

Mildura Ballet & Dance Guild

Student Code of Conduct

1. Policy Statement

The Mildura Ballet & Dance Guild Inc. encourages parent to :

- Become involved in the running of the Guild by joining the committee or concert sub-committees (which can be done at the AGM in April) or by helping out the committee in any way necessary, particularly at performance time.
- Participate in any special events or functions organized by the Guild.
- Support the Guild in the promotion of our school.

The Guild EXPECTS parents and students to:

- Ensure regular and punctual attendance. Students are required to be in the studio ready to start their class on time.
- Ensure that students arrive in a proper state of health. If unwell, then students should stay home, unless it is a concert or eisteddfod rehearsal, students should attend if possible to watch what is happening.
- Ensure students arrive in clean, correct uniform. The uniform is set by the Guild and must be strictly adhered to. If students have arrived without correct uniform to several classes then teacher should approach parents and ask why the student does not have the correct uniform. Also if parents are having difficulties purchasing uniform, then parents should inform their child's teachers.
- Provide the Guild with any relevant or new medical information regarding your child. It is vital that the Guild has up to date information in order to treat any emergencies that may occur.
- Parents are expected to either make, or have made, any costumes required for your child for the annual performance or eisteddfod. The teachers set costumes and it is up to parents to have them made by the required time. If your child is not going to be in the annual concert, then please let the teacher know by the start of Term 3, so materials, etc. will not be purchased.
- Parents must make every effort to attend any information sessions at performance time regarding costumes or makeup. It is very important that you have all the relevant information regarding your child's costume and makeup and accessories.
- Respect the professionalism of the teaching staff. We have a very well trained professional teaching staff and their decisions are to be respected.
- Respect and follow any instructions given by teachers regarding the purchase of Pointe shoes or any other suitable footwear. It is up to the teachers to decide the most appropriate Pointe shoe or other footwear for the student and any decision made by the teacher is final.
- Respect the privacy of teaching staff outside the Guild hours. There are to be no phone calls made to teaching staff at their homes. This is an invasion of their privacy and is their time off to spend with their families. Any queries should be directed to

the class representative in the first instance, then the President.

- Students are expected to behave in an appropriate manner both outside and whilst in the studio.
- Parents are expected to handle any issues or complaints in the correct manner. There is a correct procedure to follow when you have an issue you wish to discuss.
- Parents and students are expected to abstain from all forms of bullying including cyber bullying as per the bullying policy. Cyber bullying- includes but is not limited to;
 - Posting inappropriate material on line.
 - Sending harassing emails /posts/text messages.
 - Posting items on line without permission of those involved.
 - Use of guild media not for its intended purpose.

Students are expected to show respect towards themselves and of fellow students within the learning, working or social environment of the Mildura Ballet & Dance Guild Inc.

2. Procedure for Managing Disputes and Mediations

The Complaints Officer needs to inform both parties that a formal process has now been activated and both parties need to be provided with details of the complaint (eg: who is involved, when and where alleged incident took place, nature of the incident etc.)

The Complaints Officer needs to establish a small group of committee/staff members that do not have a personal association with the parties involved. In the case where this is not deemed possible the MB&DG committee may need to consider involving a third party to help mediate the situation (as per the Guild's Constitution).

The mediator must be

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Guild; or
 - (ii) in the case of a dispute between a member and the Guild, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

A member of the Guild can be a mediator.

The mediator cannot be a member who is a party to the dispute.

Both parties have the opportunity to respond to the notification of a formal process and a further interview may be required/ requested by any party involved.

The mediator, in conducting the mediation, must

- (a) give the parties to the mediation process every opportunity to be heard; and

- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

The mediator must not determine the dispute.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

The action plan will be presented to the Mildura Ballet & Dance Guild Inc Committee of Management for approval prior to its implementation. Once approved it will then be referred back to the complaints officer or mediator to feedback the outcome of the process to all parties involved.

3. Definitions

Members - Students, Parents and Carers, Staff of The Guild

6. Legislation and other references

6.1 Legislation

- Associations Incorporations Act 1981

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Mildura Ballet & Dance Guild Inc Handbook
- Mildrua Ballet & Dance Guild Bullying Policy
- Mildura Ballet & Dance Guild Inc Constitution

- **6.3 Risk Assessment**

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	
Committees	✓	Human Resource Management	✓
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	✓
Contract Tendering & Procurement		Organisational Risk Management	✓
Management & Operations	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓