



# **Le Beat Dance Academy**

## **Policies & Procedures**

Full detailed studio policy document for students, families, staff, contractors and visitors.

This document sets out the expectations, standards and procedures of Le Beat Dance Academy. These policies are in place to support a safe, respectful, professional and positive studio environment.

## PHOTOGRAPHY & PRIVACY

- Students and parents are not to video or photograph classes at any time unless permission has been given by the teacher.
- Performance and competition videos are not to be posted on public websites or social media platforms, including YouTube, Facebook, Instagram or similar platforms, without permission from Le Beat Dance Academy.
- Le Beat Dance Academy may use photographs and/or videos of students to promote the academy through flyers, website content, social media, advertising and other promotional material. Consent is provided upon enrolment unless written notice is supplied to the Studio Director.
- Families who do not wish for their child to be photographed or filmed for promotional use must notify Le Beat Dance Academy in writing.

## SAFETY

- Le Beat Dance Academy operates dance classes in a safe dance environment to minimise the risk of injury for dancers.
- Any injury sustained while training, or as a result of training, will be the responsibility of the student and/or parent/guardian. No costs will be incurred by LBDA unless the injury is caused by proven negligence.
- LBDA will take responsibility for injuries caused by negligence.
- It is the responsibility of the parent/student to inform Le Beat Dance Academy of any prior or current illnesses, injuries, medical conditions or other factors that may affect safe participation.
- In the event of an injury, Le Beat Dance Academy will administer First Aid treatment by a qualified first aider where available. If medical services are necessary and an ambulance is required, the student/parent/guardian will incur the costs.
- Le Beat Dance Academy will not be held responsible for injury incurred by students, parents or visitors inside or outside the premises, except where caused by negligence. Parents/guardians are responsible for minors before and after class times.
- Le Beat Dance Academy must be notified of any allergies a student may have. Le Beat Dance Academy will not be held responsible for allergic reactions outside of class time; however, first aid will be provided where required.
- Emergency evacuation maps are located around the premises.
- Fire extinguishers, fire hose reels and fire blankets are located within the premises.

## CHILD SAFETY

- Le Beat Dance Academy is committed to providing a child-safe environment where all students feel safe, supported and respected.
- All staff and relevant contractors must hold a valid Working With Children Check (WWCC) or equivalent clearance as required by law.
- Staff must maintain appropriate professional boundaries with students at all times.
- Any concern regarding child safety, student wellbeing or inappropriate behaviour must be reported immediately to the Studio Director.
- Le Beat Dance Academy will take all child safety concerns seriously and will respond in accordance with legal obligations and duty of care requirements.

## DROP OFF & PICK UP

- Parents/guardians are responsible for the supervision of students before and after scheduled class times.
- Students should arrive on time and be collected promptly at the conclusion of their class.
- Le Beat Dance Academy is responsible for students during scheduled class time only, unless otherwise arranged or communicated.
- Parents/guardians must ensure younger students are safely delivered to and collected from the studio.
- If a parent/guardian is running late, the studio should be contacted as soon as possible.

## MEDICAL & EMERGENCY AUTHORITY

- Parents/guardians must provide accurate emergency contact details and keep these details up to date.

- Parents/guardians must notify Le Beat Dance Academy of any medical condition, allergy, medication, injury or other information relevant to the student's safety and participation.
- In the event of an emergency, Le Beat Dance Academy is authorised to seek medical assistance if a parent/guardian cannot be contacted or where urgent care is required.
- Any medical, ambulance or emergency treatment costs remain the responsibility of the parent/guardian.

## **BEHAVIOUR & CONDUCT**

- Le Beat Dance Academy does not tolerate swearing, indecent or disrespectful language, defamatory comments, or indecent/disrespectful conduct from students, parents, family members or visitors.
- Any individual who demonstrates any of the above may be asked to withdraw from Le Beat Dance Academy immediately.
- This behaviour includes conduct on social media, on the internet, inside the Le Beat Dance Academy premises or in any public location where the behaviour may impact the studio, its students, families or staff.
- Negative communications between parents and/or students will not be tolerated by students or parents. Where negative communications take place, the parents and/or students involved may be asked to withdraw from Le Beat Dance Academy immediately.
- Any person who does not comply with Le Beat Dance Academy's Terms and Conditions may forfeit their position at the Academy and forfeit any fees paid.
- Le Beat Dance Academy reserves the right to refuse enrolment or remove any student, family member or visitor where policies are not upheld, where behaviour is unsafe or disrespectful, or where the studio environment is negatively impacted.

## **BULLYING**

The following behaviours will not be tolerated in person, via email, via text message, via social media or via any internet application:

- Verbal abuse or shouting
- Physical abuse
- Excluding or isolating a person
- Psychological harassment
- Humiliating a person through sarcasm, criticism or insults
- Ignoring or belittling a person's contribution or opinion

Where any person feels they are the victim of bullying, they should discuss the matter directly with the person/people concerned and request an end to the behaviour, where safe and appropriate. Should this approach fail or be inappropriate, the matter should be raised with the Studio Director.

## **UNIFORM & PRESENTATION**

- Students are expected to attend classes in the correct uniform and appropriate footwear for their class style.
- Hair must be neat, secured and appropriate for the style of dance. Ballet students are expected to wear a neat ballet bun where required.
- Jewellery, chewing gum, food and unsafe accessories are not permitted during class.
- Students must wear clothing that allows safe movement and enables teachers to correct technique appropriately.
- Students who are repeatedly not in correct uniform may be reminded and parents may be contacted.

## **ATTENDANCE & ABSENCES**

- Regular attendance is expected to ensure students maintain progress and remain confident with class work, choreography and technique.
- Absences should be communicated to the studio where possible.
- Missed classes are not refundable, transferable or credited unless otherwise approved by Le Beat Dance Academy.
- Students preparing for exams, competitions or performances are expected to maintain strong attendance and commitment.

- Students with repeated absences may be reviewed for suitability in exam, competition or performance work where safety or preparation is affected.

## **FEES**

- Fees are invoiced by the term. The full term invoice must be paid for, regardless of the number of classes the student attends.
- Students are paying for their place in the class for the term, not for the number of classes participated in.
- Invoices are emailed one month prior to the due date or provided directly to the student/parent at the studio.
- Fees are due by the end of Week 2 each term.
- Families with term invoices over \$400 may request a payment plan. This must be arranged and approved prior to the due date.
- There will be no discounts or credits applied for missed lessons.
- Payment plans may incur an additional administration fee.
- Where a student withdraws from Le Beat Dance Academy during a term, the invoiced amount must still be paid in full.
- Fees can be paid using cash, bank transfer or cheque.
- If fees are not paid in full by the end of Week 2 of term, a late fee may be added to term fees.

## **REFUNDS & CREDITS**

- There will be no refunds or credits for missed classes or withdrawal from Le Beat Dance Academy.
- Students are paying for their place in the class for the term, not the actual classes participated in.
- There will be no refund for costume hire fees or costume purchase fees.
- No refunds or credits will be given for change of mind, missed lessons, holidays, clashes or non-attendance.

## **ENROLMENT**

- Any student wishing to enrol at Le Beat Dance Academy must complete an enrolment form.
- Students will be allocated to the most suitable classes according to their age, past experience, dance ability, potential/talent, maturity, knowledge, behaviour, commitment and goals.
- LBDA reserves the right to place a student into a suitable class according to LBDA standards.
- Where a class is full, students will be placed onto a waiting list and may be offered other options in the meantime.
- Le Beat Dance Academy reserves the right to refuse or discontinue enrolment where policies, expectations or behavioural standards are not met.

## **PERFORMANCE & CONCERT COMMITMENT**

- Performance and concert preparation requires commitment, attendance and communication from students and families.
- Term 4 enrolments may be closed due to concert preparation, costume organisation and choreography already being set.
- Students enrolled in performance classes are expected to participate in the end-of-year concert unless otherwise communicated and approved.
- Costume hire/purchase fees, rehearsal fees and other performance-related costs must be paid by the stated due dates.
- Rehearsal attendance is important and may be required for students to safely and confidently participate in performances.
- Students may be unable to perform if required rehearsals are missed, fees remain unpaid, or safety/preparation expectations are not met.
- Parents/guardians are responsible for reading all concert information and following drop-off, pick-up, costume, hair, make-up and performance instructions.

## **STUDIO FACILITIES & ETIQUETTE**

- Students, families and visitors are expected to respect all studio spaces, including studios, waiting areas, change rooms, toilets, kitchen areas and student lounge spaces.
- Food and drinks must be consumed in designated areas only. Students must sit while eating and clean up after themselves.
- Students must keep bags and personal belongings tidy and clear of walkways.
- Studio equipment, props, acro equipment, costumes and resources must be treated with care and used only with permission.
- Any damage, hazards or concerns should be reported to staff immediately.
- The studio must be left clean and tidy after use.

## **PARENT & FAMILY COMMUNICATION**

- Important studio information may be communicated via email, invoices, the website, the studio members page, social media/private groups or other official studio channels.
- Parents/guardians are responsible for reading studio communications and keeping up to date with dates, deadlines and requirements.
- Parents/guardians must ensure their contact details remain current and notify the studio of any changes.
- Respectful communication is expected at all times between families, students and staff.
- Questions or concerns should be raised directly with the studio so they can be addressed appropriately.

## EMPLOYMENT POLICIES

The following employment policies apply to all employees, contractors, teachers, assistants, choreographers and representatives of Le Beat Dance Academy.

### Employment & Teaching Arrangements

- All teaching, coaching, choreography or dance-related tuition involving current Le Beat Dance Academy students must be conducted exclusively through Le Beat Dance Academy.
- Employees, contractors or representatives of Le Beat Dance Academy are not permitted to offer or conduct private lessons with current students outside of the studio unless expressly authorised in writing by the Studio Director.
- Employees must not directly or indirectly solicit, approach or accept requests for private tuition from current students or their families outside Le Beat Dance Academy.
- Employees must not provide dance training, choreography, coaching or mentoring to current students outside Le Beat Dance Academy arrangements.
- Upon cessation of employment, former employees must observe a minimum transition period of 6-12 months before engaging in private tuition, coaching or dance-related services with current students or students who have been enrolled at Le Beat Dance Academy within the previous 12 months.
- This policy is in place to maintain professional boundaries, protect the integrity and reputation of Le Beat Dance Academy and ensure fairness and consistency for all staff, students and families.

### Choreography & Intellectual Property

- Any choreography, routines, combinations, class content or creative work developed, taught or created while employed or contracted by Le Beat Dance Academy remains the intellectual property of Le Beat Dance Academy.
- This includes competition routines, concert performances, class exercises, combinations, choreography developed in classes, choreography developed for private lessons conducted through the studio and other creative content created during employment.
- Employees must not reuse, reproduce, adapt or teach Le Beat Dance Academy choreography outside of the studio without written permission from the Studio Director.
- Employees must not claim ownership of choreography created during their employment or contract with Le Beat Dance Academy.
- Employees must not teach or adapt Le Beat Dance Academy choreography to current or former students outside of the studio.
- Upon cessation of employment, all choreography created under Le Beat Dance Academy remains the property of the studio and may continue to be used, adapted, rehearsed or performed by Le Beat Dance Academy at its discretion.

### Confidentiality & Privacy

- Employees must maintain strict confidentiality regarding all studio, student, family and business information.
- Confidential information includes, but is not limited to, student names, contact details, medical information, family matters, fees, enrolment information, internal operations, policies, staff matters and communications.
- Confidential information must not be shared, discussed, copied, photographed, screenshotted, forwarded or disclosed outside Le Beat Dance Academy without permission from the Studio Director.
- Confidentiality obligations continue after employment or contract arrangements end.

### Communication & Professional Boundaries

- All communication with students and families must remain professional, respectful and appropriate at all times.
- Employees must maintain clear professional boundaries with students and families and avoid behaviour that may be perceived as inappropriate, favouritism or a conflict of interest.
- Direct communication with students should be limited and, where possible, include parents or guardians.
- Communication should occur through approved studio channels where possible.
- Employees must not use their role at Le Beat Dance Academy to build private teaching relationships or external dance opportunities with current students or families.

### Social Media Conduct

- Employees must not post, share or engage in content that may damage the reputation of Le Beat Dance Academy.
- Studio matters, students, families, staff issues, internal concerns or confidential information must not be discussed publicly or online.

- Employees must not represent themselves as speaking on behalf of Le Beat Dance Academy without permission from the Studio Director.
- Employees must use good judgement online and ensure their public conduct aligns with the professionalism expected by Le Beat Dance Academy.

### **Conflict of Interest**

- Employees must not engage in any activity that conflicts with or competes against Le Beat Dance Academy.
- Any potential conflict of interest must be disclosed to the Studio Director immediately.
- Employees must not use Le Beat Dance Academy relationships, resources, student connections or internal information for personal gain or external business purposes.

### **Use of Studio Property & Resources**

- Studio resources, including choreography, music, branding, logos, costumes, props, training materials, student information, class plans and studio documents are the property of Le Beat Dance Academy.
- These resources must not be used, copied, distributed, shared or reproduced outside the studio without written permission.
- Employees must return all studio property and resources upon request or when employment ends.

### **Attendance, Reliability & Professional Expectations**

- Employees are expected to be punctual, prepared and professional at all times.
- Employees must provide adequate notice for absences and communicate clearly regarding class coverage if required.
- Employees must present themselves in a manner that reflects the professionalism and values of Le Beat Dance Academy.
- Employees are expected to deliver classes safely, appropriately and in line with the standards of Le Beat Dance Academy.

### **Breach of Employment Policy & Termination**

- Failure to comply with any employment policy may result in formal review of employment, disciplinary action, immediate termination of employment or contract, and/or removal from Le Beat Dance Academy.
- Serious misconduct, breach of confidentiality, conflict of interest, inappropriate communication, unauthorised private tuition or misuse of studio choreography/resources may result in immediate action.

# OH&S POLICIES AND PROCEDURES

## 1. Roles and Responsibilities

Ensuring the occupational health and safety (OH&S) of participants or students in class, rehearsal and performance is a shared responsibility involving teachers/leaders, visitors, business owners, venues and contractors. Anyone teaching dance must make sure that, as much as possible, their activities and equipment are not likely to result in damage, either physical or psychological, to themselves, to others or to their working environment.

Teachers must:

- Work in a healthy and safe manner, and encourage others to do the same.
- Ensure they do not endanger any other person through any act or omission at work.
- Follow the OH&S policies and procedures of each particular establishment.
- Cooperate, consult on and promote OH&S and welfare matters in the studio, classroom or performance space.
- Report and work to rectify, where possible, any hazards within the studio, classroom or performance space.
- Report any injuries or incidents to the senior teacher, business owner or venue operator as soon as possible after the incident.
- Ensure that correct use is made of all equipment, including First Aid supplies.
- Ensure they are not, by the consumption of alcohol or any other drug, in a state that may endanger their own safety or the safety of any other person in the dance environment.
- Cooperate with any investigating authorities.

An employer may contract out certain OH&S tasks, but it remains their responsibility to:

- Be aware of the legal obligations in respect of OH&S at all times.
- Ensure that all teachers and volunteers are aware of hazards that may impact themselves, students and other staff, and what risk control measures are in place for their protection.
- Ensure that individuals are involved in developing a safe and healthy working environment through appropriate consultation processes.
- Ensure that suitably qualified and competent personnel are able to take care of all aspects of the lesson, rehearsal or event, that they are aware of their responsibilities and willing to comply with relevant legislation.
- Ensure an emergency and evacuation plan is in place and clear to all.

## 2. Reporting Accidents, Injuries or Incidents

If you, a participant or a student has an accident, gets injured or becomes sick during a lesson, rehearsal or performance, no matter how slight, you should:

- Report the incident to the senior teacher, business owner or venue manager and, if appropriate, to a parent of the student.
- Record all details of the incident. The Le Beat Accident Report is located in the office in the accident report folder.
- Do not disturb the scene of the accident unless you judge that it may jeopardise the safety of other people in the area.
- For incidents involving members of the public, an incident form should be completed by the senior teacher, business owner or venue manager.
- If you witness an accident, inform the senior teacher, business owner or venue manager.
- If there is any dispute or problem, report the incident to the OH&S committee or representative. If unresolved, or in the absence of an OH&S committee or representative, refer to the relevant statutory authority such as WorkCover for your state.
- Where worker's compensation may be payable, the employer should notify the organisation's workers compensation insurer within 48 hours.
- If the injury or illness leads to medical expenses and/or time off work or school, it is the responsibility of the injured individual to complete the relevant workers compensation/insurance documentation.

## 3. Safety Induction

All employees and volunteers should be given an induction at each studio, space or classroom in which they will perform duties. Inductions should include:

- Location of safe access and exit points.
- Location of facilities and amenities.
- Location of OH&S equipment including personal protective equipment.

- Identification of First Aid and emergency equipment.
- Information about evacuation procedures.
- Recognition and use of fire extinguishers.
- Information about any crucial workplace-specific procedures.
- Location of emergency contacts and procedures instructions.

The business owner, senior teacher or venue manager must provide a list of emergency contact numbers and an outline of emergency procedures.

When telephoning for assistance during an emergency, state that it is an emergency, provide your name and exact location, give as much detail as possible about the accident or situation, and ensure the information has been received correctly and will be acted upon immediately.

#### **4. Risk Assessment**

Employers and teachers should undertake a risk assessment, considering every aspect of a dance lesson, rehearsal or performance, and every person involved. It is good practice to document any risks identified and the agreed measures for eliminating or decreasing risk.

If an identified risk or hazard cannot be eliminated or removed:

- Substitute a less hazardous activity, object or substance.
- Minimise the hazard through re-design.
- Rearrange the activity or training to reduce exposure/risk.
- Use personal protective equipment or clothing, such as knee pads or ankle straps.

A teacher or choreographer should know which exercises or movements are safe to teach and which are potentially harmful, particularly if a student is suffering from an injury, health issue or is at a vulnerable stage of physical or psychological development. It is good practice for teachers to ask students if there are any injuries they should be aware of before a class commences.

Teachers need to be aware of a range of potential risk factors:

- Has there been adequate warming up time?
- Has the participant or student had sufficient training to undertake a particular movement?
- Is this exercise or movement potentially harmful?
- How many times has the participant or student executed the movement?
- Have there been adequate rest and drink breaks?
- Is the environment safe and suitable?

#### **5. Work Time**

There is legislation in force that governs the maximum amount of time employees can be required to work, although it is subject to exceptions. The right to four weeks holiday and some rest periods is not negotiable.

Minimum requirements for working hours and rest breaks may include:

- A maximum working week of 38 hours per week, subject to lawful arrangements.
- A minimum of forty-eight hours rest every fortnight.
- A minimum twenty-minute rest break every six hours.
- A minimum of eleven consecutive hours rest every day.
- A minimum of four weeks paid holiday for eligible employees after the required period of service.

As well as employing risk-management procedures, teachers of dance must:

- Include appropriate warm-up and warm-down activities.
- Adapt exercises and activities to match students' age, strength, flexibility and coordination.
- Ensure that the floor is suitable and does not present unnecessary risks.
- Check that the space is clean and clear of obstacles, especially electrical hazards.
- Ensure adequate ventilation and appropriate temperature.

In dance classes or rehearsals, the potential for injury tends to increase:

- During sessions requiring high control, strength or coordination, such as lifts or jumps.
- When students are tired, stressed or ill.
- If the floor or floor surface is substandard.

- If a student is wearing jewellery.
- If a student is chewing gum or food.
- If the space is insufficient for the number of students.
- When students have been over-worked.
- When wearing loose clothing, incorrect shoes or using unsuitable props.

## **6. General OH&S Checklist**

- Know the safety aspects of your studio, classroom or workplace.
- Observe all warning signs and instructions.
- Observe restrictions on smoking, alcohol and other drugs.
- Ensure you have read and understood the safety induction information you have been given.
- Only use equipment you are authorised and competent to use.
- Wear and use appropriate clothing, footwear and safety equipment.
- Take appropriate measures in emergencies.
- Ensure first aid is provided promptly.
- Report all incidents, injuries and emergencies.
- Be aware of any disability, injury or other factor that may affect the capacity of students or yourself, and implement appropriate modifications.
- Strictly observe policies regarding children and your duty of care in the absence of parents.
- Understand that wilful damage to equipment and disobeying health and safety regulations may result in grounds for dismissal.
- Understand that communication is important between students, parents, colleagues and senior staff.

## **FINAL STATEMENT**

Good management, clear communication and proactive risk planning reduce incidents in the dance studio and workplace. Le Beat Dance Academy is committed to maintaining a safe, respectful and professional environment for all students, families, staff, contractors and visitors. Adherence to these policies ensures the continued success, integrity and positive culture of the studio.