



**THE DANCE HIVE**  
**POLICIES DOCUMENT**



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## **Terminology**

The Dance Hive – refers to all locations of service provided by The Dance Hive

Activity - Refers to all activities undertaken during enrolment with The Dance

Participant - Refers to the person who will be participating in the activity.

VET Course – Refers to Vocational Education and Training course.

## **Welcome to The Dance Hive**

All Academy members must read, understand, and agree to our 'Policy Handbook' upon enrolment. If you do not agree to any aspects of these documents, it must be brought to the attention of the Academy Director in writing at the time of your enrolment. These documents are subject to change under the discretion of the Academy Director. It is the onus of the individual to familiarise themselves with future amendments of these documents as they are posted. This document is not however, designed as a replacement to conversations directly with our customers.

## **Mission Statement**

Our organization will provide families with affordable, accessible and inclusive children's activities while maintaining a high quality of standards and delivery.

## **Our Promise of Standards**

The Dance Hive maintains high performance expectations of both the student and faculty bodies. Our quality expectations ensure outstanding achievements are sustained across the entire organisation. The Dance Hive identifies that the investment within the individual is paramount to successful career progression. It is for this reason that we are dedicated to the quality training of not only performers at a pre-professional level, but also the careful development of young teachers of the future. The Director and faculty of The Dance Hive are committed to growth and development of the individual student. Our procedures have been implemented to achieve:

- Equal opportunities,
- A nurturing educational delivery system,
- A holistic approach to training,
- Clearly defined pathways.
- Arête concerns itself with ongoing safe dance practice. This includes:
  - The education delivery space and facilities,
  - The physical and mental condition of students,
  - Understanding setbacks and limitations,
  - Careful monitoring of student growth and development.



## Privacy Policy

We value your privacy and as a result we have adopted the following Privacy Policy. This policy relates to all information produced by or collected by all affiliates of The Dance Hive.

*The Dance Hive Will Familiarise Itself with Internal Privacy Policies, Processes and Procedures.*

All faculty of The Dance Hive are briefed and managed in handling client and information of a private nature. Our Privacy Officer manages compliance of all personnel, clients, and participants regarding this Privacy Policy. The Dance Hive offers effective management solutions required in cases of policy breach or human error.

*The Dance Hive Director Employs Faculty in the Roles and Responsibilities for Privacy.*

The Dance Hive Administration are also key staff employed by the company to manage all private information. Our Privacy Officer understands The Dance Hives' responsibility under the Privacy Act and handles all:

- Access and correction requests,
- Complaints,
- Enquiries regarding personal information handling practices.

*The Dance Hive Considers Privacy During Project Planning.*

During all project planning and execution, both the Privacy Officer and Director will conduct a Privacy Impact Assessment on the planned project prior to executing said project. All risks to privacy impact are assessed and adjustments made to the The Dance Hive Data Breach Response Plan are made in this consultation phase.

*The Dance Hive Only Collects the Personal Information Needed.*

The Dance Hive only collects personal information needed and encourages interaction with clients openly, anonymously or by using pseudonym (some exceptions apply). The Dance Hive collects information as part of the enrolment process. This information may be of a personal nature and can include:

- Details of educational background,
- Employment history,
- Current employment status,
- Language, literacy, and numeracy skills,
- Ethnicity and other information required for either employment or study purposes.

The purpose of this information collection is to allow the development of an effective training and assessment program in accordance with the needs of the individual. Any personal information you supply The Dance Hive during the enrolment process will not be used for marketing purposes.

*The Dance Hive Information Use and Disclosure.*

The Dance Hive will only use and disclose personal information for the primary purpose for which it has been collected. Participants, Students, clients and faculty are not permitted to use or disclose any private information about The Dance Hive without prior written consent of the Privacy Officer or Director. Exceptions are as follows:

- The individual has consented to the use or disclosure of the information.
- The individual would reasonably expect the use or disclosure and the other purpose relates (or for sensitive information, directly relates) to the primary purpose of the collection.



- The use or disclosure is required or authorised by law.
- The Dance Hive limits the need to use personal information where possible and expects the same code of conduct from its students, clients, and faculty.
- The Dance Hive Information Overseas Disclosure.
- The Dance Hive does not disclose private information with any overseas recipients unless the recipient meets the APP guidelines.
- The Dance Hive Takes Care When Handling Sensitive Information.

All personal information is handled by the Privacy Officer, Administrator and Director or an approved faculty member acting on behalf of one of these employees at the discretion of the The Dance Hive Director. The Dance Hive gives higher levels of privacy protection to sensitive information as required by the Privacy Act regarding use and disclosure. Sensitive information pertaining to:

- Racial or ethnic origins,
- Religious beliefs or affiliations and
- Sexual orientation or practices,
- Health,
- Communications via email, text, social media or in person including any grievances brought to the attention of the Academy under the grievance policy
- Genetics and biometrics are all included.
- The Dance Hive will only collect this information from an individual where needed and with the individual's consent.

All participants, clients, students, and faculty are also required to adhere to this policy.

- 8. The Dance Hive Access to Personal Information.
- The Dance Hive Director is the authorised person to directly access personal information including all information pertaining private matters, academic/education records, assessment or exam outcomes/results, and grievances. All access to this information is password protected and the password is known only to the director. By limiting the access to this information, The Dance Hive protects its members.
- 9. The Dance Hive Security of Personal Information.
- The Dance Hive will ensure reasonable steps are taken to protect personal information from unauthorised access, modification, disclosure, interference, misuse, or loss. The Dance Hive also takes reasonable steps to destroy or de-identify personal information when it is no longer needed for any purpose permitted under the Privacy Act unless The Dance Hive is required or authorised by law.
- 10. The Dance Hives' Data Breach Response Plan.

Rarely does The Dance Hives' data breaches occur however, in the event a breach does happen The Dance Hive will:

- Contain the breach and do a preliminary assessment of the breach,
- Evaluate the risks associated with the breach,
- Notify all parties involved in the breach,
- Take action to prevent further breaches.

The Dance Hive regards its daily operations of all activities, enrolments, courses, classes, class content, student progress, choreography and other details pertaining to The Dance Hive as private and does not give consent to any person sharing this information without formal written consent from either the Director or Privacy Officer. Failure to comply will result in legal action against the perpetrator.



## Terms & Conditions

### Class Payments & Memberships

All participants are required to have an active Hive Membership to attend classes. The Hive Membership must encompass payment for all sessions taken by the participant each week. Memberships are paid by card and are valid until cancelled.

### Fees, Cancellation, Refund & No-Show Policy

The term 'arrears' as applicable to the accounts pertaining to training at The Dance Hive includes all fees payable to the Academy as seen on your invoices. These include but are not limited to:

- Tuition fees,
- Late payment fees,
- Private coaching,
- Costuming,
- Uniforms,
- Membership fees,
- Performance Squad fees,
- Deposit fees,
- Enrolment fees for VET courses,
- Examination fees,
- Penalty fees,
- Workshop fees,
- Any other fees payable to The Dance Hive

If a membership payment defaults, customers will need to rectify the missed payment within 48 hours in order to retain their class placement.

### Cancellations

Memberships can be cancelled by the customer. A 2 week notice period is required in writing to [buzz@thedancehive.com.au](mailto:buzz@thedancehive.com.au) and the cancellation notice period will commence from the date of the email.

### No Show Without Proper Cancellation

Clients who make a class booking and subsequently fail to present for their designated class without cancelling as per the cancellations policy, may result in a cancelled booking fee being applied. The booking fee will be equal to the value of the total class cost/enrolled class costs/total course cost/total enrolment cost for that booking which had been made and subsequently cancelled. The Dance Hive does not issue refunds for any cancelled bookings.

### Enrolments

All The Dance Hive registrations and enrolments are ongoing. There is no stipulated membership period. Classes commence when the customer agrees to commence the membership and ends at the end of the stipulated cancellation notice period of two weeks.



## **Notice to Cancel Enrolment**

All enrolments are continuing enrolments at The Dance Hive. This means that enrolments and membership payments will continue until the set notice period has been completed. The Dance Hive does not issue refunds for any cancelled bookings.

## **Refund Policy**

The Dance Hive does not grant refunds under any circumstances.

## **Grievance Policy**

The Dance Hive aims to resolve problems and grievances promptly and as close to the source as possible. If necessary, our procedure has been developed to graduate any steps required for further discussions and resolution at higher levels of authority.

### *Statement of General Principles*

- Complaints must be fully described by the person with the grievance, in writing addressed to the Director via means of sealed envelope delivery and signed by the complainant or by email.
- Where applicable, the person(s) should be given the full details of the allegation(s) against them.
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to put their side of the story before resolution is attempted.
- Proceedings should be conducted honestly, fairly and without bias.
- The Director may cease or alter a resolution process if it's conduct is deemed to be negatively impacting The Dance Hive or its members.
- In the case of VET Course Student grievances, students are encouraged to seek resolution through The Dance Hive and the RTO Empower Dance if a resolution cannot be reached through The Dance Hive. Empower Dance can be contacted on [hellow@empowerdance.com.au](mailto:hellow@empowerdance.com.au).
- The Dance Hive maintains a strict adherence to our privacy policy when dealing with complaints, grievances and appeals. We will not share your information with anyone who is not involved in managing the matter.
- Our commitment to the improvement of our services includes the feedback we receive from our customers via the complaints and grievances policy. If a customer wishes to submit a complaint, grievance, or appeal, they will be asked for the reason behind this action and appropriate steps will be taken by the Academy to improve our services based on this feedback.

### *Procedure*

The following is a four-level process:

- The Dance Hive Faculty attempts to resolve the complaint as close to the source as possible. This level is quite informal and verbal or written format is acceptable.
- ↓ If the matter is not resolved:
- The Dance Hive Faculty notifies parties (in writing or otherwise) as to the substance of the grievance and states the remedy sought.
- Discussion should be held between The Dance Hive Faculty and any other relevant party. This level will usually be informal, but either party may request written statements and agreements. Generally, this level should not exceed 14 working days.
- ↓ If the matter is not resolved:
- The Dance Hive Faculty dealing with the matter must refer the matter to the Director (or Board of Directors if applicable).



- A grievance taken to this level must be in writing from The Dance Hive faculty and party in grievance. The Dance Hive Faculty responsible will forward to the Director any additional information thought to be relevant.
- The Director will provide a written response to the party in grievance. The Director will also communicate with any other parties involved or deemed relevant before providing a resolution or conclusion.
- Where possible, this level should not exceed 5 working days following the next scheduled meeting.
- ↓ If the matter is not resolved:
- The party in grievance will be advised of his/her rights to pursue the matter with external authorities if they so wish. Should the party in grievance or The Dance Hive choose to terminate or cease of any kind the party in grievances enrolment at The Dance Hive, the Cancellations, Fees & Refund Policy will be enforceable, and all fees are payable to The Dance Hive as per enrolment conditions.
- In the case of VET Course students, should a student wish to appeal the outcome of their assessments or grievances, they can request a review of the assessment outcome or grievance from the Academy Director, or they can contact the RTO Empower Dance if the grievance cannot be resolved within the Academy.

## Enrolments Policy

Our Academy has two types of enrolled students. Recreational students and VET certificate students.

### *VET Certificate Enrolment*

- Contact The Dance Hive and enquire for your course. One of our staff will help to schedule an audition,
- Once successful in your audition you must provide the following supporting materials:
  - Copy of your last ballet, jazz and/or tap examination result (if you have any),
  - Copy of your last school report or most recent academic qualification,
  - Personal statement of own dance experience i.e., curriculum vitae,
  - A letter of fit health for commencement from your GP.
- Having read and accepted the Academy Policy Handbook, complete and return your enrolment form to commence study.

### *Membership Classes*

- Enquire with The Dance Hive about the class/es you wish to attend and complete the Registration Form Online including the Injury Waiver Form
- Select your membership type or free class pass for trial classes
- Book your class/es
- Attend your classes

## Personal Injury Waiver

In agreeing to the terms and conditions and the policies of The Dance Hive, the participant/parent or guardian acknowledges that the Personal Injury Waiver (the "Waiver") is made by the participant for the purpose of participation in any of The Dance Hive activities, and utilisation of the facilities, and premises managed by **The Dance Hive**, at any location assigned by The Dance Hive. The participant acknowledges that participation in any of The Dance Hive activities, utilisation of the premises and facilities of The Dance Hive occupies risk of personal injury that may arise or happen at any time.

In consideration of The Dance Hive allowing the participant to participate in the class, access the venue and make use of facilities and equipment for the relevant purpose by which the The Dance Hive allows, the participant agrees to assume the foreseeable and unforeseeable risk of personal injuries related to the activity, and agrees to release, discharge, and hold harmless The Dance Hive, its owner(s) and employees free from any and all liabilities, claims, cause of action, damages, or losses, which may be incurred by the participant in using said premises and its equipment





and/or facilities, and which may arise from any reason whatsoever, specifically including, but not limited to, any negligence on the part of the owners, its employees, or losses arising from theft or for any other reason whatsoever.

It is the recommendation of The Dance Hive that all participants seek independent health advice to ensure they are fit and healthy to attend classes. The Dance Hive recommends that the participant engage an allied health professional such as a GP or Physiotherapist to obtain a letter of health and fitness appropriate to participate in the activities of The Dance Hive.

This Waiver shall be binding upon the parties, their respective heirs, representatives, successors, and assigns.

In case any part of this Waiver be construed as improper or invalid, such invalidity will affect only that part of this Waiver and the rest shall remain valid and enforceable.

Any alteration, modification, or amendment to this Waiver shall not be considered as valid unless otherwise written and signed by the participant herein.

A copy of this waiver can be found here: <https://form.jotform.com/240076472189865>

### **Withdrawal from Course**

Enrolled students commit to the full length of course delivery and all fees applicable. Upon enrolment, students have a 7-day period for which to withdraw from their course including a full refund of any fees paid but not including the \$1500.00 enrolment fee paid at enrolment. Students who choose not to attend or participate in any areas of their course are still required to maintain their payment agreements.



## **Education**

### *Language, Literacy & Numeracy*

If you feel that you may need extra support in the areas of language, literacy, and numeracy, please feel free to contact our office to discuss these needs further.

## **Privacy of Information**

Subject to the provisions of the Privacy Act, and our moral responsibility, we pledge to maintain a level of privacy for all employees, contractors, customers, and students in relation to the personal data they may provide. Under certain circumstances, we are bound by law to disclose your details for the purposes mentioned in the Training and Employment Act. Agencies such as Commonwealth and State Government Departments are also granted access to your details. If you have any objections to this access, please notify us immediately.

## **Exams, Assessment & Qualifications**

Assessment is the process of collecting evidence and making valid, reliable, and consistent judgements. An assessment can be established in many ways, including:

- Portfolios of evidence,
- Assignments,
- Submissions of Assessment,
- DVD/Video submissions.

Our assessment practices are:

- Flexible and incorporate alternative approaches to suit people who may otherwise be disadvantaged by cultural background, language ability or personal disabilities. Special needs in this area can be directly discussed with your
- assessor,
- Focused on encouraging learning to occur in a wide variety of settings,
- Fair and equitable,
- Conducted by qualified staff,
- Integrated into the learning process.

### *Assessment Recording*

Recording of Assessment Results is done so in accordance with the Australian Quality Training Framework. Results of competency assessment are indicated by either:

- C = Competent: or
- NYC = Not Yet Competent

### *Reassessment*

Reassessment of a module or unit of competency may be a re-submission of a piece of written work or practical Assessment.

### *Qualifications*

Qualifications issued in VET certify the achievement of competency. Unlike other methods of learning, competency-based training focuses on what the individual can do. Competency based training is based on work related skills and requirements, and the application and performance of the individual.



### *Competency Standards*

Competency Standards provide a criterion for our assessors to measure the level of student skills and knowledge against. In the context of National Training Packages, a competency standard is an agreed statement of skill and knowledge required to perform a specific job or job function. To gain competency, the student must be able to demonstrate that they have the skills and the knowledge, and that they can apply these to the performance standards required.

### *RPL - Recognition of Prior Learning*

An PRL assessment considers skills and knowledge you may have already gained through life or work experiences and previous study. These are measured against your chosen course of study and if relevant, you may be granted credits or exemptions for some parts of your studies. If you believe you may qualify for RPL, your Course Administrator can provide further information and associated forms and support you through this process.

### *Academic Records*

To be eligible for an award (e.g., Certificate or Diploma) a student must have completed all program work and assessments as set out in the Program Outline for the course, located in your Course Prospectus.

### *Statement of Attainment*

Once students have progressed through their learning and completed units of competency, a Statement of Attainment will be awarded. If the full Certificate or Diploma course has not been completed, your statement of attainment will only entail what you have completed.

### *Plagiarism*

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. Plagiarism is a serious academic offence that can range from failing to cite an author for ideas incorporated into a student's paper, to handing in an assessment piece downloaded from the internet. All plagiarised assessments will be instantly assessed as NYC = Not Yet Competent, and the student/s will be required to resubmit their work with a resubmission fee of \$50.00 incl. GST applicable per assessment.

### *Plagiarism by Parental Assistance*

One of the main forms of plagiarism for young students is caused by parents completing assignments for their children. What may start as a parent assisting the student, can become a parent doing the work for the student. This form of plagiarism is taken very seriously as it indicates the student cannot prove competency in that area. We fully endorse parents assisting students with their homework; however, indications of plagiarism will be investigated.

These two links should help you understand and avoid plagiarism:

- [What is plagiarism and how to prevent it, Federation University Australia.](#)
- [Plagiarism.org](#)



## Social Media & Information Policy

This policy applies to all members of The Dance Hive. It is intended to assist participants, parents, faculty, and students in making appropriate decisions regarding the use of social media. This includes but is not limited to:

- Blogs,
- Wikis,
- Social networking websites,
- Podcasts,
- Forums,
- Message boards,
- Comments on web-based articles. Example web-based platforms include:
  - Twitter,
  - Facebook,
  - LinkedIn,
  - Instagram and all other social media platforms.

Please note that The Dance Hive constantly monitors the use of social media by its members and will act where necessary, to enforce this policy. Any breach of this policy will result in immediate dismissal from The Dance Hive of the perpetrator without warning. All communications we make using social media which promote our services, or any insurance products can only be made by The Dance Hive designated faculty and must have been through our formal approval process. Otherwise, you must not make any communication using social media which does not promote our services or could be seen to be negative, derogatory, gossip or defamatory against The Dance Hive or any of its members.

This means that broadly:

- You must not negatively discuss or mention any specific or non-specific The Dance Hive faculty, students, trainers, participants, parents or services.
- You must not negatively or in any derogatory fashion, discuss our services.
- You must not disclose to any person our services or details regarding The Dance Hive that are not publicly listed by The Dance Hive.
- You must not invite or encourage any customer or potential customer to contact you to do any of the above.

You must not post any imagery of yourself or others at The Dance Hive, a The Dance Hive event or whilst representing The Dance Hive in any form of unprofessional manner including but not limited to:

- Nudity,
- Partial nudity,
- Exposing personal or private body parts,
- Inferring any sexual connotation of self or others,
- Any imagery of The Dance Hive members without their written consent,
- Any imagery showing the logos of The Dance Hive in any way other than intended by The Dance Hive,
- Any unapproved imagery of self or others whilst in The Dance Hive uniform/s or any other imagery deemed inappropriate by The Dance Hive.
- You must not upload, post, forward or post a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- You must never disclose commercially sensitive, anti-competitive, private, or confidential information.
- You must not post any written comments or prose on any social media platform pertaining to activities of



- yourself or others at The Dance Hive, an The Dance Hive event or whilst representing The Dance Hive in any form of unprofessional manner.
- You must not use social media at all during class, warm up, cool down, theory or event call times at The Dance Hive or any The Dance Hive event.
- You must be honest and open but be mindful of the impact your contribution might make to people's perceptions of us as a company. If you make a mistake in a contribution, be prompt in admitting and correcting it.

Any breach of these restrictions will amount to gross misconduct and will result in consequences

including but not limited to:

- Wi-Fi ban,
- Social media ban,
- ICT use ban whilst at The Dance Hive.

If you are in any doubt as to what you can and cannot say using social media, then please contact the The Dance Hives' Director.

### **Media Subject Matter Release Policy**

The Dance Hive reserves the right to use footage of its participants, parents, students and faculty for marketing, social media, and promotional purposes. Media subject matter content may contain but is not limited to the following:

- Still or moving images of you,
- Voice recordings of you,
- Video footage of you,
- Written text that you have produced.

The Dance Hive will not pay royalties for any media collected and will not accept claims for remuneration or residuals from any party for any project a participant, parent, student, child, or faculty member has been involved. No party (faculty member, parent, or student) has any right to claim copyright of the media material held by The Dance Hive.

It must be understood that The Dance Hive reserves the unrestrained right in perpetuity to own, utilize and maintain use of the material as it deems relevant. This policy is maintained whether the subject (person) of the media is still a current faculty member, parent, participant or student of The Dance Hive. All participants, faculty members, parents and students are advised that all media subject matter may be used in all formats of media, including:

- As public displays,
- As a representation,
- As a reproduction or,
- As an adaptation either complete, in part, alone or regarding any wording or drawing.
- This media policy extends for any relevant or otherwise deemed necessary use by The Dance Hive without any further consent by the individual.

All faculty members, parents, and students' fully waiver any actions that may be legally available to them regarding any action against The Dance Hive or its employees relating but not limited to:

- Libel,
- Slander,
- Invasion of privacy,
- Right of publicity or,
- False light arising out of or in relation to the utilisation of the media subject matter.



## **Information & Communication Technology (ICT) Policy**

This policy applies to both The Dance Hive and Personally owned ICT devices. It is acceptable for students of The Dance Hive to use any personal or Academy ICT in the following ways:

- Assigned class work or assignments set by The Dance Hive Faculty.
- Partner Education Institute required tasks.
- Developing appropriate literacy, communication, and information skills.
- Authoring text, artwork, audio visual material for publication on the intranet, internet for educational purposes and as supervised by approved Academy faculty.
- Conducting general research for The Dance Hive activities and projects. Accessing online references such as dictionaries or encyclopedias.

Any other use is deemed unacceptable and will result in disciplinary action which may involve termination of access to both personal or The Dance Hive ICT, Wi-Fi use and all other ICT related products or any other disciplinary action deemed necessary by The Dance Hive. Personal ICT items may also be confiscated during The Dance Hive hours by Arête Dance Studios Faculty. This may include but is not limited to:

- Mobile phones,
- Tablet devices,
- Laptops.

## **Human Resources Policy**

### *Bullying & Harassment Policy*

All participants, parents, staff, and students should be warned that spreading gossip or rumors may expose them to a defamation action. The Dance Hive strictly prohibits all the following or any other forms of bullying:

- Deliberately withholding information, authority, support, or resources necessary to fulfill the requirements of the job which others receive.
- Changing a person's job description without consultation and imposing it without right of reply.
- Ignoring, marginalising, labelling, dismissing as unimportant people towards peers, ideas, opinions, contributions etc.
- Criticism which cannot be justified or reconciled with reality or disagrees with the assessment of others.
- Isolating, cold-shouldering, snubbing, ignoring.
- Demeaning, belittling, ridiculing, patronising, degrading, humiliating especially in front of others.
- Refusal to acknowledge performance, achievement, results, worth, value, success etc.
- Refusal to clarify job or task descriptions and functions.
- Setting unrealistic conditions, objectives, or deadlines or changing these at short, or without notice unless under reasonable decision of The Dance Hive Director.
- Encouraging members of parent body, The Dance Hive faculty or student body to snoop, eavesdrop or snitch.
- Any behaviour whose intent is to make the target feel useless.
- Behaviour which is inappropriately aggressive and indicative of lack of self-control e.g., thumping the table, shouting, or swearing; especially with the intent to intimidate or frighten.
- Snide remarks, teasing, taunting, mocking, ridiculing etc.
- Plagiarism, taking undeserved credit, but never accepting responsibility when things go wrong.
- The misuse of power or abuse of the disciplinary procedure to ensure another's removal, dismissal etc.
- The appointment or promotion of 'chosen' individuals or use of these individuals to target, manipulate, threaten, or control others.
- Spreading malicious rumours, telling falsehoods to discredit, the use of nasty, spiteful, vindictive, or vengeful behaviours, dirty tricks campaigns or any form of persecution, victimisation, oppression etc.



- Using foul, obscene, or offensive language, sarcasm, jokes of a sexist, racist, ageist or similar nature e.g., related to the target's background, religion, age, former training or physical attributes.

The Dance Hive staff will:

- Comply with the organisation's harassment policy.
- Offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves).
- Maintain complete confidentiality if they provide information during the investigation of a complaint.

### *Consequences*

Any student, faculty member or parent found to be breaching the above policy may or may not receive one written warning regarding the behaviour. If the behaviour continues, The Dance Hive reserves the right to take any or all the following actions against the perpetrator:

- Demand a written apology,
- Counselling,
- Transfer,
- Dismissal,
- Demotion or other forms of disciplinary action as deemed necessary by The Dance Hive

### *Work Ethic Policy*

All participants, students, children, faculty, volunteers, and parents of The Dance Hive are expected to adhere to the core values as outlined by The Dance Hive Core Values. An expectation to follow a disciplined code of work ethics is also required of the students, staff, and volunteers of The Dance Hive. This work ethic includes but is not limited to the following:

- Completion of all set tasks required of them within set deadlines as outlined by all The Dance Hive faculty or administrative staff.
- All staff involved in the delivery of VET Course and Non-VET Course content are required to provide term by term lesson plans for all class content and provide feedback regarding student progress to the Academy Director on a weekly regular basis.
- All faculty will be supervised daily by the Academy Director to ensure compliance with VET and Non-VET course procedures. All faculty will also attend monthly performance review meetings to provide and receive feedback on student progress.
- The presentation quality of all submitted student work, including written, verbal and practical, is to be of a 100% personal best nature.
- Quality of all performances both at The Dance Hive, The Dance Hive events, competitions, workshops, masterclasses, festivals, fetes and any other dance performance or focused event, is expected to be of a 100% personal best nature.
- All students and faculty must adhere to our Uniform Policy and grooming requirements at all The Dance Hive events, classes and workshops and any other event where the individual is representing The Dance Hive is either directly or indirectly within the industry of performing arts.
- Both students and parents are to ensure the student has all substantial equipment, uniforms, shoes etc. required to complete their day-to-day studies at The Dance Hive and that these are maintained, replaced, and accounted for at all times during the student's enrolment period.
- All students and faculty must consider sufficient preparation times for all lessons, tasks, performances, and events as appropriate to professional dance practice and have regard to all relevant safe dance practices including lesson plans, risk analyses, injury prevention, timetabling, arrival, warm up, warm down and any other required tasks as necessary.
- All students must take responsibility for their own learning and rehearse all material learned in



- all lessons. The Dance Hive faculty will not be held responsible if a student simply does not remember the work.
- All students must take full responsibility for communications with Academy Faculty regarding all issues or queries relating to their learning or any other event or activity to which they will participate or require information.
- All students must take full responsibility for consequences relating to unfinished tasks, missed work deadlines, unprepared performance routines, demotion, or dismissal from performance routines due to lack of student self-preparation, self-rehearsal and loss or lack of work ethic. In this event, students must take steps to rectify and improve the situation.
- All students, with the support of their parents, are to uphold their responsibilities regarding their educational purposes external to their dance studies at The Dance Hive.
- Students are required to establish a suitable timetable encompassing all elements of study and home/work life.
- The Dance Hive Faculty are not responsible should a student not meet requirements set out by any other educational institute.
- The Dance Hive is not required to incorporate study time for alternate education during the Arête Dance Studios timetable.
- Parents are expected to work in collaboration with The Dance Hive Faculty to enhance, promote and reinforce all policies, procedures, and day to day requirements of the students throughout the course of their enrolment at The Dance Hive.
- Parents and Students are to keep up to date with all emails, academy notices and newsletters issued by The Dance Hive Faculty.

### **Competition, Choreography & Performance Policy**

Students and participants of The Dance Hive may be required throughout their term of enrolment to perform, including:

- Items,
- Productions,
- Pieces,
- Repertoire,
- Variations and,
- Excerpts from learned choreographic works.

Such performances may be conducted during but not limited to:

- Public and Academy displays,
- Events,
- Competitions,
- Bursaries,
- Examinations,
- Championships,
- Eisteddfods,
- Festivals,
- Galas and,
- Fetes.

Successful invitations and entries for such performance opportunities will be at the expressed written consent of the Director and choreographer once the polished routine has been presented in a full- dress rehearsal format. The Dance Hive abides by the Ausdance Code of Practice in accordance with the Australian Copyright Council.





## **Choreography & Representation Policy**

Intellectual and Choreographic property remains that of The Dance Hive. Permission to conduct Private Tuition and Solo/Duo/Trio Competition Coaching must be requested in writing. Once a Faculty Member deemed suitable by the Director has been sourced to conduct the lessons, you will receive confirmation via email or telephone. All studio rehearsals must be booked via Reception or through the online portal. The cost for Private Tuition and Solo/Duo/Trio Competition Coaching Sessions covers the consultation for tuition fees only. The Dance Hive does not charge for Studio Hire for internal bookings. All participants will be invoiced by the Choreographer/Faculty member conducting the lessons prior to commencement of each lesson. Payment is to be made to The Dance Hive. Students representing The Dance Hive in a competitive environment will have their performances monitored and reviewed at the discretion of the Director throughout the competition season and eligibility will be determined on a case-by-case basis. Should a student cease enrolment with The Dance Hive subsequent entries/registrations must be withdrawn from all public performance and confirmation of withdrawal forwarded to The Dance Hive as soon as possible.

No choreography commissioned is for sale.

## **Examinations Policy**

All students who wish to participate in examinations for any genre of dance offered, **MUST** register by no later than the end of February each year for examinations that are to be taken in that same year of dancing. Registration should be in writing to [buzz@thedancehive.com.au](mailto:buzz@thedancehive.com.au)

## **Solo Competition Policy**

All students who wish to participate in solo competitions must discuss this with the studio faculty prior to entering the competitions. Routines must be approved by the studio faculty prior to each performance.

## **Participant/Student Rules & Responsibilities**

All participants/students of The Dance Hive are expected to adhere to the following rules and responsibilities:

### *The Core Values*

#### *Learning*

- A commitment to ongoing professional development,
- A passion for learning,
- Using every opportunity as one in which to learn something. Respect
- Respecting oneself,
- Respecting others,
- Respecting Academy property and the property of others,
- Respecting Academy and peer confidentiality.
- Professionalism
- Acting with integrity,
- Empowering team members to get the job done,
- Leading by example,
- Ensuring dress standards and
- operational codes of conduct to epitomise professionalism.
- Satisfaction
- Providing exceptional customer service,
- Taking ownership for establishing an ongoing, enjoyable learning environment.



### *Communication*

- Listening twice as much as we talk,
- Sharing knowledge freely,
- Documenting and reporting information to mitigate the loss of intellectual property,
- Communicating openly, honestly and sincerely.

### *Quality*

- Equality between pupils,
- Never accepting that near enough is good enough,
- Operating with total quality management and continuous quality improvement,
- Always doing the best we can,
- Embracing a mindset of possibilities instead of problems.
- Creativity & Innovation
- Questioning the status quo,
- Thinking outside the square and pioneering possibilities,
- Encouraging the creativity to think up new concepts and the innovation to make those concepts a reality.

### *Community*

- Adopting environment-friendly practices,
- Giving back to the community that supports us,
- Inviting community input into new and revised interventions,
- Helping others & showing leadership.
- Student hair must be in a bun for ballet or neatly pulled off the face for all other classes.
- Students must be wearing the correct dance attire, uniform and shoes for class.
- Students are not permitted to wear any jewellery to class. (sleepers or stud earrings are allowed).
- Dancing bags or any other bags are not in the hallways or doorways. They must be stowed in the locker room on a hook or under a bench.
- Bathroom or toilet visits have been done.
- Water bottles have been refilled.
- A Student must understand that they are to excuse themselves politely with the teacher if they are running late to class.
- Students must remember to advise their teacher if they need to leave early or if they will be absent.
- Students must let the teacher know if they have an injury or feel unwell before they commence class.

### **Mental Checklist**

- Students must prepare themselves mentally for class including recapping previous lesson notes.
- Students must ask themselves:
  - What did I learn last lesson?
  - What were my corrections?
  - What are my goals for today's lesson?
- Students must remember not to talk in a dance class unless instructed to do so by a teacher.
- Students peers have the right to learn in a positive and productive environment.
- Students are to remain respectful to their peers, Faculty and any parents at all times.
- Students must regard all due dates for required tasks set by all Academy Faculty and manage their own time effectively.
- Students are required to report any injury, damage or illness immediately to The Dance Hive Faculty.
- Students are not permitted to wait outside The Dance Hive reception area for pick or any other purpose.
- Students are to be collected from inside The Dance Hive reception by a parent or guardian.



- Students are responsible for the upkeep of their uniforms, shoes, hair attire and any materials for theory or class note taking.
- School age students are not permitted to use their phones during class.
- Full-time students may be required to surrender their electronic devices to reception at the commencement of each day.
- Education external to the students dance activities with The Dance Hive is to be fulfilled by the students and monitored by Parents.
- The Dance Hive Faculty are not required to engage, encourage or remind students to meet their required tasks or hours of study.

### **Further Information**

For more information on anything within this booklet or other services provided by our Academy, please view us online or contact our friendly staff.

Contact

(07) 3519 5166

[buzz@thedancehive.com.au](mailto:buzz@thedancehive.com.au)

[www.thedancehive.com.au](http://www.thedancehive.com.au)