

# Code of Conduct

## Background

The Code of Conduct sets out the expected behaviour of staff and students at Box Hill Ballet Association (Box Hill Ballet). All members of the Box Hill Ballet Community and any other adult involved in child-connected work must follow the Code of Conduct.

All children who come to Box Hill Ballet have a right to feel and be safe. The welfare of the children in our care will always be our first priority and we have a zero-tolerance approach to child abuse and harm. We aim to create a child safe and child-friendly environment where children feel safe and have fun while enjoying learning to dance.

The Code of Conduct applies to all physical and online environments used by students.

## Purpose

The Box Hill Ballet Association (BHBA) is committed to providing a safe, inclusive, and respectful environment for all members, including students, parents, teachers, volunteers, Committee members and visitors. This Code of Conduct outlines the standards of behaviour expected to ensure a positive and supportive atmosphere.

All students have a right to:

- Feel secure and to be safe in a caring and supportive environment
- Be treated with respect, kindness and fairness
- Be valued for their individuality including; race, gender, cultural, physical or intellectual diversity;

All students have a responsibility to:

- Care and value themselves, others, teachers and the School Community and also within the digital space
- Be safety conscious in relation to themselves and others
- Treat others with respect and courtesy
- Allow for others to learn and to respect the rights of others

Staff adheres to the following standards and expectations with respect to students:

- Staff provide opportunities for all students to learn
- Staff treat their students with courtesy, respect and dignity
- Staff maintain objectivity in their relationships with students

## General principles

### Acceptable behaviours:

All members of the Box Hill Ballet community are responsible for supporting and promoting the safety of children by upholding the Child Safety and Wellbeing Policy and demonstrating:

- **Respect:** Treat everyone, including peers, teachers, parents, and committee members, with politeness, consideration, and fairness. This includes listening actively, valuing diverse perspectives, and refraining from derogatory or offensive comments.
- **Integrity:** Be honest in all communications and actions, honour commitments, and make decisions based on fairness and truth. Avoid cheating, lying, or manipulating situations for personal gain.
- **Safety:** Follow all safety protocols during classes, rehearsals, and events. Report any unsafe conditions or behaviour immediately. Avoid actions that could endanger oneself or others, including proper handling of equipment and awareness of personal space.
- **Inclusivity:** Actively support an environment where everyone feels welcome and valued, regardless of their background, abilities, or beliefs. Promote participation from all members and refrain from exclusionary practices or biased behaviour.

### Unacceptable behaviours:

The following behaviours are considered unacceptable and will not be tolerated:

- **Bullying or Harassment:** Any unwanted aggressive behaviour that involves a real or perceived power imbalance. This includes verbal, physical, and cyberbullying such as name-calling, spreading rumors, physical intimidation, and exclusion from activities.
- **Discrimination:** Any prejudiced actions or comments based on race, gender, sexuality, religion, or other characteristics.
- **Violence:** Any form of physical or verbal aggression, including hitting, shouting, or any form of aggressive behavior.
- **Dishonesty:** Engaging in deceptive actions such as theft, fraud, lying, or cheating in any form.
- **Substance Abuse:** The use of illegal drugs, being under the influence of alcohol, or misuse of prescription medications during any BHBA activity.

## Teachers

Teachers are required to

- Be prepared, punctual, and presentable.
- Keep personal issues separate from professional responsibilities.
- Follow safety protocols, be aware of students' physical limits, and take immediate action to address any safety concerns.
- Engage in open, honest, and respectful dialogue with students, parents, staff, and committee members.

## Students

Students are expected to

- Approach each class with enthusiasm, be receptive to feedback, and strive for personal improvement.
- Arrive at least 5 minutes before class, rehearsal, or performance start times. Notify the teacher in advance if you will be late or absent.
- Follow instructions promptly
- Refrain from talking out of turn, distracting others, or engaging in any form of misconduct during classes or events.
- Adhere to the dress code outlined by BHBA, which includes wearing the correct uniform, ensuring hair is neatly tied back, and removing any unnecessary jewellery.

## Committee members

Committee members are expected to

- Participate in planning and execution of events, offer assistance where needed, and advocate for the association.
- Fulfill duties responsibly, communicate effectively, and act in the best interest of the association.
- Ensure that all activities comply with safety standards and address any potential risks.
- Treat all members with consideration and impartiality, fostering a positive and collaborative atmosphere.

## Consequences of misconduct

Violation of this Code of Conduct may result in disciplinary action, including but not limited to:

- Verbal or written warnings.
- Suspension from classes or activities.
- Expulsion from the association.

## Reporting concerns

Any concerns or violations of this Code of Conduct should be reported to the Principal or BHBA Committee member. All reports will be taken seriously and handled with confidentiality and respect.

## Review

Box Hill Ballet will review the Code of Conduct at least every three years. Findings from reviews will be reported to the people involved in our organisation and also inform our approach to continuous improvement of our child safety practices. Reviews are overseen by the Committee and where possible, will be informed by consultation with families and staff.