Policies and Procedures (Legal Version) - Children

Melbourne Institute of Dance (MIoD)

ABN 73 551 272 156

Version: 2027.3 | Status: Approved | Effective date: November 2026
Approved by: Kalman Warhaft, Director
Last updated: November 2026
Next review: November 2027, or earlier after a serious incident, material complaint, regulatory change or legal change.

These Policies and Procedures are reviewed regularly to ensure they remain consistent with government guidance and continue to provide a safe and supportive environment for all members of MIoD's community.

Table of Contents

8.0 Policies and Procedures 3

8.1 Statement of Commitment to Child Safety 3

8.2 Code of Conduct (Reference Only) 6

8.3 Professional Conduct and Physical Contact 6

8.4 Bullying and Harassment 8

8.5 Privacy and Data Protection 12

8.6 Complaints and Concerns 16

8.7 Incident Reporting and Management 18

8.8 Incident, Concern and Evidence Recording Procedure 19

8.9 Student Safety, Behaviour and Support 24

8.10 Reasonable Adjustments and Participation Planning 27

8.11 Enrolment Decisions and Clear Communications 29

8.12 Parents or Legal Guardians, Visitors and Approved Support Persons 30

8.13 Health, Safety and Wellbeing 30

8.14 Illness and Attendance 33

8.15 Emergency Evacuation and Lockdown 36

8.16 Social Media and Digital Communication 40

8.17 Online Safety and Communication Boundaries 42

8.18 Programming and Content (Music and Choreography) 44

8.19 Artificial Intelligence (AI), Digital Image Generation and Intellectual Property 46

8.20 Recruitment and Screening (Child Safety) 51

8.21 Shared Studio Use with Adults and Child Safety 54

8.22 Teacher Training, Supervision and Ongoing Compliance 55

8.23 Changes to Policies 57

8.24 Prospective Operation and Review 59

8.0 Policies and Procedures

These Policies and Procedures form part of the binding agreement between MIoD and each student's parent or legal guardian.

References to the Terms and Conditions, Policies and Procedures and Code of Conduct mean the children's versions of these documents unless otherwise stated.

Incident reporting and evidence recording requirements are included within these Policies and Procedures.

These Policies and Procedures must also be read in conjunction with MIoD's:

- Code of Conduct - Children.
- Terms and Conditions - Children
- Other relevant policies published on the MIoD website.

MIoD is committed to child safety, wellbeing and inclusion. These Policies and Procedures support compliance with the Victorian Child Safe Standards, the Child Wellbeing and Safety Act 2005 (Vic), and other applicable child-protection and privacy laws.

Participation in performances, workshops and special programs is also subject to the Children's Handbook. Its additional conditions form part of the binding agreement.

Any Working With Children Check requirements for these activities apply to adult volunteers and chaperones, not children.

MIoD reviews these Policies and Procedures regularly to reflect changes in legislation, studio operations and child-safety requirements.

Previous versions and implementation dates are retained. Policy updates are managed in accordance with MIoD's Changes to Policies requirements.

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. 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:

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

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)

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

This document is legally binding and must be reviewed and agreed to at the time of enrolment. The complete Code of Conduct is available on our website:

https://www.melbourneinstituteofdance.com/policies

8.3 Professional Conduct and Physical Contact

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

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 Child Safety and Consent

To uphold safety, dignity, and trust:

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

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 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 children’s programs.

8.4 Bullying and Harassment

8.4.1 Purpose

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

8.4.2 Scope

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

8.4.3 Commitment to a Safe and Respectful Environment

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

8.4.4 Understanding Bullying

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

Examples include, but are not limited to:

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

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

8.4.5 Understanding Harassment

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

Examples include, but are not limited to:

- Hurtful comments about appearance, ability, or background.
- Persistent unwanted attention.
- Deliberate embarrassment or humiliation.
- Spreading rumours or gossip.

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

8.4.6 Cyberbullying

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

Examples include, but are not limited to:

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

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

8.4.7 Prevention and Education

MIoD promotes a positive and supportive studio culture.

Examples include, but are not limited to:

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

8.4.8 Reporting Bullying or Harassment

Any student who feels unsafe, targeted, or uncomfortable is encouraged to speak to a teacher or trusted adult as soon as possible. Parents or legal guardians may report concerns to the Director or a teacher, or by emailing melbourneinstituteofdance@gmail.com.

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

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

8.4.9 How MIoD Responds

When bullying or harassment is reported or observed, MIoD will:

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

Records must be factual, objective and accurate, distinguishing observations from allegations or opinions. Relevant circumstances, adjustments, actions and responses must be documented, including information that may be unfavourable to MIoD.

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

8.4.10 Support for Students

Students who experience bullying or harassment will be supported through:

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

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

8.4.11 Roles and Responsibilities

Students:

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

Parents or Legal Guardians:

- Encourage respectful behaviour.



- Support their child to speak up.
- Raise concerns early so they can be resolved.

Teachers and Staff:

- Model appropriate behaviour.
- Respond promptly to concerns.
- Provide guidance, care, and follow-up support.
- Ensure that students feel safe speaking up.

8.4.12 Privacy and Confidentiality

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

8.5 Privacy and Data Protection

8.5.1 Scope

MIoD will comply with the Health Records Act 2001 (Vic) and the Health Privacy Principles in relation to health information it collects, holds, uses, discloses, stores and disposes of. MIoD will also comply with the Privacy Act 1988 (Cth) and the Australian Privacy Principles where they apply.

Whether or not the Privacy Act applies to a particular activity, MIoD adopts privacy practices consistent with the Australian Privacy Principles as a matter of policy and will comply with applicable Victorian child-safety and record-keeping requirements.

For this policy, health information includes information or an opinion about a person's physical, mental or psychological health, disability, injury, allergies, medication, medical condition, health services or support needs, and information collected for the purpose of supporting safe participation.

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.
- Parent or legal guardian contact information and emergency contacts.
- 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 - Children.
- 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 parents or legal guardians.
- Support student health, safety, and wellbeing.
- Comply with child safety and reporting obligations.
- Organise participation in events, assessments, or performances.
- Improve programs and services.

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

8.5.4 Photography and Media Consent

Photography, video and audio recording and media use are governed by the Terms and Conditions - Children. The Enrolment Form records separate choices for stage-production participation and production media, assessment participation with mandatory internal recording, internal class and rehearsal recording, and optional general media outside stage productions. MIoD must act in accordance with the recorded choice before recording or using material.

Assessment recording is a condition of assessment participation. Class and rehearsal recording may be refused without affecting ordinary enrolment; during recorded portions, the child must remain supervised and outside the camera frame, may participate in non-recorded portions, and must not be penalised or unnecessarily excluded.

Public use outside stage productions requires optional general-media consent. A parent or legal guardian may change a selection in writing. Changes apply prospectively after processing, subject to the limits in the Terms and Conditions - Children. Further requirements are set out in Section 8.16.4, Use of Images, Filming, and Digital Media.

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 parent or legal guardian.

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

8.5.6 Third-Party Services

MIoD uses trusted third-party providers for communication and administrative services (e.g. Gmail, website hosting, enrolment systems).

These providers may store personal data on secure servers located outside Australia, in accordance with Australian Privacy Principle 8 (cross-border disclosure).

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

8.5.7 Cookies and Website Analytics

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

These do not store personally identifiable information about children unless voluntarily submitted by a parent or legal guardian.

8.5.8 Access, Correction, Deletion and Retention

An individual whose personal or health information is held by MIoD, or a person authorised by law to act for them, may request access to or correction of that information.

For a request concerning a child, MIoD may verify the requesting person's identity and authority and will consider the child's age, capacity, safety and expressed wishes where appropriate, together with the privacy and safety of other people.

MIoD will respond without unreasonable delay and within any applicable statutory timeframe. If access or correction is refused or limited, MIoD will provide written reasons and information about available complaint rights where required by law.

A request for deletion does not require MIoD to destroy information that must or may reasonably be retained for child safety, incident management, insurance, legal, regulatory or record-keeping



purposes. Information that is no longer required will be securely destroyed or permanently de-identified where required by law.

8.5.9 Complaints or Privacy Concerns

Privacy or health-information concerns may be directed to the Director:

Kalman Warhaft

Director, Melbourne Institute of Dance

Email: melbourneinstituteofdance@gmail.com

If a privacy or health-information concern involves the Director, the person is not required to submit it through an email account, form or other channel controlled by or accessible to the Director. The person may contact the Health Complaints Commissioner, the Office of the Australian Information Commissioner where applicable, Police or another appropriate authority.

A person who is not satisfied with MIoD's handling of health information may contact the Victorian Health Complaints Commissioner at www.hcc.vic.gov.au or 1300 582 113.

Where the Privacy Act 1988 (Cth) applies, a person may also contact the Office of the Australian Information Commissioner at www.oaic.gov.au.

No person will be disadvantaged or subjected to retaliation for making a privacy complaint in good faith.

8.5.10 Data Breach Response

A data breach occurs when personal or health information is lost, accessed, modified, used or disclosed without authorisation, whether accidentally or deliberately.

Any staff member, contractor or volunteer who becomes aware of or suspects a data breach must report it immediately to the Director or designated privacy representative. If the suspected breach involves the Director, it may be reported directly to the Health Complaints Commissioner, the Office of the Australian Information Commissioner where applicable, Police or another appropriate authority.

MIoD must promptly:

- Contain the breach and prevent further unauthorised access, use, loss or disclosure.
- Take reasonable steps to protect affected children and other individuals and reduce the risk of harm.
- Preserve relevant original records, access logs, communications and other evidence.
- Record when and how the breach was discovered, the information involved, the people potentially affected and the actions taken.
- Assess the cause, extent and likely consequences of the breach, including the sensitivity of the information and the risk of physical, psychological, financial, reputational or other harm.



- Take reasonable remedial action, including recovering information, changing access credentials, correcting permissions or securing affected systems.
- Determine whether notification is required under the Notifiable Data Breaches scheme where the Privacy Act applies.
- Determine whether affected individuals, parents or legal guardians, the Health Complaints Commissioner, Police, the Social Services Regulator, an insurer, a professional adviser or another authority should be notified where required or reasonably appropriate.
- Review the incident and implement improvements to systems, access controls, training, policies or third-party arrangements.

Where an affected person is a child, notification will ordinarily be provided to their parent or legal guardian unless doing so could increase a risk to the child, conflict with a legal obligation or compromise an investigation or authority direction.

Third-party service providers must notify MIoD promptly of any actual or suspected breach involving MIoD information and must cooperate with containment, assessment, notification and review.

8.6 Complaints and Concerns

8.6.1 Purpose

MIoD is committed to providing a safe, supportive, and child-focused environment. This policy outlines how students, parents or legal guardians 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 children's classes.
- Parents or legal guardians of students in children's classes.
- 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 child-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

A person is not required to make a complaint to the person whose conduct is in question.

If a complaint or concern involves the Director, the reporter is not required to notify the Director or use MIoD's internal complaints process before contacting an external authority.

For immediate danger, call 000. Suspected criminal conduct may be reported to Victoria Police on 131 444. Child-protection concerns may be reported to DFFH Child Protection through the intake service for the child's home address or on 13 12 78 after hours. Concerns about compliance with the Child Safe Standards or, where applicable, the Reportable Conduct Scheme may be reported to the Social Services Regulator on 1300 310 778 or contact@ssr.vic.gov.au.

MIoD will cooperate with any lawful external inquiry, assessment or investigation and will comply with directions concerning safety, evidence, confidentiality, communication and internal action.

The Director must not discourage or interfere with an external report, retaliate against a person who makes a good-faith report, or alter, conceal or destroy relevant evidence.

If an external authority advises that MIoD may or should conduct an internal review, the review must not be conducted or decided by the person whose conduct is in question. MIoD may obtain independent legal, child-safety, human-resources or investigative assistance appropriate to the particular matter.

Internal reporting must not delay or replace a mandatory report, a report to Police or Child Protection, or any other legal obligation.

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.

8.7 Incident Reporting and Management

MIoD is committed to responding promptly and appropriately to incidents and concerns involving children. The safety and wellbeing of students take priority. Parents or legal guardians will be informed promptly of significant incidents involving their child, unless safety concerns or legal obligations prevent this.

Parents or legal guardians may raise concerns, provide relevant information and request clarification about incidents affecting their child.

All incidents, supporting evidence, notifications and follow-up actions must be documented in accordance with Section 8.8 Incident, Concern and Evidence Recording Procedure in this document.

Incident records will be handled confidentially and securely in accordance with MIoD's Privacy and Data Protection Policy.

8.8 Incident, Concern and Evidence Recording Procedure

8.8.1 Purpose

This procedure ensures that incidents and concerns involving children 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 children's programs, including adult-level 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, unless the concern involves that person or another conflict of interest exists.
- Where a child-safety concern involves the Director, staff must report directly to the appropriate external authority.
- The staff member must make secure contemporaneous notes, preserve relevant evidence and follow any directions provided by Police, Child Protection, the Social Services Regulator or another appropriate authority.



- The standard MIoD incident form must not be treated as a prerequisite to external reporting.
- Complete legally required reporting without waiting for internal action.

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 Parent or Legal Guardian Notification

Parents or legal guardians must be informed promptly of significant injuries, serious distress, behavioural incidents or restrictions affecting their child's participation.

Notification may be delayed or withheld where necessary to protect the child'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 child's views, where appropriate to their age and development.
- 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

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 child's own words, where relevant.
- Observations and immediate action.
- Injuries or first aid.
- Evidence and notifications.
- Reporting decisions.
- 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.

The incident form must ask whether the report concerns the Director or another person who may control or access the incident-reporting system.

If Yes or Unsure is selected, the form must clearly display the external reporting options in Section 8.6.6 and explain that the reporter may contact the relevant authority directly without first submitting the report to MIoD.

Where the reporter reasonably believes that submitting the standard form could alert the person named in the concern, compromise safety or affect relevant evidence, they should make secure contemporaneous notes and provide the information directly to the appropriate external authority.

MIoD must not require completion of its internal form before a person contacts Police, Child Protection, the Social Services Regulator or another authority.

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 MIoD's children's programs, including students under 18 attending adult-level classes, 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, parent or legal guardian consultation, 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 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 parent or legal guardian 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, parent or legal guardian consultation, 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 involving parents or legal guardians, visitors and approved support persons is addressed under Parents or Legal Guardians, Visitors and Approved Support Persons.

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 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 their parent or legal guardian, carer or representative, as appropriate, 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 parent or legal guardian 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 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 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.

8.11 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 their parent or legal guardian a reasonable opportunity to respond, consider reasonable adjustments and alternatives, and provide written reasons. The child's views will be considered according to their age and development. Class placement and progression follow Class Placement and Progression in the Children's Terms and Conditions.
- 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 or Legal Guardians, Visitors and Approved Support Persons

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.

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.

8.13 Health, Safety and Wellbeing

8.13.1 Purpose

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

8.13.2 Scope

This policy applies to:

- All students.

- Parents or legal guardians.
- Teachers, staff, contractors, and volunteers.
- All MIoD-endorsed classes, rehearsals, performances, events, and excursions.

8.13.3 Policy Statement

MIoD is committed to:

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

8.13.4 Health, Safety, and Wellbeing Standards

To maintain a safe environment, MIoD will:

- Use venues that meet health, safety and child-protection standards, with clearly displayed emergency and evacuation procedures.
- Supervise children from the time a teacher receives them until they are collected by an authorised person or leave with written permission from their parent or legal guardian. Supervision includes late collection.
- Require parents or legal guardians to supervise their children before a teacher receives them.
- Provide suitable first-aid equipment and trained staff.
- Record and report injuries and incidents in accordance with MIoD procedures.
- Support students' emotional wellbeing by discouraging negative body talk and promoting respect for healthy body diversity.
- Encourage children to speak up if they feel unwell, unsafe or uncomfortable.
- Ensure all uniforms, costumes and choreography for children are age-appropriate, comfortable and respectful of student wellbeing.

8.13.5 Medical Fitness and Participation

Where current information indicates a significant participation or safety risk, MIoD may request relevant professional advice or medical clearance to assess safe participation.

MIoD will explain what information is required and why, consider reasonable adjustments and avoid requesting unrelated medical information.

Where a credible safety risk exists, MIoD may temporarily restrict participation while consulting with the student's parent or legal guardian about appropriate adjustments and a safe return plan.

All decisions will consider the health, safety and wellbeing of the individual student, other students and teachers.

Decisions will be made fairly, compassionately and confidentially, taking account of individual circumstances and MIoD's legal obligations.

A student's disability, medical condition, distress or self-injury will not automatically be treated as misconduct.

Any final suspension or discontinuation must comply with the Student Safety, Behaviour and Support and Enrolment Decisions and Clear Communications sections of these Policies and Procedures.

8.13.6 Travel to and from the Studio or Theatre

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

Parents or legal guardians must come to the front door to pick up their children.

Students must remain inside the studio until collected and must not wait outside for collection.

A child may walk home alone only with written permission from their parent or legal guardian, emailed to melbourneinstituteofdance@gmail.com. We do not recommend this for any children enrolled in Tiny, Pre, or Levels 1 to 4.

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

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

8.13.7 Responsibilities

Director:

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

Staff and Teachers:

- Maintain safe dance practices and report hazards or incidents immediately.
- Monitor students' wellbeing and respond to any concerns promptly.



- Model calm, respectful, and safety-focused behaviour.

Students and Parents or Legal Guardians:

- Follow the teacher's instructions for safety.
- Report any injuries, hazards, or concerns as soon as possible.
- Keep MIoD informed about injuries, allergies, medications or other health needs relevant to their child's safe participation, and keep emergency contact details up to date.

8.13.8 Emergency Evacuation and Lockdown

All students must follow the procedures in the Emergency Evacuation and Lockdown section and the emergency instructions displayed at each venue.

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, parents or legal guardians 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.
- Parents or legal guardians should notify MIoD if their child 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.

Parents or legal guardians 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. Personal health status will never be publicly disclosed.

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.

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.



- Parents or legal guardians will be notified of any major incident affecting student safety.
- MIoD will review the procedure annually or after any emergency event.

8.15.7 Roles and Responsibilities

Role	Responsibility
Director / Site Manager / Teachers	Oversee emergency response, liaise with emergency services and ensure staff training. Lead and account for all students, follow the procedure calmly and quickly.
Volunteers / Assistants	Support teachers and ensure younger students remain calm and grouped.
Parents or Legal Guardians and Visitors	Follow staff directions immediately 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.

8.16 Social Media and Digital Communication

8.16.1 Purpose

This policy outlines the guidelines for all social media and digital communication involving students and parents or legal guardians at MIoD, ensuring the protection of the safety, privacy, and wellbeing of children. It upholds the Victorian Child Safe Standards and reflects MIoD's values of professionalism, integrity, and respect.

8.16.2 Scope

This policy applies to:

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

8.16.3 Digital Contact Between Staff and Students

All digital communication between MIoD staff and students must comply with the Online Safety and Communication Boundaries policy, MIoD's Code of Conduct - Children and professional conduct requirements.

8.16.4 Use of Images, Filming, and Digital Media

Before any planned assessment, class or rehearsal recording, stage production, or public use, MIoD must check the applicable recorded Enrolment Form selections and give authorised staff access to the current status. The form records four separate choices: (a) stage-production participation and production media; (b) assessment participation involving mandatory internal assessment recording; (c) internal class and rehearsal recording; and (d) optional general media, marketing and advertising outside stage productions.

Assessment recording is a condition of assessment participation. If No is selected for the assessment question, the child cannot participate in the assessment while that selection remains in effect but may continue regular classes. Assessment material must not be published or used promotionally unless optional general-media consent is also Yes.

Internal class and rehearsal recording may be refused. If No is selected, staff must keep the child safely supervised in the teaching space or within clear sight, position the child outside the camera frame, allow participation in non-recorded portions, and ensure the child is not penalised or unnecessarily excluded. Inadvertent capture must not be used and must be deleted or, where reasonably practicable, cropped, blurred or otherwise removed.

Stage-production participation requires acceptance of the production-media conditions in the Terms and Conditions - Children. MIoD cannot offer an individual restriction on capture within group production footage. If No is selected, the child may continue ordinary classes but cannot participate in stage productions.

Outside stage productions, public or promotional use of suitable assessment, class, rehearsal or other MIoD-related material requires Yes to optional general-media consent. Selecting No does not affect ordinary enrolment, class participation, assessment eligibility or the separate stage-production choice. All authorised public use is royalty-free and non-compensable. MIoD must not publish a child's full name with an image or recording without separate permission. Photography and recording are prohibited in toilets, changing areas, first-aid areas and other private or sensitive locations.

MIoD must consider the child's age, maturity, comfort and expressed wishes. A parent or legal guardian may change any recording or media selection or withdraw stage-production acceptance for future productions by emailing the Director. MIoD must apply the change prospectively after processing, stop new public uses covered by withdrawn general-media consent, and consider reasonable removal requests, subject to the limits in the Terms and Conditions - Children.

8.16.5 Parent or Legal Guardian and Student Use of Social Media

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

8.16.6 Student-to-Student Digital Communication

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



8.16.7 Enforcement

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

8.16.8 Reporting and Non-Retaliation

A digital-conduct, media or communication concern must be reported and recorded 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. Internal reporting must not delay an urgent or legally required external report. No person will be disadvantaged for a good-faith report.

8.17 Online Safety and Communication Boundaries

MIoD is committed to ensuring the safety, privacy, and wellbeing of all children and young people in both physical and digital environments.

This policy outlines the boundaries for communication between MIoD staff and students, consistent with the Victorian Child Safe Standards and MIoD's Code of Conduct.

8.17.1 Scope

This policy applies to:

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

8.17.2 Communication Rules for Students, Parents or Legal Guardians



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

- MIoD normally communicates with students by email through their parent or legal guardian.
- After enrolment, MIoD may email a student from melbourneinstituteofdance@gmail.com with permission from their parent or legal guardian. The parent or legal guardian must be copied into these emails.
- Staff are prohibited from contacting students using personal communication channels, including:
    - Personal social media accounts (e.g., Facebook, Instagram, TikTok).
    - SMS, instant messaging apps (e.g., WhatsApp, Messenger, iMessage), or private DMs.
    - Personal email accounts.
- No private, one-on-one, or unsupervised digital communication is permitted between staff and a student in children's classes.

8.17.3 Approved Communication Channels

- MIoD may send class updates, schedules, and school information via:
    - The parent or legal guardian's email address, with phone calls or SMS to parents or legal guardians permitted for urgent changes.
    - MIoD's official mailing lists or public notices.
    - Supervised one-to-many platforms, such as MIoD's website or public social media pages.
- Instructors must only use MIoD-authorised platforms or school accounts to communicate with families, never personal accounts.

8.17.4 Prohibited Communication Includes:

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

8.17.5 Responding to Miscommunication or Breaches

Any communication request made directly by a student must be respectfully redirected to their parent or legal guardian.

A digital-conduct, media or communication concern must be reported and recorded 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.



Internal reporting must not delay an urgent or legally required external report. No person will be disadvantaged for a good-faith report.

Breaches will be addressed under MIoD's Child Safety, Complaints, and Professional Conduct policies.

8.17.6 Staff Responsibility and Compliance

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

8.18 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 children.

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 assigned to children in class.
- 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 for children should be selected to:

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

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

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 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/or 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.

8.19 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 children through Artificial Intelligence (AI) technologies, including but not limited to deep fakes, voice-cloning, and digital image manipulation.

This policy supports compliance with the Victorian Child Safe Standards and 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 Parent or Legal Guardian Consent for AI Use

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.
- 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

Breaches of this policy may result in:

- Removal of prohibited digital content.
- Written or verbal warnings.
- Temporary or permanent suspension from classes.
- Cancellation of enrolment.
- Mandatory parent or legal guardian meetings.
- 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.

8.20 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 children's programs, whether paid or unpaid.

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 children:

- Every paid teacher, employee, contractor or other paid worker undertaking child-related work must hold a current Employee Working with Children Clearance unless a documented statutory exemption applies to that particular person and role.
- An unpaid volunteer undertaking child-related work must hold an appropriate current Working with Children Clearance unless a documented statutory exemption applies.
- A Volunteer Working with Children Clearance is not sufficient for paid child-related work.
- MIoD must verify the person's clearance status, clearance type and expiry date through the official Working with Children Status Checker.



- MIoD must record the clearance number, clearance type, expiry date, verification date and verification outcome.
- Any claimed statutory exemption must be checked, documented and confirmed as applying to the person's specific role.
- MIoD must complete all required WWC Connect notifications when a person commences, changes or ends child-related work with MIoD.
- The person must provide verified proof of identity.
- Reference checks must address suitability to work with children and past professional conduct.
- The person must sign MIoD's Staff Child Safe Declaration, Code of Conduct and relevant policies.
- The person must complete MIoD's required child-safety induction and training.

No person may commence child-related duties or have unsupervised contact with children until all required screening, verification, connection, declarations and training have been completed and approved by MIoD.

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:

- Hold a valid WWCC.
- 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.

MIoD must keep each worker's or volunteer's engagement information current through WWC Connect, monitor status-change notifications and act on them immediately. MIoD must not rely solely on a physical or digital clearance card. Clearance status must be checked through the official Status Checker before engagement, before expiry and whenever a status concern or notification arises.

8.20.7 Prohibited Statuses, Disqualification and Red Flags

An individual must not commence or continue child-related work with MIoD if they:

- Do not hold the clearance required for their role and do not have a documented statutory exemption that applies to that role.
- Hold only a Volunteer Working with Children Clearance while undertaking paid child-related work.
- Have been issued an Interim WWC Exclusion, WWC Exclusion, Interim Bar or WWC Suspension.
- Provide false, altered, misleading or incomplete screening information.
- Refuse to provide information reasonably required to verify their identity, clearance or exemption.

Where MIoD receives a status-change notification or otherwise becomes aware of a prohibited status, the person must be removed immediately from all child-related duties. MIoD must comply with applicable directions from the Social Services Regulator, Police or another authority.

MIoD may also pause, decline, suspend or terminate an engagement where there are substantiated professional-boundary concerns, child-safety concerns, failures to report or serious breaches of MIoD's Code of Conduct or child-safety policies.

An interim protective action does not, by itself, constitute a final finding about alleged conduct. Any separate employment or contractual decision must comply with applicable law, child-safety obligations and fair process requirements.



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 Adults 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 use the same changing area at the same time. If separate facilities are unavailable, MIoD will allocate separate times or clearly separated zones and provide appropriate supervision while preserving privacy.

Photography, filming and device use are prohibited in toilets and changing 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 children's programs at MIoD. 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 children's programs 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 - Children at all times.
- Model positive, respectful, and professional behaviour.
- Maintain appropriate boundaries with children, including digital and social interactions.
- Support a child-safe, inclusive, and collaborative learning environment.

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

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 children's programs. It ensures ongoing compliance with Victorian legislation, child safety standards, and best practice in children's 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 Children's Handbooks.
- Notify parents or legal guardians by email of significant changes affecting children's participation or safety before they take effect, including the effective date.

8.23.6 Acceptance of Updated Policies

MIoD will notify parents or legal guardians 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 parent or legal guardian.

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, child 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 children and families.

8.24 Prospective Operation and Review

Version 2027.2 is approved and takes effect in November 2026. It does not retrospectively alter an existing dispute, agreement or decision.

Approval and communication will follow the Changes to Policies section.

Before implementation, MIoD will train staff on the changes and update enrolment systems.

MIoD will review implementation after serious incidents or substantiated complaints.