

Spectrum Dance Studios Policies and Procedures

1. Introduction

Spectrum Dance Studios is committed to providing a safe, professional, and inspiring environment for all students, staff, and visitors. These policies and procedures are designed to ensure the highest standards of conduct and operation within the studio.

2. Code of Conduct

2.1 Student Conduct

- Students are expected to arrive on time and be prepared for classes.
- Respect for instructors, fellow students, and studio property is mandatory.
- Appropriate dance attire must be worn for all classes.
- Bullying, harassment, or any form of discrimination will not be tolerated.

2.2 Staff Conduct

- Staff members must arrive on time and be prepared to teach or fulfil their designated roles.
- Professional behaviour is required at all times, both inside and outside of the studio.
- Staff should use positive reinforcement and constructive feedback when interacting with students.
- Personal relationships between staff and students are strictly prohibited. Staff must not engage in, encourage, or maintain any personal relationships with students outside of a professional context.

2.3 Visitor Conduct

- All visitors must check in at the front desk upon arrival.
- Respect for the studio environment and the class in session is required.
- Photography and videography are only permitted with prior approval from studio management.

3. Safety and Emergency Procedures

3.1 General Safety

- All students and staff should be familiar with the location of emergency exits and first aid kits.
- Report any safety hazards or incidents to studio management immediately.
- Ensure that all dance floors are kept clear of obstructions.

3.2 Fire Safety

- In the event of a fire alarm, evacuate the building calmly and quickly using the nearest exit.
- Do not use elevators during an evacuation.
- Assemble at the designated meeting point outside the building.

3.3 Medical Emergencies

- In the event of a medical emergency, call 000 and notify studio management immediately.
- Provide first aid within the limits of your training until professional help arrives.
- Incident reports must be completed for all medical emergencies.

3.4 Injury Reporting and Management

- All injuries, regardless of severity, must be reported to studio management immediately.
- Prompt reporting ensures proper documentation and allows for appropriate action to be taken to support the injured individual. This procedure applies to all students, staff, and visitors.

Student Attendance and Observation

Students who are injured are still required to attend their scheduled classes whenever possible, even if they are unable to participate physically.

Attendance allows injured students to stay engaged with their learning, observe class activities, and continue benefiting from the instruction and environment.

Procedure for Reporting and Managing Injuries:

Immediate Reporting:

- Any injury must be reported to the studio management as soon as it occurs. This includes both minor and major injuries.
- The injured person or a responsible individual should inform the front desk or a member of the studio management team.

Documentation:

- Studio management will document the details of the injury in an incident report. This report will include the nature of the injury, how it occurred, and any immediate actions taken.
- The incident report will be kept on file for future reference and follow-up.

First Aid and Medical Assistance:

- First aid will be provided within the limits of the staff's training until professional medical assistance is available, if necessary.
- For serious injuries, emergency services will be contacted immediately.

Communication with Parents/Guardians:

- For students under 18, the studio management will notify parents or guardians about the injury and any subsequent actions taken.
- Communication will include recommendations for medical consultation if needed.

Continued Attendance:

- Injured students are encouraged to attend their classes even if they cannot participate physically. This allows them to observe and remain connected to their learning process.
- Instructors will make necessary accommodations to ensure the injured student can observe class activities comfortably.

Follow-Up:

- Studio management will follow up with the injured individual to monitor recovery and any ongoing needs.
- Adjustments to class participation or additional accommodations will be made based on the student's recovery progress and any medical advice received.

4. Studio Operations

4.1 Class Scheduling

- Class schedules are determined by the studio management and are subject to change.
- Any changes to the schedule will be communicated to students and staff in advance.
- Make-up classes may be offered for cancelled classes at the discretion of the studio management.

4.2 Studio Maintenance

- The studio will be cleaned regularly to maintain a hygienic environment.
- Any maintenance issues should be reported to studio management immediately.
- Students and staff are responsible for keeping their personal belongings organized and out of common areas.

4.3 Equipment Use

- Studio equipment, including sound systems and props, should be used responsibly and returned to its proper place after use.
- Report any damaged equipment to studio management immediately.
- Unauthorized use of studio equipment is prohibited.

5. Enrolment and Tuition

5.1 Enrolment

- All enrolment forms must be completed and submitted via email before attending any course facilitated by Spectrum Dance Studios.
- All students must sign a liability waiver and a media release form which is located in the enrolment package.
- Parents or guardians must sign forms for students under 18 years of age.

5.2 Tuition Payments

- Tuition payments are due as per the fee schedule outlined in the enrolment package.
- Late payments will incur a late fee as outlined in the enrolment agreement.

- Failure to adhere to payments and payment plans will result in suspension of the student from classes and may result in further legal action to recover unpaid fees.

6. Communication

6.1 Announcements

- Important announcements will be communicated via email, the studio website, and notice boards.
- It is the responsibility of students and parents to stay informed about studio updates and events.
- The Director of Spectrum Dance Studios retains the sole discretion to update or modify any timetable or schedule as deemed necessary. All changes will be communicated promptly to ensure minimal disruption to students and staff.

6.2 Feedback and Complaints

- Feedback from students and parents is encouraged and can be submitted in writing to studio management by emailing ftc@spectrumdance.com.au.
- Complaints will be addressed promptly and confidentially.

7. Dress Code

7.1 Dance Attire

- Students must wear appropriate dance attire as specified for each class type.
- Hair must be secured away from the face.
- Jewellery should be minimal to avoid injury.

7.2 Footwear

- Proper dance shoes are required for all classes.
- Outdoor shoes are not permitted in the studio spaces.

7.3 Dress Code for Administration Staff, Industry Professionals, and Instructors

General Appearance

- All staff members are expected to always maintain a neat and professional appearance.

Attire

- **Business Attire:** Business casual attire is appropriate unless otherwise specified for specific events or meetings.

Industry Professionals and Instructors:

- Attire should be suitable for teaching or engaging with students professionally.

Administration Staff:

- Neat and appropriate office attire is required.

Hair and Grooming

- Hair should be clean, neatly styled, and maintained.
- Facial hair, if any, should be neatly groomed.

Jewellery and Accessories

- Jewellery should be tasteful and minimal to ensure safety and professionalism.
- Avoid wearing jewellery that could pose a safety hazard during activities.

Special Events

- For special events or performances, attire may be specified separately based on the nature of the event.

Hygiene

- Maintain personal hygiene to ensure a comfortable environment for all.

8. Studio Events

8.1 Performances

- Participation in studio performances requires commitment to rehearsals and adherence to performance guidelines.
- Costumes and accessories for performances will be provided or specified by the studios. All costumes are to be looked after and returned in the same condition as given out.
- All students must participate in all performances unless prior arrangement has been signed off by the director.

8.2 Workshops and Intensives

- Additional workshops and intensive programs may be offered throughout the year.
- Enrolment for these programs will be handled separately from regular class enrolment.

9. Personal Relationships Policy

9.1 Staff and Student Relationships

- Personal relationships between staff members and students are strictly prohibited.
- Staff must not engage in, encourage, or maintain any personal relationships with students outside of a professional context.
- All communication with students must be conducted through official Spectrum Dance Studios channels. This includes emails, phone calls, and any other forms of communication.
- Staff members are prohibited from engaging in personal discussions with students on any social media platforms. All interactions on social media must remain professional and align with the values and policies of Spectrum Dance Studios.
- Posting or sharing any inappropriate content, comments, or images involving students on social media is strictly prohibited.
- Failure to comply with these guidelines will result in immediate disciplinary action, up to and including termination of employment.

10. Conclusion

Adherence to these policies and procedures is essential for maintaining a safe, respectful, and productive environment at Spectrum Dance Studios.

Thank you for your cooperation and commitment to excellence.