

Ringwood Ballet Group



Code of Conduct / Behaviour Policy

Purpose

The purpose of this policy is to outline the behavioural expectations of our school community.

Scope

This policy applies to Ringwood Ballet Group (RBG) staff, students, parents/carers, contractors, volunteers, people seconded from other organisations, people receiving on-the-job training, and visitors.

Principles underlying the Code of Conduct

The Artistic Director and the Committee of Management (COM) have an obligation to implement this policy in a fair manner, consistent with the following principles:

1. all individuals are valued and treated with respect;
2. students have a right to learn and practice in an enjoyable atmosphere and safe environment where they are able to fully develop their talents, interests and ambitions;
3. teachers can expect that they will be able to teach in a cooperative environment;
4. parents/carers can expect that their children will be educated in a safe environment that encourages care and respect for everyone;
5. parents have an obligation to support the school in its efforts to maintain a positive learning environment.

This policy is based on the Australian Guidelines for Teaching Dance produced by AusDance, the Parents' Code of Behaviour endorsed by the Royal Academy of Dance (RAD), and the Victorian Child Safe Standards 2022.

Behavioural Expectations of Students

Students are expected to:

- communicate politely and respectfully with all members of the school community
- comply with the principles above
- behave in a safe and responsible manner
- respect their property, the property of others and of RBG
- be positive about the efforts of all students
- follow teachers' instructions as they have students' best interest in mind
- attend all classes in order to make progress
- seek assistance of an adult member of RBG if they have queries or need help



Any behaviour which makes another child or staff member feel uncomfortable is considered inappropriate, and will be dealt in the following way:

1. A general reminder will be given to the entire class or group involved, reinforcing the expectations outlined above;
2. A one-on-one discussion between the teacher or COM member and student/s involved describing the inappropriate behaviour and outlining required changes;
3. If there is no improvement, a follow-up discussion will occur with the parent/s of the student/s and Artistic Director and/or a member of the Executive Committee. The class teacher may be involved in deemed necessary;
4. Following discussion, an email will be sent to the student/s' parent/s summarizing the discussion points, and reminding them that the consequence of continued inappropriate behaviour will be, without further discussion or warning, the invoking of Section 7.1 of the Constitution (which relates to expelling or suspending a member).

Unreasonable and unacceptable behaviour include:

- speaking or behaving in a rude, intimidating, manipulative, aggressive or threatening way, either in person, via electronic communication or social media, or over the phone;
- harassment, bullying, the use or threat of violence of any kind, including physically intimidating behaviour such as aggressive hand gestures or invading another person's personal space;
- sending demanding, rude, confronting or threatening letters, emails or text messages;
- sexist, racist, homophobic, transphobic or derogatory comments;
- the use of social media or public forums to make inappropriate remarks about the school, staff or students.

Behavioural Expectations of Committee of Management Members

The COM members, as well as honorary and ex-officio members are expected to:

- provide a responsive and empathetic leadership
- ensure that children receive professional tuition from qualified teachers in appropriate facilities following safe practice
- model positive behaviour at all times
- communicate politely and respectfully with all members of the RBG community
- work collaboratively to create a positive school environment where respectful and safe behaviour is expected of everyone
- maintain a register of complaints
- inform parents of the school's communication and complaints procedures
- respond appropriately when safe, respectful and inclusive behaviour is not demonstrated and implement appropriate interventions if required
- ask any person who is acting in an offensive, intimidating or other inappropriate way to leave the school grounds and follow up if necessary
- demonstrate ethical standards in publicity, advertising, recruitment and performance reviews



COM members must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students);
- discriminate against any children because of culture, race, ethnicity or disability;
- ignore or disregard any suspected or disclosed child abuse.

Behavioural Expectations of Staff

The Artistic Director, permanent and guest teachers are expected to:

- adhere to the RBG policies and related procedures at all times
- model positive behaviour to students consistent with the professional standards
- promote zero tolerance to the use of illegal drugs, alcohol, and smoking on RBG premises
- communicate with the Artistic Director and the COM if faced with any challenging behaviours from parents or students
- use knowledge of basic anatomy and physiology to enhance dance practice
- use appropriate and effective teaching methods, including tactile teaching for the purpose of correcting dance technique
- use effective assessment and reporting procedures
- maintain expertise through continuous professional development
- support students in making informed decisions about training and careers in the dance industry
- encourage healthy eating and lifestyle
- employ effective injury protection and management strategies
- plan, implement and review work to ensure the safety and wellbeing of all students, teachers and RBG community
- adhere with the Dance Industry Code of Ethics
- demonstrate professional integrity
- maintain confidentiality
- primarily avoid, but otherwise disclose and manage conflicts of interest
- treat all members of the school community with respect
- choose appropriate teaching names

The Artistic Director, permanent and guest teachers are also expected follow the specific standards promoted by the RBG Child Safe policy by:

- supporting children's development in ways which foster self-esteem and independence;
- doing their best to ensure every child achieves their personal and learning potential;
- fostering a learning environment in which every child feels valued and able to articulate their wishes and feelings in an atmosphere of acceptance and trust;
- listening and responding to the views and concerns of children;
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them;
- respecting children's preferred names and pronouns;
- proactively engaging with parents and working with them to understand their child's needs and, where necessary and possible, adapt the teaching environment accordingly;
- working collaboratively with parents to improve learning and wellbeing outcomes for students with additional/special needs.



RBG staff must not:

- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps unless is part of the performance);
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- put children at risk of abuse (for example, by locking doors);
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;
- have any individual online contact with a children or their family (unless necessary, for example providing dance instructions for competitions).

Behavioural Expectations of Parents / Carers

Parents (and/or carers) are expected to:

- model positive behaviour to their child/children
- communicate politely and respectfully with all members
- ensure their child/children attend/s school on time
- take an interest in their child/children's learning
- work with the school to achieve the best outcomes for their child/children
- communicate constructively with the school and use expected processes and protocols when raising concerns
- support school staff to maintain a safe learning environment for all students
- follow the school's processes for communication and making complaints
- treat all school leaders, staff, students, and other members of the school community with respect.

Communication of Policy

All staff and members will be provided with a copy of this policy as part of their induction and (re)enrolment documentation. A copy of the current policy is available on the [RBG website](#).

Approval and Review

Approved by

Title	Name	Date
President	Carolyn Callanan	15 March 2023
Secretary	Cassie Bowman	15 March 2023

Review cycle

This policy will be reviewed at least every three years. Next review date: February 2026.



