



Policies and Procedures (Legal Version) - Adults

Melbourne Institute of Dance (MloD)

ABN 73 551 272 156

Approved by: Kalman Warhaft, Director

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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 the Melbourne Institute of Dance community.



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8.0 Policies and Procedures

These Policies and Procedures apply to all students aged 16 years old and above who are enrolled in adult-level programs at Melbourne Institute of Dance (MloD), as well as to all MloD staff, teachers, assistants, and volunteers involved in supporting or supervising these activities. They apply during classes, rehearsals, workshops, performances, digital interactions, and any MloD-endorsed activities held on-site or at external venues.

These Policies and Procedures form part of the binding agreement between MloD and each enrolled adult student (and, where applicable, their parent or legal guardian for students aged 16–17). They must be read in conjunction with the Adult Terms and Conditions.

Students under 18 remain legally classified as minors in Victoria and continue to be protected by MloD's Child Safety Policies, including compliance with the Victorian Child Safe Standards and other applicable state legislation.

They must be read in conjunction with:

- The MloD Adult Code of Conduct
- The MloD Terms and Conditions of Enrolment
- Other relevant policies published on the MloD website

These Policies and Procedures uphold child safety, wellbeing, inclusion, and operational integrity in accordance with the Victorian Child Safe Standards, the *Child Wellbeing and Safety Act 2005 (Vic)*, and other applicable child protection and privacy legislation.

Participation in MloD performances, workshops, or special programs is subject to the additional conditions set out in the Adult Handbook. These conditions form part of the binding agreement and must be complied with as a condition of participation.

MloD reviews these Policies and Procedures regularly to ensure they remain aligned with legislation, best practice, and the evolving needs of the studio environment. MloD maintains records of previous policy versions and implementation dates to support transparency and accountability over time.



8.1 Statement of Commitment to Child Safety

Melbourne Institute of Dance (MloD) is committed to providing a safe, inclusive, and nurturing environment for all children and young people across its programs, including those aged 16–17 who participate in adult-level classes. Child safety is foundational to our values, culture, and decision-making. We have zero tolerance for child abuse in any form.

This child safety commitment applies to all students in the adult program, where students aged 16 and 17 attend as minors under Victorian legislation. All staff, volunteers, and adult students must respect and uphold child safety standards within these programs.

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

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

1. Our Responsibilities

MloD 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.
- Maintain safe physical and online environments.

2. Staff and Volunteer Requirements

All MloD 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

3. Reporting Concerns

Any concern regarding a child's safety or wellbeing is taken seriously and may be reported by:

- Students
- Parents or legal guardians
- Staff or volunteers

Concerns must be reported to the School Director by emailing: melbourneinstituteofdance@gmail.com. Confidentiality is maintained in line with Victorian legislation.

4. Continuous Improvement

MloD regularly reviews this policy to ensure ongoing alignment with legislation and best practices in child safety. Policy updates will be communicated to families and made available on the MloD website.



8.2 Adult Code of Conduct (Reference Only)

All adult students are required to comply with the MloD Adult Code of Conduct, 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 Code of Conduct is available in full on our website.

<https://www.melbourneinstituteofdance.com/policies>



8.3 Professional Conduct and Physical Contact

Melbourne Institute of Dance (MloD) is committed to maintaining a safe, professional, and respectful learning environment for all students. In adult-level classes, instructional physical contact may be used to help students achieve correct technique, alignment, balance, and prevent injuries.

1. Purpose of Physical Contact

Instructional touch is a standard teaching method in dance education. It is used exclusively to:

- Demonstrate proper technique or posture
- Correct alignment to ensure safe practice of movement
- Facilitate effective learning and prevent injury
- This may also be between students in partnering or pas de deux techniques

2. Consent and Communication

- Teachers will explain the purpose of physical contact before it occurs
- Touch will only take place when absolutely relevant to instruction
- Students are entitled to refuse or withdraw consent to touch at any time, without penalty

3. Professional Boundaries

- All touch must always be respectful, appropriate, and limited to what is necessary for instruction
- Instructional touch is only permitted within a safe, open studio environment
- Teachers must avoid any form of touch that could be perceived as invasive, suggestive, or inappropriate

4. Staff Training and Compliance

- All teachers, assistants, and staff receive ongoing training in professional behaviour, physical boundaries, and respectful communication
- Breaches of touch-based conduct will be investigated and managed in accordance with 8.7 Complaints and Concerns.

5. Reporting Concerns

Students who feel uncomfortable or unsure about any physical contact should speak to the teacher or report the matter to the School Director at melbourneinstituteofdance@gmail.com.

- All concerns will be managed promptly, respectfully, and confidentially
- Serious or repeated breaches may result in disciplinary action or removal from teaching duties

6. Applicability

This policy applies to all MloD staff, teachers, guest instructors, assistants, and volunteers involved in MloD's adult programs.



8.4 Bullying and Harassment

1. Purpose

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

2. Scope

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

3. Respectful Adult Learning Environment

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

All students have the right to:

- Feel welcome and included
- Learn without intimidation or ridicule
- Participate at their own pace in a supportive setting
- Be treated with courtesy and consideration
- Feel psychologically safe during training

4. Understanding Bullying

Bullying is repeated, deliberate behaviour that causes harm, distress, or humiliation to another person. It may be verbal, social, emotional, or digital.

Examples may include, but are not limited to:

- Repeated unkind or dismissive comments
- Intentionally excluding or isolating someone
- Humiliating or belittling a fellow student
- Mocking another student's efforts or progress
- Encouraging others to exclude a particular student
- Persistent criticism delivered with hostile intent

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



5. Understanding Harassment

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

Examples include, but are not limited to:

- Derogatory or hostile comments
- Aggressive or confrontational behaviour
- Repeated unwanted attention
- Snide remarks intended to undermine or shame
- Intentionally embarrassing another student in front of peers

6. Cyberbullying

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

Examples include, but are not limited to:

- Excluding or isolating someone in online groups
- Sharing negative comments about another student
- Posting or distributing content designed to embarrass someone
- Using digital communication to ridicule or intimidate

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

7. Prevention

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

MloD promotes a culture of respect and kindness by:

- Setting expectations for courtesy and professionalism
- Encouraging peer support and collaboration
- Modelling respectful communication
- Providing a welcoming and inclusive class environment
- Addressing concerns early so they do not escalate

8. Reporting Bullying or Harassment

Students who feel uncomfortable, unsafe, or targeted are encouraged to report the behaviour promptly.

Reports may be submitted in writing to the School Director or emailed to

melbourneinstituteofdance@gmail.com.



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

Students are not required to confront the person involved before reporting. MloD will ensure that all reports are addressed in a fair, discreet, and timely manner, in accordance with 8.7 Complaints and Concerns.

9. How MloD Responds

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

- Ensure the immediate safety and wellbeing of the affected student
- Listen to the student's concern and ensure they feel safe
- Clarify the nature and context of the behaviour
- Assess the seriousness and impact
- Provide guidance or intervention where necessary
- Take appropriate follow-up steps, which may include behaviour warnings, mediation, or further action where required
- Monitor the situation to ensure the behaviour does not continue

10. Support for Adult Students

Where bullying or harassment has occurred, MloD may provide:

- A private space to speak and be supported
- Reassurance that the student's concerns are valid
- Follow-up check-ins where required
- Access to guidance around re-establishing comfort and participation in class

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

11. Responsibilities

Adult Students should:

- Treat others with respect
- Speak and act with courtesy
- Avoid behaviour that may cause harm
- Report concerning the conduct early

Teachers and Staff should:

- Model professional behaviour
- Provide a safe training environment
- Respond promptly to reports
- Encourage a respectful studio culture

12. Privacy and Confidentiality



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



8.5 Privacy and Data Protection

1. Scope and Commitment

Melbourne Institute of Dance (MloD) is committed to protecting your privacy and ensuring that all personal information is handled with care, confidentiality, and in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and the Victorian Child Safe Standards (2022).

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

2. Personal Information We Collect

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

- The students name, age, date of birth, and class level
- Contact information of emergency contacts
- Medical or accessibility information required for class participation and safety
- Enrolment details and attendance records
- Photos or video recordings with prior written consent
- Website usage data through cookies or analytics tools

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 important updates and school information
- Ensure student safety and wellbeing
- Manage payments and administration
- Organise participation in events, or performances
- Improve our programs and services

4. Photography and Media Consent

Photos and videos are only used where media consent has been provided. Consent can be withdrawn at any time by contacting MloD in writing.

5. Storage and Security

Personal information is stored securely and kept only for as long as required by law, or for safety, administrative, or educational purposes. MloD protects this information from unauthorised access, misuse, modification, or disclosure.



6. Third-Party Services

MloD 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.

7. Cookies and Website Analytics

Our website may use cookies or analytics tools to understand how visitors use the site and improve user experience. These do not store personally identifiable information unless voluntarily submitted.

8. Access, Correction, or Deletion of Information

You may request access to, correction of, or deletion of your personal information at any time by contacting us. MloD will respond within a reasonable timeframe unless legal or safety obligations require us to retain certain records.

9. Complaints or Privacy Concerns

If you have a privacy enquiry or concern, you can contact our School Director. All enquiries will be handled confidentially and in accordance with our legal obligations.

Contact:

Mr Kalman Warhaft

Director, Melbourne Institute of Dance

Email: melbourneinstituteofdance@gmail.com



8.6 Complaints and Concerns

1. Purpose

Melbourne Institute of Dance (MloD) is committed to providing a safe, respectful, and supportive environment for all students. This policy outlines the process for students, parents, and carers to raise a concern or make a complaint. It explains how MloD will respond to ensure matters are handled promptly, fairly, and sensitively.

2. Scope

This policy applies to:

- All students in adult classes
- MloD teachers, assistants, and staff
- Complaints or concerns relating to conduct, safety, wellbeing, or studio practices involving adult students

3. Guiding Principles

MloD handles all concerns and complaints in accordance with the following principles:

- **Respect and sensitivity:** All concerns are listened to without judgment
- **Confidentiality:** Information is shared only with those who need to know
- **Child safety first:** The wellbeing of the child takes priority
- **No retaliation:** Students and families will not be disadvantaged for raising a concern
- **Fair process :** Matters are addressed impartially and in good faith

4. Raising a Concern or Making a Complaint

If immediate action is required for safety, please notify a staff member verbally without delay.

All non-emergency concerns or complaints should be submitted by email to melbourneinstituteofdance@gmail.com with the subject line: “**Concern**” or “**Formal Complaint**”

The complaint should include:

- The name of the student and parent/guardian (if applicable)
- A brief description of the concern
- Any relevant dates and people involved
- The outcome or support being sought (if known)



5. Response and Resolution

MloD will:

1. Acknowledge receipt of the complaint promptly.
2. Review the matter and, if required, speak with relevant parties.
3. Determine appropriate action in line with studio policies.
4. Communicate the outcome to the person who raised the concern.

Where a complaint involves child safety or wellbeing, it will be addressed with priority and in accordance with MloD's reporting obligations.

6. Escalation

If a complaint cannot be resolved at the studio level or involves a matter of serious misconduct, MloD may recommend escalation to an external authority or regulator, depending on the nature of the issue. Guidance will be provided to the complainant if escalation is necessary.

7. Record Keeping

All formal complaints are documented and securely stored in accordance with 8.6 Privacy and Data Protection. Access to complaint records is restricted to authorised personnel.



8.7 Health, Safety, and Wellbeing

1. Purpose

To ensure the health, safety, and wellbeing of all adult students, staff, and visitors at Melbourne Institute of Dance (MloD), and to maintain compliance with occupational health and safety, duty-of-care, and professional wellbeing standards.

2. Scope

This policy applies to:

- All students
- Parents and guardians (if applicable)
- Teachers, staff, contractors, and volunteers
- All MloD-endorsed classes, rehearsals, performances, events, and excursions

3. Policy Statement

MloD 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.

4. Health, Safety, and Wellbeing Standards

To maintain a safe and professional environment, MloD will:

- Ensure all venues meet health, safety, and child protection standards
- Maintain and display clear emergency and evacuation procedures
- Provide appropriate first-aid equipment and trained personnel
- Record and report all incidents, injuries, or near misses
- Support students' emotional wellbeing by discouraging negative body talk and promoting respect for healthy body diversity
- Discourage negative body image comments or appearance-based comparison
- Foster respect, inclusion, and mutual care among adult participants

5. Medical Fitness and Participation

- Students must be medically fit to participate in dance activities
- Any injuries, medical conditions, or psychological concerns that may affect safe participation must be disclosed before classes
- MloD may request medical clearance before participation or continued enrolment if a condition (including, but not limited to, an eating disorder or injury) could present a risk



- Where medical advice indicates that participation could cause harm, MloD may restrict or suspend participation until it is deemed safe to return
All decisions are made with discretion, compassion, and in the interest of participant safety and wellbeing.

6. Responsibilities

Director:

Ensures compliance with all health, safety, and child protection laws

Staff and Teachers:

- Maintain safe dance environments and report hazards immediately
- Observe and respond to participant health or injury concerns
- Model professionalism and wellbeing-focused practice

Students:

- Take reasonable care for their own health and safety
- Follow teacher instructions and report hazards or incidents promptly
- Notify MloD of any health conditions that may affect safe participation

7. Emergency Evacuation and Lockdown

All students must follow MloD's Emergency and Evacuation Procedures as outlined in 8.8 Emergency and Evacuation Procedures, and displayed at each venue.



8.8 Emergency Evacuation and Lockdown

1. Purpose

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

2. Scope

This policy applies to:

- All staff, teachers, contractors, and volunteers
- All students (children and adults) attending MloD classes
- All parents, carers, and visitors present on-site at the time of an emergency

3. Policy Statement

Melbourne Institute of Dance 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.

4. Emergency Evacuation Procedure

When to Evacuate

An evacuation should occur when there is:

- Fire, smoke, or explosion
- Gas leak or chemical spill
- Structural damage
- Any other hazard where remaining in the building is unsafe

Immediate Actions

1. Alert and Raise 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) or call **000** for emergency services.

2. Teacher Responsibility

- Stop all activity immediately.



- Instruct students to remain calm, leave belongings behind, and follow the evacuation route.
- Take attendance list or class roll if safely accessible.
- Lead students to the **designated assembly point**.

3. Assembly Points

- **Deepline Hall:** Outside, near the tennis courts in the car park. Or out the front of the church on Burke Rd footpath.
- **Koonung Heights Hall:** Front of church carpark, on grass area.
- **Other Venues:** Refer to specific emergency map located near the main exit.

4. At the Assembly Point

- Take a roll call and account for all students.
- Do not re-enter the building until emergency services declare it safe.

5. Lockdown Procedure

When to Lockdown

A lockdown should occur when:

- There is a threat of violence or intruder
- Dangerous person or animal is on the premises
- Police or emergency services advise shelter-in-place

Immediate Actions

1. Announcement or Signal

- The teacher or hall manager will call out **“Lockdown”** or signal clearly to all rooms.

2. Teacher Responsibility

- Direct all students to move away from doors and windows.
- Lock or block doors where possible.
- Turn off lights, silence mobile phones, and keep everyone quiet.
- Stay low and calm until the “All Clear” is given.

3. Communication

- Contact **000** as soon as safe to do so.
- Teachers to message or call the Director (Kalman Warhaft – 0416 432 295) once safe.

4. All Clear

- Only resume activity when emergency services or the Director confirms it is safe.



6. Post-Incident Procedures

- A debrief will occur after any evacuation or lockdown.
- Incident reports must be completed within 24 hours.
- Parents will be notified of any major incident affecting student safety.
- MloD will review the procedure annually or after any emergency event.

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 / Visitors	Follow staff directions immediately and do not interfere with emergency personnel.

Emergency Contacts

- **Emergency Services:** 000
- **MloD Director:** Kalman Warhaft – 0416 432 295
- **Poison Information Centre:** 13 11 26

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.



8.9 COVID-19 Safety Guidelines

1. Purpose

The purpose of this policy is to protect the health and wellbeing of all students, families, staff, and visitors by outlining the measures Melbourne Institute of Dance (MloD) has in place to prevent and manage the risk of COVID-19 and other respiratory illnesses within the studio environment.

2. Scope

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

3. Our COVID-Safe Commitment

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

Our approach centres around:

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

4. Understanding COVID-19 and Respiratory Symptoms

Students, staff, and family members must not attend the studio if unwell or displaying symptoms consistent with COVID-19 or other respiratory 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

Anyone who begins to feel unwell during class may be asked to step aside and make arrangements to leave so the wellbeing of others is protected.



5. Attendance and Participation

To protect our community, the following applies:

- Students and staff must stay home if unwell or recovering from COVID-19 or a respiratory illness
- Individuals are encouraged to return only once they feel well enough to participate safely

6. Positive COVID-19 Cases

Individuals who test positive to COVID-19 must follow current Victorian Government public health advice regarding recovery and return to normal activities. MloD does not impose an additional fixed isolation period but expects students to act responsibly in protecting others.

7. Hygiene and Studio Etiquette

MloD 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. 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.

9. Respectful Community Responsibility

Caring for the wellbeing of others is part of MloD'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

10. Privacy and Confidentiality

Medical or health-related information shared with MloD is treated confidentially and used solely for safety and operational purposes. Personal health status will never be publicly disclosed.



11. Alignment with Government Guidance

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



8.10 Social Media and Digital Communication

1. Purpose

This policy ensures that all communication and social media activity associated with Melbourne Institute of Dance (MloD) supports student wellbeing, upholds child safety requirements, and reflects the values of respect, inclusion, and professionalism.

2. Scope

This policy applies to:

- All students in adults classes
- Parents and guardians of enrolled students (if applicable)
- MloD teachers, assistants, contractors, volunteers, and staff
- Any form of digital communication or image sharing connected to MloD programs or platforms

3. Digital Contact Between Staff and Students

MloD's primary method of communication with students and families is email.

The School Director and authorised management may contact students through other digital platforms when required for school purposes.

Staff must not privately message or follow students aged 16 and under on social media.

Adult students may follow or interact with teachers online, provided communication remains respectful, appropriate, and professional.

4. Use of Images, Filming, and Digital Media

- Images, videos, or audio recordings of students may only be captured, shared, or published when written media consent has been provided
- All use of such media is royalty-free and non-compensable
- MloD may repost public content shared students only where media consent is already on file
- Consent may be withdrawn at any time in writing; however, once content has been published, MloD cannot guarantee full removal from third-party platforms or archival print or media
- Filming or photography inside classrooms or studios is only permitted with prior teacher approval and where all visible students have provided media consent

5. Social Media Conduct for Adult Students

Adult students must not post or share photos or videos that include other students without their permission, whether on MloD premises or at MloD-endorsed events.

Screen recording, copying, or sharing class content, choreography, or instructional materials without teacher approval is not permitted.



Students may post respectful content captured outside MlOD premises or events; however, online conduct must not cause harm, embarrassment, or exclusion of others.

6. Student-to-Student Digital Communication

Private messaging or group chats between students (e.g., WhatsApp, Messenger, Instagram, iMessage) are permitted but are not endorsed by the school.

Where digital conduct in private chats creates safety, bullying, or wellbeing concerns that affect the MlOD learning environment, MlOD may intervene under the Adult Code of Conduct.

7. Enforcement

Breaches of this policy may be treated as a breach of the MlOD Adult Code of Conduct.

The School Director may request the removal of content that breaches this policy and holds final authority in matters of digital conduct.

8. Reporting and Non-Retaliation

Concerns about online behaviour or digital communication should be reported directly to the School Director via email.

No student, parent, or guardian will be disadvantaged for raising a concern made in good faith.

All reports will be handled confidentially and in accordance with privacy and child safety legislation



8.11 Online Safety and Communication Boundaries

Melbourne Institute of Dance (MloD) upholds safe, respectful, and professional communication practices in all digital environments. This policy applies to all MloD staff, teachers, volunteers, and assistants.

1. Communication with Adult Students Aged 18 and Over

- Staff may communicate with adult students aged 18 and over via email, phone, or messaging for class-related purposes.
- Communication must remain respectful, appropriate, and relevant to MloD activities.
- Personal social media or messaging may be used only if mutually agreed and must not compromise safety, privacy, or professional boundaries.

2. Communication with Students Aged 16 to 17 (Minor Participants)

Students aged 16 to 17 are legally classified as minors under Victorian law, even when enrolled in adult-level programs.

Accordingly:

- Staff must not engage in private or unsupervised digital communication with students aged 16–17.
- Only after enrolment, and with permission from a student's parent or legal guardian, may MloD contact the student via email from melbourneinstituteofdance@gmail.com.
- Otherwise, class-related communication must occur via a parent or legal guardian, or through MloD-approved public communication channels where content is:
 - transparent,
 - supervised, and
 - documented.
- Staff must not contact minors via:
 - personal mobile numbers
 - SMS or private messaging apps
 - personal social media accounts
 - private emails not visible to a parent or guardian

3. Prohibited Communication Includes:

- Private or one-on-one texting
- Social media messaging, following, or commenting on personal accounts
- Informal or personal communication not sanctioned by MloD

Any communication concern or breach must be reported immediately to the School Director at melbourneinstituteofdance@gmail.com. Breaches will be managed in accordance with MloD's Child Safety and Complaints Policies.



8.12 Programming and Content (Music and Choreography)

1. Purpose

Melbourne Institute of Dance (MloD) is committed to providing a safe, respectful, and age-appropriate learning environment for all students. This policy ensures that all music, choreography, and artistic content used in classes, rehearsals, and performances reflect the school's values of safety, integrity, inclusion, and artistic excellence.

2. Scope

This policy applies to:

- All class music and choreography
- Rehearsal and performance material
- Workshop and guest-teacher material
- Digital content used in class settings
- Costuming, gestures, or themes presented to students
- Music played before, during, or after class

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

Where uncertainty exists, MloD applies a “child-safe first” assessment before approving content.

4. Artistic Integrity and Teaching Context

Choreography is chosen to:

- Support technical development
- Reflect musicality and artistry in a safe way
- Model professionalism and respect
- Maintain classroom dignity and physical safety

When classical or contemporary works are adapted, teachers ensure the version presented is suitable for students and consistent with this policy.



5. Cultural and Community Considerations

MloD respects cultural diversity and community expectations. Content that may be considered acceptable in a professional dance company context may not be developmentally appropriate for a training environment. The school, therefore, applies a higher duty of care than general entertainment standards.

6. If a Concern About Content Is Raised

Students, parents, or adult learners may raise concerns about music or choreography at any time.

MloD will:

1. Review the concern sensitively and respectfully
2. Consider suitability for all age groups present
3. Amend, replace, or contextualise material if necessary
4. Communicate respectfully with the person who raised the concern



8.13 Artificial Intelligence, Image-Generation, and Intellectual Property

1. Purpose

This policy outlines how artificial intelligence (AI), image-generation systems, and other digital technologies may and may not be used in connection with MloD students, staff, choreography, branding, and studio activities. It protects privacy, child safety, and MloD's intellectual property.

2. Scope

This policy applies to:

- All students
- Parents and guardians
- MloD teachers, assistants, staff, and contractors
- Any AI, image-generation, machine-learning, or motion-capture technology used in relation to MloD activities

3. Use of MloD Images and Videos in AI

Students and parents must not upload, reproduce, modify, or use any MloD images or videos, including class footage, rehearsal recordings, performance videos, or promotional material, in any AI or machine-learning platform.

This includes any system that:

- Generates new images or video
- Performs analysis
- Creates derivative content
- Uses training data

4. Use of Personal Images Taken at MloD in AI

Images or videos taken at MloD (even on a personal device) must not be used in AI tools if they include:

- MloD students or staff
- MloD venue, uniform, or branding
- Costumes or performance settings

No AI-altered or AI-generated images of students or staff may be produced or shared if the original was taken at MloD.

5. Use of MloD Choreography and Class Content in AI

Choreography, combinations, class material, or rehearsal sequences must not be:



- Uploaded to AI systems
- Used as training data
- Reproduced, altered, or extended by AI tools
- Simulated through motion-capture or generative technology

All choreography remains the intellectual property of MloD and/or the choreographer.

6. Use of MloD Documents and Brand Assets in AI

Without written approval, students and parents must not upload MloD documents or assets into AI platforms, including:

- Policies, handbooks, or internal documents
- Class lists or enrolment details
- Rehearsal plans or schedules
- Logos or branded materials

7. Impersonation, Deep Fakes, and Voice-Cloning

AI tools must not be used to imitate or recreate:

- A student's likeness
- A staff member's voice
- Any MloD teacher's image or persona
- Any scenario that could create a misleading or harmful impression

This includes, but is not limited to, deepfakes, AI voice-cloning, and synthetic video.

8. Breaches and Consequences

Breaches may be treated as serious misconduct under the Adult Code of Conduct and may result in:

- Removal of content
- Suspension or cancellation of enrolment
- Referral to external authorities if required

9. Reporting Concerns

Concerns about AI misuse, image generation, or reproduction of MloD content must be reported to: melbourneinstituteofdance@gmail.com.

All concerns will be managed confidentially and promptly.



8.14 Child Safe Recruitment and Screening

1. Purpose

Melbourne Institute of Dance (MloD) is committed to ensuring that every person engaged to work with students is safe, suitable, and appropriately qualified. This policy outlines MloD's recruitment, screening, and verification processes to protect the safety and wellbeing of all students, with particular responsibility toward children and young people.

2. Scope

This policy applies to:

- All employed staff (full-time, part-time, or casual)
- Teachers and assistants (paid or unpaid)
- Trainees, volunteers, and student teachers
- Guest artists, contractors, and relief/substitute teachers

It applies before commencement of duties and throughout ongoing engagement.

3. Minimum Screening Requirements

All staff, teachers, assistants, and volunteers must:

- Hold a current Victorian Working With Children Clearance (WWCC) or recognised equivalent
- Undergo identity verification
- Complete reference checks confirming suitability to work with children
- Demonstrate professionalism and appropriate conduct in past roles
- Complete and sign MloD's Staff Child Safe Declaration prior to commencing engagement
- Sign a written acknowledgement of MloD child safe and conduct policies

No person may commence duties or have unsupervised contact with students until all required checks have been completed and verified.

4. Recruitment Process

MloD follows a child-safe recruitment approach.

This includes:

- Advertising and selection with reference to child safety responsibilities
- Assessment of qualifications, experience, and suitability
- Interview and screening for alignment with MloD values and duty of care
- Reference checks specifically addressing behaviour with students
- Verification of WWCC and identity
- Signed acknowledgement of MloD policies before commencement



5. Guest Teachers, Contractors, and Relief Staff

Guest artists, workshop leaders, and substitute teachers are held to the same screening standard as permanent staff.

They must:

- Hold a valid WWCC
- Complete identity and reference screening
- Agree in writing to comply with MloD's policies
- Model professional conduct and child-safe practice at all times

6. Ongoing Monitoring and Renewal

Compliance is not a one-time requirement.

MloD:

- Maintains records of screening status
- Monitors WWCC expiry dates
- Requires renewal before expiry
- May conduct additional screening if concerns arise
- Reviews suitability on an ongoing basis

7. Disqualification and Red Flags

A person may be deemed unsuitable if they:

- Refuse or fail to provide required screening documents
- Have a WWCC rejection, suspension, or revocation
- Present behavioural concerns or boundary violations
- Fail to comply with MloD safety or conduct policies

MloD reserves the right to withdraw or discontinue engagement at any time where child safety or student wellbeing may be at risk.

8. Non-Compliance and Reporting

Any suspected breach of this policy must be reported to the School Director.

Recruitment or engagement will not proceed, or will be terminated, if compliance with screening and child safety requirements cannot be demonstrated.



8.15 Shared Studio Use with Children and Child Safety

Melbourne Institute of Dance (MloD) operates concurrent children and adult programs. As a result, adult students may share studio spaces with children enrolled in MloD's programs. These shared spaces include, but are not limited to, reception areas, changing rooms, foyers, corridors, waiting areas, and studios.

Child Safety Obligations for Adult Students

All adult students are required to comply with MloD's Child Safety Policies and acknowledge their shared responsibility for contributing to a safe, respectful, and child-friendly environment.

To ensure safety:

- Adult students must use shared studio spaces with consideration for children's presence, maintaining appropriate language, attire, and conduct at all times.
- Adult students must not engage in unauthorised interactions, including physical contact or personal conversations, with students under the age of 16.
- All communication with minor students must be class-related, occur in supervised settings, and be conducted in accordance with MloD's Online Safety and Communication Boundaries Policy.
- Adult students must not take photographs or videos that include children unless authorised by MloD staff and with proper consent from the child's parent or guardian.
- Inappropriate behaviour or breaches of child-safe practices may result in disciplinary action, including suspension, modification, or cancellation of enrolment, at the discretion of the School Director.

Supervision Expectations

- MloD staff supervise behaviour in shared studio spaces when children are present.
- Adult students must comply with staff instructions regarding child safety and conduct at all times.
- MloD reserves the right to adjust class schedules, space allocation, or access arrangements to ensure child-safe standards are upheld.



8.16 Teacher Training, Supervision, and Ongoing Compliance

1. Purpose

This policy ensures that all teachers, assistants, staff, and contractors at Melbourne Institute of Dance (MloD) maintain ongoing compliance with child safety laws, screening requirements, and professional conduct obligations. It outlines how MloD continuously monitors suitability and upholds safe teaching practice across all programs.

2. Scope

This policy applies to:

- Teachers and teaching assistants
- Administrative and support staff
- Volunteers, trainees, and student teachers
- Guest artists and substitute instructors

It applies for the full duration of engagement, not only at the point of recruitment.

All staff remain bound by child-safe obligations both in-person and online, and whether acting in a professional or personal capacity, where their conduct may impact student safety or wellbeing.

3. Screening Compliance

Staff must:

- Hold a current Victorian Working With Children Clearance (WWCC) or recognised equivalent
- Immediately notify MloD of any change affecting clearance status
- Maintain ongoing suitability to work with children and young people
- Comply with all relevant Victorian legislation and MloD policies

Screening records are stored securely and reviewed regularly for accuracy and currency.

4. Ongoing Monitoring

Compliance is actively monitored through:

- Tracking of WWCC expiry dates
- Annual review of screening documentation
- Internal confirmation of continued suitability
- Supervisor oversight of conduct and professional boundaries
- Escalation procedures if concerns or risk indicators are identified

Monitoring includes both behavioural conduct and legal compliance.



5. Mandatory Training

All MloD staff participate in annual child safety and professional conduct training.

This includes:

- Appropriate boundaries and safe physical contact
- Responding to safety concerns or disclosures
- Trauma-aware and developmentally appropriate practice
- Duty of care and Adult Code of Conduct expectations
- Respectful communication and student wellbeing
- Reporting obligations under Victorian child safety law

Additional training is undertaken when policies are updated or when emerging risks or standards require supplementary learning.

6. Conduct and Accountability

Staff are required to:

- Adhere to MloD's Adult Code of Conduct at all times
- Model positive and professional behaviour
- Uphold a proactive duty of care toward all students
- Support a safe, inclusive, and respectful learning environment

Breaches of screening, conduct, or reporting obligations will be addressed promptly and may result in disciplinary action, suspension from duties, or termination of engagement.

7. Review and Continuous Improvement

MloD regularly reviews its compliance and training processes to ensure alignment with Victorian child safety legislation and best-practice safeguarding standards. Improvements are made proactively in the interest of student safety and accountability.



8.17 Changes to Policies

1. Purpose

This policy explains how MloD reviews, updates, and communicates changes to its Policies and Procedures to ensure ongoing alignment with Victorian legislation, child safety requirements, and best-practice standards in performing arts education.

2. Scope

This applies to all MloD policies, including:

- Child safety and wellbeing policies.
- Conduct and behavioural policies.
- Recruitment and screening policies.
- Operational and safeguarding procedures.
- Website and handbook policy summaries.

3. Policy Review Cycle

MloD reviews policies:

- Annually, or
- When legislation or regulatory standards change, or
- When a concern, incident, or new safety issue is identified, and there is a need for revision

4. Making Changes

Policy changes may be made to:

- Strengthen safety and wellbeing measures
- Clarify expectations or procedures
- Reflect new legislation or regulatory guidance
- Improve practice following feedback or review

All changes are formally authorised by MloD leadership before publication.

5. Communication of Updates

When policies are updated, MloD will:

- Publish the revised policy on the website
- Update the affected handbook sections
- Notify families and students by email, where relevant



6. Acceptance of Updated Policies

Continued enrolment or participation in classes following notification of changes will constitute acceptance of the updated policies as binding conditions of participation.

7. Record Keeping

MloD maintains records of previous policy versions and implementation dates to ensure transparency and accountability over time.