



Code of Conduct (Legal Version) - Adults

Melbourne Institute of Dance (MloD)

ABN 73 551 272 156

Approved by: Kalman Warhaft, Director

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Next Review: November 2027

Melbourne Institute of Dance (MloD) offers adult-level classes that welcome students aged 16 and above.

For the purpose of this Code of Conduct, these participants are referred to as *adult students*.

Students under the age of 18 remain legally classified as minors and continue to be protected under MloD's Child Safety Policies and relevant Victorian legislation. This Code of Conduct outlines the behaviour and responsibilities expected of adult students to ensure a respectful, safe, and inclusive learning environment.

1. Purpose

The purpose of this Code of Conduct is to ensure that all adult-level classes at MloD are conducted in a safe, respectful, and inclusive environment.

It sets out the behaviour expectations for adult students and clarifies the responsibilities of all participants in maintaining professional standards and protecting the wellbeing of others.

2. Scope

This Code applies to:

- All students enrolled in adult-level programs
- MloD teachers, assistants, guest instructors, and staff who supervise or interact with adult students
- All MloD-endorsed activities, including classes, rehearsals, performances, digital sessions, and events held onsite or at external venues



This Code operates alongside MloD's Policies and Procedures, Terms and Conditions, and relevant Victorian Child Safe Standards.

3. Our Commitment to Children

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

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

4. Behaviour Expectations for Students

Students are expected to:

- Treat others with kindness and respect
- Listen to their teacher and follow instructions that keep everyone safe
- Use safe dance practice
- Include others and help make sure no one feels left out
- Respect studio equipment and shared spaces

If a student sees behaviour that is unsafe or unkind, they should tell a teacher or trusted adult. MloD will respond respectfully and confidentially to keep everyone safe.

MloD will always respond to any concern about a child's safety, wellbeing, or behaviour, and take appropriate action in line with our Child Safety Policies.

5. Respectful Community Conduct

Students must:

- Bullying, harassment, or exclusion in any form will not be tolerated
- Students must respect the privacy, comfort, and boundaries of others
- Online behaviour that harms or disrupts the studio environment is not acceptable



6. Shared Space and Child Safety

Adult classes may run concurrently with children's classes, and students may share foyers, corridors, waiting areas, and changing rooms.

All adult participants must:

- Behave respectfully and appropriately in these shared areas
- Be mindful of MloD's child safety expectations and professional boundaries
- Avoid unnecessary interaction with children unless directed or supervised by MloD staff
- Respect the privacy and personal space of all students, regardless of age
- Follow staff instructions to ensure safety and comfort for everyone
- All adult participants must be mindful of MloD's child safety expectations in shared or mixed-age learning environments

7. Safe Physical Contact in Dance

As part of learning dance, teachers may occasionally provide physical guidance to help students develop safe technique, proper posture, and effective movement.

- Teachers will explain the purpose before touching
- Physical contact will only happen in an open and respectful way
- All touch must be professional, appropriate, and limited to what is necessary for instruction
- Students can say "no" at any time
- Touching private areas is strictly not allowed
- Students should tell a trusted adult if any physical touch makes them feel uncomfortable or uneasy.

8. Reporting Safety Concerns

If a student or parent has concerns about behaviour that breaches this Code or compromises safety, they should speak to a teacher or contact the School Director at melbourneinstituteofdance@gmail.com.

All concerns will be handled respectfully, seriously, and confidentially.

9. Digital Behaviour and Online Conduct

Students must behave respectfully online whenever they are representing or interacting with MloD.



Students must not:

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

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

10. Attendance, Punctuality, and Class Conduct

Purpose:

To maintain respect for the learning environment and ensure classes run efficiently.

Students are expected to:

- Arrive on time and prepared for class
- Notify the studio in advance if unable to attend
- Refrain from disruptive behaviour or excessive conversation during instruction
- Respect the teacher's authority and maintain focus throughout the class
- Refrain from attending class under the influence of alcohol, drugs, or any substance that may impair performance or safety.

11. Health, Safety, and Injury Disclosure

Purpose:

To ensure the safety and wellbeing of all students during physical activity.

- Students must be medically fit to participate in dance activities
- Any injuries, health conditions, or mobility limitations must be disclosed to MloD before participation
- Students must immediately inform the teacher if they experience pain, dizziness, or discomfort during class
- MloD may seek emergency medical assistance if necessary; related costs remain the responsibility of the participant
- Students participate in all activities at their own risk and are responsible for exercising due care and following instructions.
- All students must follow MloD's Emergency and Evacuation Procedures as outlined in the Policies and Procedures Manual and displayed at each venue.



12. Use of Studio Facilities

Purpose:

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

- Studio property, mirrors, sound systems, and equipment must be treated with care
- Eating is not permitted inside studios; water only is allowed
- Mobile phones must be silenced during class
- Personal belongings should be stored neatly in designated areas
- Changing rooms and common areas must be used respectfully, keeping noise and clutter to a minimum
- Adult classes may include students aged 16 or 17 (minors)
- All adult participants must be mindful of MloD's child safety expectations in shared or mixed-age learning environments
- Respectful behaviour is required both in person and online toward all participants, regardless of age

13. Privacy and Confidentiality

Purpose:

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

- Students must not disclose personal information about other students or staff without consent.
- Class or rehearsal content, choreography, or creative ideas shared by teachers are considered intellectual property of MloD and must not be distributed or copied.
- Any personal or sensitive matters discussed with staff or management must remain confidential, unless disclosure is required by law or to address safety concerns.

14. Photography, Filming, and Social Media

Purpose:

To protect the rights and privacy of all participants in MloD programs.

- Students may not photograph or film others in class or backstage without explicit permission from MloD and those involved



- Photography or filming for MloD marketing or educational purposes will only occur with prior consent
- Students who have not given consent will be supported in avoiding capture during media recording
- Consent may be withdrawn at any time by emailing melbourneinstituteofdance@gmail.com, but withdrawal applies to future use only
- Images or videos of MloD classes must not be posted online without written approval.

15. Substance Use and Professional Conduct

To uphold safety and professionalism within all MloD environments.

- The use of drugs, alcohol, or performance-enhancing substances before or during classes, rehearsals, or performances is strictly prohibited
- Students must not attend class under the influence of any substance that may impair coordination, judgment, or safety.
- Smoking and vaping are not permitted inside or near MloD premises.

16. Equal Opportunity and Anti-Discrimination

To uphold MloD's commitment to fairness, equality, and inclusion in all programs.

MloD provides a learning environment free from discrimination, harassment, or victimisation. All participants are entitled to equal treatment regardless of age, gender, sexual orientation, race, cultural background, religion, disability, or personal circumstance.

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

17. Agreement, Enforcement, and Review

This Code of Conduct forms part of the legally binding agreement between each adult student (and, where applicable, their parent or guardian) and Melbourne Institute of Dance (MloD).

By enrolling in MloD programs, each student agrees to uphold the standards of conduct, professionalism, and safety outlined in this Code, together with all related Policies and Procedures and the Terms and Conditions of enrolment.

Failure to comply may result in disciplinary action, suspension, or cancellation of enrolment, in accordance with MloD's Complaints and Concerns process.



All matters will be handled fairly, respectfully, and in line with the principles of natural justice. This Code is reviewed biennially to ensure compliance with Victorian legislation, including the *Child Wellbeing and Safety Act 2005 (Vic)*, *Equal Opportunity Act 2010 (Vic)*, and relevant *Occupational Health and Safety* obligations.