



9.0 Code of Conduct (Legal Version) - Children

Melbourne Institute of Dance (MloD)

ABN 73 551 272 156

Approved by: Kalman Warhaft, Director

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This document forms part of the legally binding agreement between each student, parent or guardian, and Melbourne Institute of Dance (MloD).

It must be read in conjunction with MloD's Terms and Conditions, and Policies and Procedures.

1. Purpose

The purpose of this Code of Conduct is to ensure that all children and young people at Melbourne Institute of Dance (MloD) are safe, respected, and supported.

It outlines the behavioral expectations for students enrolled in children's classes and the responsibilities of adults in the community to protect them from harm.

2. Scope

This Code applies to:

- All students enrolled in children's classes
- Parents and guardians
- Teachers, assistants, contractors, and volunteers
- Visitors participating in MloD classes, events, or activities

This Code operates in conjunction with 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 ensure the safety of everyone involved.

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 and Inclusive Conduct

All students, parents, and guardians must:

- Avoid teasing, bullying, excluding, or intimidating others
- Speak kindly to classmates and teachers
- Treat differences and personal boundaries with respect
- Behave safely in both face-to-face and online environments



6. Responsibilities of Parents and Guardians

Parents and Guardians are expected to:

- Support a safe and cooperative studio environment
- Model respectful behaviour when visiting the studio or attending events
- Help their child understand and follow this Code of Conduct
- Notify MloD promptly if safety or wellbeing behaviour concerns arise (preferably by email)
- Follow the correct arrival (drop-off) and departure (pick-up) procedures to collect your child from the front door at the studio or the stage door at the theatre; do not allow children to wait outside alone before or after class.

7. Shared Spaces and Safety

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

Students, parents, and guardians must:

- Behave respectfully and appropriately in these shared areas
- Be mindful of MloD's child safety expectations and professional boundaries
- Avoid unnecessary interaction with adults 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 students must be mindful of MloD's child safety expectations in shared or mixed-age learning environments

8. Safe Physical Contact in Dance

As part of learning dance, teachers may sometimes provide physical guidance to help with safe technique, posture, or movement.

- Teachers will explain the purpose before touching
- Physical contact will only happen in an open and respectful way
- 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.



9. Reporting Safety Concerns

Students are encouraged to speak up if they:

- Feel unsafe, worried, or uncomfortable
- See behaviour that is unkind or harmful
- Are unsure what to do in a situation

Students can talk to:

- Their teacher
- The School Director
- Their parent or guardian, who can contact MloD on their behalf

All concerns will be listened to and acted upon.

Parents or guardians may also email the School Director at melbourneinstituteofdance@gmail.com if they wish to raise a concern in writing.

10. Digital Behaviour and Online Conduct

Students, parents, and guardians must behave respectfully online whenever they represent or interact with MloD.

Students, parents, and guardians 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.

11. 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 you are 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

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 and guardians must come to the front door (or stage door at the theatre) to pick up their children. Students are not permitted to wait outside for pick up and must remain inside the studio until collected.
- If a child is to walk home alone, written permission (via email melbourneinstituteofdance@gmail.com) from their parent or guardian is required. We do not recommend this for any children enrolled in Tiny, Pre, or Levels 1 to 4.
- Students must wear street clothes or a school tracksuit over their dance uniform when travelling to and from the studio for safety.
- Street shoes must be worn outside the studio. Ballet or dance shoes should not be worn outdoors, as this can damage the footwear, transfer dirt onto the studio floor, and increase the risk of injury.

12. Health, Safety, and Injury Disclosure

Purpose:

To help keep every student safe and healthy during classes. MloD takes care to ensure classes are safe and supervised.

Student must:

- Always follow the teacher's instructions and tell your teacher right away if you feel unwell, dizzy, or hurt
- Inform your parent or guardian of any injuries or illnesses before attending class
- Follow the teacher's instructions carefully to avoid accidents or injuries
- Know that teachers may get first aid or emergency help if necessary
- Follow MloD's Emergency and Evacuation Procedures as explained by their teacher and displayed at each venue

13. 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
- Report any concerns to a teacher if something in a shared area makes you feel uncomfortable or unsafe

14. Privacy and Confidentiality

Purpose:

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

- Students, parents, or guardians 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.

15. 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.

16. Substance Use and Professional Conduct



To help keep everyone at MloD safe, healthy, and focused during classes and performances.

Children must:

- Never use or bring drugs, alcohol, or any unsafe substances to class, rehearsals, or performances.
- Never come to class if they have taken something that could make them feel unwell, dizzy, or unable to dance safely.
- Understand that smoking and vaping are not allowed anywhere inside or near MloD venues.
- Report any concerns to a teacher immediately if you see something unsafe or worrying involving substances.

17. 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.

18. Agreement, Enforcement, and Review

This Code of Conduct helps everyone at MloD maintain a safe, respectful, and kind environment.

When a child is enrolled, their parent or guardian agrees that both they and their child will follow this Code and all MloD Policies and Procedures.

If a child does not follow the Code, MloD will work with the student and their parent or guardian to find a fair and supportive solution.

In serious cases, MloD may need to suspend or cancel enrolment to protect the safety and wellbeing of others.

This Code is reviewed regularly to ensure it remains up to date with Victorian laws and child safety requirements.