside. Wear suitable outer clothing over dancewear when travelling.

8.13.5 Responsibilities and Emergencies

The Director oversees risk management and legal compliance. Staff maintain safe practice, report hazards and incidents and respond promptly to concerns. Students follow reasonable safety directions and keep relevant information current. Staff may arrange first aid or emergency assistance as set out in Terms and Conditions - Adults Section 7.3.

Follow Section 8.15 and the emergency instructions displayed at each venue. Significant incidents must be recorded under Section 8.8.

8.14 Illness and Attendance

8.14.1 Purpose

This policy explains how MIoD manages illness and attendance to protect students, families, staff and visitors, including measures to reduce the spread of COVID-19 and other respiratory illnesses.

8.14.2 Scope

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

8.14.3 Our Commitment to Health and Safety

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

MIoD's approach centres around:

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

8.14.4 Illness and Symptoms

Students, staff and family members must not attend the studio if unwell or showing symptoms of a potentially infectious 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.

If a child becomes unwell during class, MIoD may ask their parent or legal guardian to arrange collection. The child will remain supervised until collected.

8.14.5 Attendance and Participation

To protect our community:

- Students and staff must stay home while unwell and follow current Victorian health advice when returning.

- Students must be well enough to participate safely.
- Adults, or parents or legal guardians of minors, should notify MIoD if the student attended while potentially infectious.
- Remote participation may be available under Remote / Zoom Access below.

8.14.6 COVID-19 and Other Respiratory Illnesses

Anyone with COVID-19 or another respiratory illness must follow current Victorian Government health advice about recovery and returning to normal activities. MIoD does not impose an additional fixed isolation period.

8.14.7 Remote / Zoom Access

Where illness prevents attendance in person, MIoD may offer remote participation, depending on the class and schedule.

Adult students and parents or legal guardians of minors must email requests to melbourneinstituteofdance@gmail.com at least three (3) hours before class. They must provide a suitable, unobstructed space, a securely positioned device and appropriate footwear.

This option:

- Supports continuity of training.
- Enables students to continue participating from home safely.

8.14.8 Hygiene and Studio Etiquette

MIoD 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.

8.14.9 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.

8.14.10 Respectful Community Responsibility

Caring for the wellbeing of others is part of MIoD'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.



8.14.11 Privacy and Confidentiality

Medical or health-related information shared with MIoD is treated confidentially and used solely for safety and operational purposes. Health information will not be publicly disclosed; necessary disclosures must have consent or another lawful basis.

8.14.12 Alignment with Government Guidance

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

If an adult becomes unwell, staff will help them arrange a safe departure or emergency assistance as necessary. A minor who becomes unwell remains supervised until collected. Remote participation is optional and only appropriate when the student is well enough to participate safely.

8.15 Emergency Evacuation and Lockdown

8.15.1 Purpose

This policy ensures the safety and wellbeing of all students, staff, parents or legal guardians, 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).

8.15.2 Scope

This policy applies to:

- All staff, teachers, contractors and volunteers.
- All students attending MIoD classes and activities, including children and adults.
- All parents or legal guardians, carers, authorised representatives, support persons and visitors present on-site during an emergency.

8.15.3 Policy Statement

MIoD 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.

8.15.4 Emergency Evacuation Procedure

When to Evacuate

An evacuation should occur when there is:

- Fire, smoke or an explosion.
- A gas leak or hazardous chemical spill.
- Structural damage that may make the building unsafe.

- Any other hazard that makes remaining in the building unsafe.

Immediate Actions

Raise the 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, and call 000 when emergency services are required.
- Do not attempt to control a hazard if doing so would place anyone at risk.

Teacher Responsibilities

- Stop all activities immediately.
- Instruct students to remain calm, leave belongings behind and follow the safest available evacuation route.
- Take the attendance list or class roll if safely accessible.
- Assist students who require additional support to evacuate safely.
- Lead students to the designated safe assembly point.

Assembly Points

- Deepdene Hall: Outside near the tennis courts in the car park, or on the Burke Road footpath in front of the church.
- Koonung Heights Hall: On the grassed area at the front of the church car park.
- Other venues: Refer to the venue's emergency map near the main exit.

At the Assembly Point

- Teachers must conduct a roll call and account for all students.
- Staff must assist in accounting for other people present, including parents or legal guardians and visitors.
- Any missing or unaccounted-for person must be reported immediately to emergency services or the person coordinating the evacuation.
- Everyone must remain at a safe location and follow instructions from emergency services.
- No one may re-enter the building until emergency services or the responsible authority confirm that it is safe.

8.15.5 Lockdown Procedure

When to Lock Down

A lockdown should occur when:

- There is a threat of violence or an intruder is present.
- A dangerous person or animal is on the premises.
- Police or emergency services advise sheltering in place.

Immediate Actions

Announcement or Signal

- The teacher will announce "Lockdown" or use a clear, agreed signal to alert all rooms, where safe to do so.

Teacher Responsibilities

- Direct students to move away from doors and windows and into a secure area.
- Lock doors where possible, without placing anyone at risk.
- Turn off lights, silence mobile phones and keep everyone quiet where appropriate to the threat.
- Assist students requiring additional support, where safe to do so.
- Keep students calm and supervised until the all-clear is given or emergency services direct otherwise.

Communication

- Contact 000 as soon as it is safe to do so.
- Teachers must contact the Director (Kalman Warhaft - 0436 342 295) as soon as it is safe.
- Follow instructions from police or emergency services and avoid communications that could compromise safety.

All Clear

- Do not end the lockdown until emergency services confirm it is safe, where they are responding.
- If emergency services are not involved, the Director or designated person responsible for the venue may authorise the all-clear once the threat has been assessed and resolved.

8.15.6 Post-Incident Procedures

- A debrief will occur after any evacuation or lockdown.
- Incident reports must be completed in accordance with Section 8.8 Incident, Concern and Evidence Recording Procedure in this document.
- Adult students and parents or legal guardians of minors will be notified of a major incident affecting them, subject to safety, privacy and legal restrictions.
- MIoD will review the procedure annually or after any emergency event.

8.15.7 Roles and Responsibilities

Director, site manager and teachers: Oversee emergency response, liaise with emergency services, maintain training, lead students and account for everyone.

Volunteers and assistants: Support teachers and keep younger students calm and grouped.

Parents, legal guardians and visitors: Follow staff directions and do not interfere with emergency personnel.

Emergency Contacts

Emergency Services: 000

MIoD Director Kalman Warhaft: 0436 342 295

Poisons Information Centre: 13 11 26

8.15.8 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.

Before using each venue or production space, the Director or delegated lead must verify and document exits, accessible evacuation arrangements, primary and alternative assembly points, lockdown locations, emergency access and staff responsibilities with the venue operator. Brief staff before use and after changes; do not rely on an unverified generic plan. Give new, casual and visiting students a brief safety induction on arrival, including students joining after the scheduled term briefings. Arrange individual emergency adjustments where needed and record drill outcomes and corrective actions.

8.16 Social Media and Digital Communication

8.16.1 Scope and Conduct

This policy applies to MIoD-related digital activity by students, staff, contractors, parents, visitors and support people. Treat others respectfully. Do not bully, threaten, impersonate, exclude or harass others or disclose their private information. Communication must comply with Section 8.17 and the Code of Conduct - Adults.

8.16.2 Recording and Authorisation

Terms and Conditions - Adults Sections 7.7 to 7.9 govern recording and public use. Limited internal teaching and rehearsal recording and internal assessment recording are acknowledged through acceptance of the Terms and are not separate optional checkboxes. Internal material must not be published without the applicable optional public-use consent.

Check three separate recorded choices: essential stage-production capture, controlled participant/family distribution and restricted archiving; optional assessment publicity; and optional general media/marketing, including production publicity. Essential production acceptance does not authorise public or promotional use. Refusing optional publicity does not prevent ordinary classes, assessments or adult production participation. Before publishing group material, check every identifiable participant and edit or do not publish where permission is absent. Minors remain subject to their children's documents and relevant parent or legal guardian authorisations. AI processing requires the separate safeguards in Section 8.19.

Do not publish a student's full name with an image without separate permission. Authorised public use is royalty-free and non-compensable. Photography and recording are prohibited in toilets and changing areas; essential medical or accessibility device use must preserve others' privacy and all other device use must occur outside these areas; recording is also prohibited in first-aid areas and other sensitive locations.

8.16.3 Student and Visitor Recording

Recording others requires MIoD permission and the appropriate permission of identifiable participants, including parent or legal guardian permission for minors. Screen recording, copying or sharing class footage, choreography or instructional material requires MIoD approval and relevant participant permission. Do not repost public content merely because it is publicly visible.

8.16.4 Withdrawal and Removal

Optional publicity consent and essential production-recording acceptance may be changed by email. Stop affected new uses from receipt, promptly update the consent register, pause scheduled publication and notify relevant staff/providers. Acknowledge ordinarily within two business days and action without unreasonable delay. Review existing controlled material for reasonable removal or de-identification and prioritise urgent safety requests. For a current production, discuss participation alternatives and unused fees under Terms Sections 7.2 and 7.9.6. Record actions and any lawful retention. Copies already lawfully distributed outside MIoD's control may not be recoverable; this does not authorise new promotional use after withdrawal.

8.16.5 Private Groups and Enforcement

Private chats between students aged 18 and over are not endorsed or monitored by MIoD. Where conduct affects safety or wellbeing in the MIoD community, MIoD may respond under the Code. Adult-to-minor contact remains restricted under Section 8.17 regardless of the platform or whether a group is unofficial.

Breaches, content-removal requests and protective action follow Sections 8.6 to 8.11. Reports may use the external pathway when the Director is involved. Good-faith reports must not attract retaliation.

8.17 Online Safety and Communication Boundaries

8.17.1 Adults Aged 18 and Over

Staff may communicate with adult students by email, phone or messaging for class-related purposes. Communication must remain respectful, professional and relevant. Personal messaging may be used only by mutual agreement and must not compromise privacy, safety or professional boundaries. Maintain records of material MIoD-related communications.

8.17.2 All Students Under 18

Every 16- and 17-year-old in an adult-level class remains a minor. MIoD normally communicates through the parent or legal guardian. After enrolment, a minor may receive email from melbourneinstituteofdance@gmail.com only with parent or legal guardian permission and with that person copied into the email.

Staff, adult students, visitors and support people must not privately message a minor, exchange personal contact details or social-media accounts, use private or disappearing-message chats or communicate without parental knowledge. Staff must not contact minors through personal social media, SMS, private messaging apps or personal email. Approved communication must be transparent, supervised and documented.

8.17.3 Approved Channels and Emergency Exceptions

Use parent or legal guardian email addresses, official mailing lists, public notices or supervised MIoD-approved channels. Urgent changes may be sent to parents or legal guardians by phone or SMS. Staff use authorised platforms or school accounts for family communications.



An immediate safety emergency may make the usual communication arrangement impracticable. Any necessary exception must be limited to safety, documented and reported promptly; it is not permission for ongoing private contact.

8.17.4 Breaches and Training

Redirect a minor's direct personal contact request to the parent or legal guardian and an approved channel. Do not send personal material or bypass parental knowledge. Report and record concerns under Sections 8.6 to 8.8, including the external route where the Director is involved. Staff must complete child-safe communication training. Internal procedures never delay urgent or legally required external reporting.

8.18 Programming and Content Music and Choreography

8.18.1 Purpose

MIoD is committed to providing a safe, respectful, and age-appropriate learning environment for all students.

This policy ensures that all music, choreography, costuming, and artistic content used in classes, rehearsals, performances, and events reflect MIoD's values of student safety, integrity, inclusion, and artistic excellence.

8.18.2 Scope

This policy applies to:

- All music and choreography used in adult-level classes, including material heard or seen by minors.
- 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.

8.18.3 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, MIoD applies a "child-safe first" assessment before content is approved.

8.18.4 Artistic Integrity and Instructional Context

Choreography and class content 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.

8.18.5 Cultural and Community Considerations

MIoD 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.

8.18.6 Responding to Concerns About Content

Students and, for minors, their parents or legal guardians may raise concerns about programming or content at any time.

MIoD 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.

8.18.7 Casting and Programme Changes

MIoD reserves the right to determine and amend casting, roles, choreography and the show programme as needed for artistic, safety or operational reasons.

8.18.8 Attendance Technical Standard and Readiness to Participate

Participation in performances and assessments requires sufficient attendance, preparation and the technical skills appropriate to the particular piece, role or assessment.

MIoD may modify a student's role, reassign them to another piece or withdraw them from a piece, performance or assessment if they:

- Have missed essential classes or rehearsals.

- Have not sufficiently learnt the material.
- Have not demonstrated the required technical standard.

A decision may be made on technical grounds even when the student has attended all required classes and rehearsals.

The teacher and Director will assess the skills required for participation. These include performing sequences with control, maintaining timing within a group and safely executing partnered movements.

Decisions will be made individually, in consultation with the student and, for a minor, their parent or legal guardian. Relevant circumstances and any required reasonable adjustments will be considered.

MIoD will explain the decision respectfully and identify the skills or preparation needed for future participation.

8.18.9 Costumes Props and Shared Events

Costumes, gestures, props and staging must be suitable for the youngest participants and any minors present. Avoid sexualised or demeaning presentation and manage physical risks before rehearsal. Provide private, separated changing arrangements under Section 8.21 and check permissions before recording under Section 8.16. Explain technical or attendance-based decisions, consider reasonable adjustments and alternatives, and address fees under Terms and Conditions - Adults Section 7.2.

8.19 Artificial Intelligence AI Digital Image Generation and Intellectual Property

8.19.1 Purpose

MIoD 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 students 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 MIoD's broader digital safety obligations.

8.19.2 Scope

This policy applies to:

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

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

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

8.19.3 Prohibited AI Uses

Regardless of any consent or approval, AI must not be used to:

- Create sexualised, intimate, nude, exploitative, abusive or unlawful content involving a child.
- Create content that humiliates, bullies, discriminates against, threatens or is reasonably likely to harm a child.
- Create a deceptive deepfake, impersonation or false representation of a child's actions, words, abilities, beliefs or circumstances.
- Clone a child's voice or create a realistic identity simulation where it is intended, or reasonably likely, to deceive, exploit or misrepresent another person.
- Use a child's information for facial recognition, biometric profiling, surveillance or AI model training, or for any other purpose that has not been clearly disclosed and authorised.
- Upload identifiable children's personal information, images, videos or audio recordings to publicly available generative AI tools.
- Upload material to an AI provider unless the Director has assessed and approved the provider's privacy, security, retention, training, sharing and deletion arrangements.
- Reproduce, recreate or upload MIoD choreography, teaching methods, class recordings or other proprietary materials without MIoD's prior written approval.
- Reproduce or simulate the image, likeness or voice of a staff member or another adult without their prior written consent and MIoD approval.
- Use material beyond the scope of the relevant consent, MIoD approval, applicable law or MIoD policy.

No consent or approval from a child, parent, legal guardian, staff member or MIoD can authorise a use prohibited by this section.

8.19.4 Consent for AI Use Involving Minors

Subject to Section 8.19.3, MIoD may use AI or AI-assisted tools involving an identifiable child only where:

- The child's parent or legal guardian has provided prior written and informed consent.
- The Director has provided prior written approval.
- The consent clearly explains the material involved, the intended purpose, the type of AI processing, whether a third-party AI provider will receive the material, and where the resulting content may be published or shared.
- The use is consistent with the recording, image, media, privacy and authorisation conditions contained in the Terms and Conditions - Children for minors and the Terms and Conditions - Adults for adult participants.
- Reasonable steps have been taken to protect the child's personal information and limit access, retention, reuse and disclosure.
- The resulting material is reviewed and approved by an authorised adult before it is published, distributed or otherwise used.

Consent may be obtained through a clearly worded enrolment authorisation or through a separate project-specific consent form. General consent to photography or video recording does not automatically authorise every form of AI use.

MIoD will provide the child with an age-appropriate explanation of the proposed use and will consider the child's age, maturity, comfort and expressed wishes. A child must not be pressured to participate. If a child objects or appears distressed or uncomfortable, MIoD will not proceed with or continue the use, even where parent or legal guardian consent has been provided, unless the use or retention is required by law or is reasonably necessary to protect a person's safety.

Approved uses may include age-appropriate image enhancement, background adjustment, cropping, colour correction, resizing, captioning, accessibility work, design layouts, promotional artwork or clearly identified creative effects, provided all requirements in this section are satisfied.

Consent may be withdrawn in writing in relation to future AI use. Withdrawal does not invalidate a use completed before the withdrawal was received, but MIoD will take reasonable steps to prevent future use and to address material remaining under MIoD's control.

These requirements apply to MIoD-related material, including material obtained through classes, assessments, rehearsals, performances, events or other MIoD activities.

All persons covered by this policy must obtain the required written consent and Director approval before independently using AI involving an identifiable child in MIoD-related material.

8.19.5 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, MIoD applies zero tolerance to prohibited, harmful or unauthorised AI use involving children. Legitimate AI-assisted use may occur only in accordance with Sections 8.19.3 and 8.19.4.

8.19.6 Staff Responsibilities

All MIoD 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.

8.19.7 Reporting AI Misuse or Concerns

Any suspected or actual misuse of AI involving a child, any use outside the consent or approval provided, or any concern about a proposed or completed AI use must be reported immediately to the Director at melbourneinstituteofdance@gmail.com.

The Director will:

- Record and assess the report promptly.
- Ensure the incident is recorded using the MIoD Online Incident, Concern and Near-Miss Form.
- Take immediate steps to protect the child and prevent further unauthorised use or distribution.
- Preserve relevant evidence lawfully while limiting unnecessary access to the material.
- Ensure suspected child sexual abuse material is not downloaded, copied or redistributed for evidence collection.
- Arrange for content to be removed, restricted or secured where appropriate and reasonably possible.
- Notify the parent or legal guardian where appropriate and lawful.
- Make any external report required by law or MIoD's Child Safety, Incident Reporting or Complaints policies.

Reports will be handled promptly, sensitively and as confidentially as reasonably possible. No person will be disadvantaged or victimised for raising a genuine concern in good faith.

If there is an immediate risk to a child or another person, contact emergency services on 000 before notifying the Director.

If the concern involves the Director, is not addressed promptly, or the person making the report is uncomfortable reporting it to the Director, the concern should be reported directly to Victoria Police, Child Protection or another appropriate authority. Nothing in this policy prevents a person from contacting an external authority directly at any time.

Internal reporting must never delay immediate protective action or any required external report.

8.19.8 Consequences for Breaches

Any response must follow the fair process in Sections 8.9 to 8.11 and applicable Terms, including consideration of adjustments, an opportunity to respond and appropriate fee treatment.

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.
- Meetings with the student and, for a minor, the parent or legal guardian.
- External reporting, where legally required.

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

8.19.9 Review and Updates

This policy will be reviewed annually and immediately following any incident involving AI or digital misuse, or when new technologies, risks or legal requirements arise.

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

8.19.10 AI Use Involving Adults and MIoD Assets

Adults aged 18 and over must provide their own prior informed written consent before their identifiable image, voice, likeness or personal information is used in an AI tool, and the Director must approve the specific use in writing. The consent must identify the material, purpose, processing, provider and intended sharing or publication. General recording or media consent is not enough. Check the provider's privacy, security, retention, model-training, sharing and deletion arrangements before any upload; minimise information and restrict reuse and access. An authorised person must review outputs before use. Consent may be withdrawn for future use and MIoD must take reasonable steps to address material under its control. Refusing optional AI use does not affect ordinary class participation.

Prohibited sexualised, abusive, exploitative, discriminatory, deceptive, impersonating or otherwise harmful AI uses must not involve any student or staff member, regardless of purported permission. Child-specific prohibitions in Section 8.19.3, including the ban on uploading identifiable children's information to publicly available generative AI tools, remain absolute.

MIoD documents, branding, class lists, schedules, choreography and teaching material must not be uploaded or reproduced through AI without prior written MIoD approval and a lawful basis for any personal information. Staff and other adults retain control over use of their likeness or voice. Authorised use must respect copyright and third-party rights.

Suspected misuse involving an adult follows Sections 8.6 to 8.8, including immediate protection, lawful evidence preservation, content restriction and external reporting where required. Any disciplinary or participation decision follows Sections 8.9 to 8.11 and the Terms and Conditions - Adults; there is no automatic loss of consumer rights.

8.20 Recruitment and Screening (Child Safety)

8.20.1 Purpose

MIoD is committed to ensuring that every person engaged to work with students is suitable, safe, and appropriately qualified.

This policy outlines MIoD'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.

8.20.2 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 MIoD programs, whether paid or unpaid, including adult-level classes attended by minors.

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

8.20.3 Minimum Screening Requirements

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

- Hold a current Victorian Working with Children Clearance of the appropriate type, or a lawful exemption verified and accepted under this section. An Employee Clearance covers paid and voluntary child-related work; a Volunteer Clearance does not cover paid child-related work.
- 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 MIoD's Staff Child Safe Declaration, acknowledging child safety obligations.
- Sign MIoD'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 MIoD management.

For an exemption, record the exact legal basis, role, evidence, limits and review date. Verify current VIT registration and any required notifications where relied on; a police check or interstate clearance is not automatically a Victorian equivalent. Under-18 assistants require age-appropriate supervision and cannot be treated as cleared adult supervisors. MIoD may impose a stricter lawful screening requirement. No exemption removes conduct, training or supervision duties.

Before engagement, verify clearance status through the official checker and retain evidence. For child-related workers and volunteers, complete required commencement, cessation and change notifications using WWC Connect, keep records current and monitor status notifications. Connect existing workers in accordance with current requirements and MIoD's screening review. Check completion of the mandatory WWC Child Safety Training when required for applications, renewals or a change from Volunteer to Employee Clearance. Assess adult production participants by their actual role; a school-imposed check alone does not make a participant a child-related worker.

8.20.4 Recruitment Process

MIoD 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 MIoD's child safety policies before work commences.

8.20.5 Guest Teachers Contractors and Relief Staff

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

- Meet the clearance and verified-exemption requirements in Section 8.20.3.
- Complete identity verification and reference screening.
- Sign a written agreement to comply with MIoD's child safety policies and procedures.
- Conduct themselves in a professional, child-safe manner at all times while representing MIoD.

8.20.6 Ongoing Monitoring and Renewal

MIoD's child-safe obligations continue throughout each person's engagement.

The school:

- Maintains secure records of each person's WWCC and clearance status.
- Monitors expiry dates and requires renewal before any lapse.
- Reviews staff clearances, screening records and suitability for continued child-related work annually, and sooner if concerns arise.
- May undertake further screening or integrity checks if concerns arise.
- Observes teaching practices and interactions with children.
- Assesses compliance with child safety and conduct requirements during performance reviews.
- Refers concerns to the Director for assessment and appropriate action, which may include temporary suspension or termination of engagement.

8.20.7 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 MIoD's Child Safety, Code of Conduct, or reporting policies.

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

8.20.8 Non-Compliance and Mandatory Reporting

Any suspected breach of this policy or concern about a person's suitability must be reported immediately to the Director in accordance with Sections 8.6 to 8.8.

If the concern involves the Director, is not addressed promptly, or the reporter is uncomfortable reporting it to the Director, the concern should be reported directly to an appropriate external authority.

Internal reporting must never delay immediate protective action or any required external report.

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

8.21 Shared Studio Use with Children and Child Safety

MIoD will maintain a documented child-safety risk assessment and risk register for each venue and for activities involving children.

The risk register must:

- Identify physical, online, mixed-age, staffing, access, privacy, transport, performance, contractor and third-party risks.
- State the control, owner and review date.
- Be reviewed at least annually and after a material change, incident, near miss or complaint.

Foyers, corridors and waiting areas may be shared with adults. MIoD will use supervision, clear sightlines, access controls, staff positioning and venue-specific rules to manage mixed-age contact.

Lockable, isolated or out-of-sight areas must be restricted or actively controlled while children are present.

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.

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.

Adult students, visitors, contractors and support persons must comply with Section 8.12 and, unless specifically authorised, must not:

- Initiate private contact with a child.
- 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.
- Supervise or discipline a child.

MIoD must communicate relevant child-safety requirements to venue operators, contractors, photographers, videographers and other third parties and include appropriate child-safety conditions in procurement or engagement arrangements.

A child will not be blamed or penalised for an adult's boundary breach.

8.22 Teacher Training Supervision and Ongoing Compliance

8.22.1 Purpose

This policy applies to all teachers, assistants, volunteers, and personnel who work with students in MIoD adult-level programs, including minors. 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 MIoD's commitment to ongoing training, active supervision, and continuous assessment of staff suitability for work involving children.

8.22.2 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-safety obligations both in person and online, whether acting in a professional or personal capacity, where their conduct may affect student safety or wellbeing.

8.22.3 Screening Compliance

All personnel must maintain compliance with MIoD's screening, ongoing suitability and applicable child safety requirements.

Personnel must notify MIoD immediately of any change affecting their WWCC status or suitability and cooperate with further screening or conduct checks where concerns arise.

Screening records must be securely maintained, and MIoD must monitor WWCC expiry dates, renewal requirements and ongoing suitability.

8.22.4 Ongoing Monitoring

Compliance is actively monitored through:

- Supervised observation of teaching and child engagement practices.
- Performance reviews that assess compliance with child safety and conduct obligations.

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

8.22.5 Mandatory Child Safety Training

All MIoD personnel involved in adult-level programs, including mixed-age activities must participate in compulsory annual training.

This includes:

- The Victorian Child Safe Standards, legal reporting duties and the limits of internal reporting.
- Recognising grooming, abuse, boundary breaches, distress, self-injury, bullying and other indicators of harm.
- How to respond to a disclosure without leading questions, promising secrecy or conducting an investigation.
- Immediate protective action, evidence preservation and use of the MIoD Online Incident, Concern and Near-Miss Form.
- Professional boundaries, one-to-one instruction, mixed-age spaces, safe physical contact and digital communication.
- Child rights and participation, Aboriginal cultural safety, anti-racism, disability inclusion, communication needs and reasonable adjustments.
- Privacy, record keeping, photography, filming, social media and the distinction between internal recording and authorised public use.
- MIoD's Code of Conduct - Children, complaints process, external reporting route when a concern involves the Director, risk register and post-incident review requirements.

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

8.22.6 Conduct Supervision and Accountability

MIoD staff are required to:

- Adhere to the Code of Conduct - Adults and, wherever children are involved, the Code of Conduct - Children.
- 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.

8.22.7 Review and Continuous Improvement

MIoD 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.

8.23 Changes to Policies

8.23.1 Purpose

This policy outlines the process by which MIoD reviews, updates, and communicates changes to its Policies and Procedures related to students enrolled in adult-level programs. It ensures ongoing compliance with Victorian legislation, child safety standards, and best practice in performing arts education.

8.23.2 Scope

This policy applies to all MIoD 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 MIoD website.

8.23.3 Policy Review Cycle

MIoD reviews policies:

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

8.23.4 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 MIoD leadership prior to publication.

8.23.5 Communication of Updates

When policies are updated, MIoD will:

- Publish the revised policies on the MIoD website.
- Update any relevant sections of the Handbook - Adults.
- Notify students aged 18 and over and parents or legal guardians of minors by email of significant changes affecting student participation or safety before they take effect, including the effective date.

8.23.6 Acceptance of Updated Policies

MIoD will notify students aged 18 and over and parents or legal guardians of minors of significant policy changes before they take effect.

Where a policy change materially affects contractual rights or obligations, MIoD will obtain the necessary agreement from the adult student or parent or legal guardian of a minor.

8.23.7 Record Keeping

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

8.23.8 Analysis and Communication of Improvements

At least annually, and after a significant incident or complaint, MIoD will analyse incidents, near misses, complaints, boundary concerns, policy breaches, student and family feedback, and risk-register findings to identify patterns and required improvements. MIoD will document each action, responsible person, due date and completion evidence. Non-identifying findings and relevant improvements will be communicated to staff and, where appropriate, to students and families.

8.24 Prospective Operation and Review

Version 2027.2 was updated on 16 November 2026. It applies to services from 1 January 2027 and bookings for those services accepted earlier, after communication and any necessary acceptance under Section 8.23. Existing 2026 agreements retain their agreed terms unless lawfully varied prospectively. No revision retrospectively changes an existing dispute, agreement or decision. Current safety and legal obligations must be met whenever they apply.