

Student Code of Conduct Policy at MB&DG

Policy - OP 06-2014

Prepared	Reviewed	Approved	Date
Joanne Allen	August 2014	Committee of Management	Adopted 02/09/2014
Treasurer		To be reviewed:	Bi-Annually
Document Owner: Executive Committee Committee of Management		Review Frequency:	2 Years August 2016
President's Signature			

1. The purpose of the policy is

To amend current code of conduct to ensure it is 'present-day' and meeting all aspects of the Mildura Ballet & Dance Guild Inc and/ or external social expected behaviours. Including but not limited to social media, bullying, and use of Mildura Ballet & Dance Guild Inc. Media.

2. Policy Statement

The Mildura Ballet & Dance Guild Inc. encourages parent/s 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.
- The Guild accepts the signed Parents/Guardian consent form for use of Guild Media for intended purposes.
 - The Guild will endeavour to monitor all forms of posting to ensure that they are within Guild guidelines.
 - Parents and students are expected to maintain the Guild's policy in relation to Media for intended purposes, as detailed below.
 - Mobile telephones should not be used within the classroom or performance venues, to take photographs or video
- Parents and students are expected to abstain from all forms of bullying including cyber bullying as per the Responding Bullying Policy OP05-2014. 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.
- Parents and students are expected to abstain from all forms of posting utilising the many forms of today's technology (eg ;Mobile Phones, Tablets, Laptops and Computers); includes but is not limited to;
 - Posting inappropriate material on-line, via the Web, Facebook, Instagram, SMS Text, Snapchat or any medium that is open for the general public to view.
 - Posting items on-line without the 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.

3. Procedure for Managing Disputes and Mediations (as per OP02-2014 Complaints Management Policy)

Any member of the Guild Community may lodge an informal or formal complaint via any member of the committee, who in turn will lodge the complaint to the Complaints Officer.

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 will 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 2013 Model Rules).

26 Application – as outlined in the Guild's 2013 Model Rules

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Guild;
 - (d) a member and an employee.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

27 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

28 Appointment of mediator

- (1) If the parties of a dispute are unable to resolve the dispute between themselves within the time required by rule 27, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or

- (ii) if the dispute is between a member and the Committee or the Guild— a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Guild but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

29 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party 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 throughout the mediation process.
- (2) The mediator must not determine the dispute.

30 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, 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.

4. Disciplinary Action as outlined In the Guild's 2013 Model Rules Division 2

20 Grounds for taking disciplinary action

The Guild may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Guild; or
- (c) has failed to comply with the Guild's Operational Procedures: or
- (d) has engaged in conduct prejudicial to the Guild.

5. Definitions

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

6. Legislation and other references

6.1 Legislation

- Associations Incorporations Reform Act 2012

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Mildura Ballet & Dance Guild Inc Handbook
- Bullying Policy OP 05/2014
- Complaints Management Policy OP02-2014
- Mildura Ballet & Dance Guild Inc 2013 Model Rules

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	✓

REVISION CONTROL

REV	DATE	REVISION DESCRIPTION	ORIG	Committee for review	Adopted
DRAFT	1/07/2012	Draft for review	SA	15/07/2012	7/08/2012
Rev 1	7/8/2012	Implementation of OP06-2012	SA		
Rev 2	13/08/2013	Revision of OP06-2012	JHA	31/08/2014	
Rev 3	02/09/2014	Implementation of OP02-2014	JHA		
Rev 4					
Rev 5					
Rev 6					
Rev 7					
Rev 8					
Rev 9					