

AUSTRALASIAN DANCE ASSOCIATION LTD

P.O. BOX 417, NARELLAN, NSW 2567
A.C.N. 166 590 834

THESE POLICIES APPLY TO:

- Everyone who works for the Australasian Dance Association (herein referred to as ADA) including temporary, casual and permanent employees, volunteers, freelance workers (including Directors, Examiners and Teachers) and/or Contractors.
- Examination candidates.
- Everyone who uses the ADA's products and services.
- Visitors.
- Spectators of ADA events.

Anti-Discrimination and Harassment Policy

ADA aims to provide a dance education syllabus where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination. ADA recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their age, disability, family responsibilities, gender identity, sexual orientation, irrelevant medical or criminal record, marital status, political belief, pregnancy or breastfeeding, race, religion, sex, social origin and/or trade union membership/activity.

ADA prohibits all forms of harassment and discrimination based on personal characteristics.

Discrimination and harassment are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment. In most circumstances discrimination and harassment are against the law.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to your complaint in writing to the Organising Secretary (herein referred to as the OS) and will be dealt with by the current Board of Directors (herein referred to as the BOD).

Child Protection Policy

Every person and organisation bound by this policy must always place the safety and welfare of children above all other considerations. ADA acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children.

ADA aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as:

- Prohibiting any form of abuse against children.
- Ensuring people have completed a satisfactory Working with Children Check where the relevant state/territory law requires this.
- Encouraging ADA studios to carefully select and screen people over the age of 18 years who work, coach or have regular unsupervised contact with children.
- Educators under the age of 18 must be adequately supervised by an educator over the age of 18 at all times. Keep accurate records to ensure you continue to meet your obligations.
- Promoting and enforcing our codes of behaviour, particularly for roles associated with juniors.
- Responding to all reports and complaints of abuse promptly, seriously and confidentially.
- Making information about child protection available, particularly for roles associated with children.
- Adopting practices that reduce risks and provide the greatest opportunity of having a child safe environment. Anyone who reasonably suspects that a child has been or is being abused by someone within our Association, is to report it immediately to the police or relevant government agency. If anyone suspects that a child is being abused by his or her parent/s, they are advised to contact the relevant government department for youth, family and community services in their state/territory. A person will not be victimised for reporting possible child abuse and the privacy of all persons concerned will be respected.

Social Media Policy

ADA acknowledges the use of technology and social media platforms and wishes to enable such to be used to benefit the Association and its participants, and to applaud achievements.

However, participants within the Association need to be very mindful of a few key matters that could lead to inappropriate use of such media, at times unintended, and at other times without a proper understanding that once comments are made or published, they are in public for a long time, and hard to take back (retract). Cautions ADA recommends:

- Do not include personal information of yourself or others in social media channels.
- Do not use offensive, provocative or hateful language.
- Use your best judgment – do not publish something that makes you the slightest bit uncomfortable, and never write/publish if you are feeling emotional or upset (or are intoxicated).
- Always ask for a person's permission before posting their picture on a social networking forum.
- Never comment on rumours, do not deny or affirm them or speculate about rumours.
- Always use social network forums to add value and promote the Association in a positive way.

ADA wants to encourage everyone to make wise decisions about what you are posting on social media in regards to ADA syllabus work.

- All students must be appropriately dressed.
- Video footage can only be a maximum of 10 seconds in length. At no time can a video show the one full side of the exercise and routine or the complete exercise and routine. The official ADA pages must be tagged on all posts on either Instagram (@adatheatre) or Facebook (@ADA Australasian Dance Association). A reminder to all members that the ADA Syllabus content remains the intellectual property of the Australasian Dance Association LTD.
- Photos must show Safe Dance practices are being adhered to. Poses must be age appropriate and discreet. e.g. a young child standing on toes with no obvious support, over stretching, leg mount with crotch to camera.

Members will be asked to remove any social media postings that do not comply with this criteria.

Health & Safety Policy

ADA aims to provide a healthy and safe working environment for all ADA employees, members and external parties involved in the work of ADA.

To achieve our objective ADA will, as far as reasonably practicable:

- Ensure that adequate resources are available to ensure that proper provision can be made for health and safety.
- Where individual employees require additional workplace modifications ADA will advocate with the necessary employment agencies to ensure they are enacted as soon as practical.
- Provide and maintain equipment, systems of work and work environments that are safe and without risk to health.
- Have a zero tolerance to domestic and family violence and bullying and cyberbullying to contribute to a safe workplace.
- Provide information, instruction, training and supervision necessary to employees to assist in creating a healthy and safe work environment.
- Report and investigate all accidents, incidents, and injuries to identify causal factors and implement corrective actions.
- Conduct regular reviews of health and safety issues in the workplace.
- Evaluate any risks, identify actions to eliminate or minimise the risks and ensure the actions are implemented, and
- Comply with the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 (WHS).

In conjunction with this commitment, all employees have a duty to:

Take reasonable care for health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.

- Comply with the Work Health and Safety Policy.
- It is important to recognise that no task is so important as to compromise health and safety and
- appropriate consideration must be given to determining a safe and healthy work method for each and every activity.

Key Points

- Health and safety is everybody's responsibility.
- Know what to do in case of an emergency: fire/accident.
- Keep your work area clutter free to protect yourself and others.
- Report any accidents/incidents/hazards.
- Keep fire exits and access to firefighting equipment clear at all times.
- When using the computer ensure that your workstation is correctly set up.
- Do not lift any heavy objects alone, seek assistance.

ADA encourages Teachers to:

- 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 WHS policies and procedures of each particular workplace.
- Cooperate, consult on and promote WHS and welfare in the studio, classroom or performance space. ADA strongly encourages studio Principles and/or Members to hold a current first aid certificate.
- Adhere to safe dance practices.
- Report and work to rectify (where possible) any hazards in the studio, classroom or performance space.
- Report any injuries or incidents to the senior teacher/business owner/venue operator as soon as possible after the incident.
- Ensure that all equipment is used correctly including first aid supplies.
- Ensure that they are not 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 certain WHS tasks but it remains their responsibility to:

- Be aware of the legal obligations of WHS at all times.
- Ensure that all teachers and volunteers are aware of hazards that may affect them, the students and other staff, and what risk control measures are in place for their protection.
- Ensure that all employees are involved in developing a safe and healthy working environment through appropriate, mutually-agreed consultation processes, such as an WHS committee or WHS representatives.
- Ensure that suitably qualified and competent employees are able to take care of the lesson, rehearsal or event, that they are aware of their responsibilities and willing to comply with all relevant legislation.
- Ensure an emergency and evacuation plan is in place and clear to all.

Risk Assessment

Employers and teachers should do 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 any risk.

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

- Substitute a less hazardous activity/object/substance.
- Minimise the hazard through re-design.
- Rearrange the activity/training to reduce exposure/risk.
- Use personal protective equipment/clothing (e.g. knee pads, ankle strap).

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, a health issue or is at particularly vulnerable stage of physical or psychological development. It is good practice for teachers to ask their 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/drink breaks?
- Is the environment safe/suitable?
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If you are working in a potentially dangerous place (e.g. outside or in an unfamiliar environment) and you are concerned, you should ask if a risk assessment has been undertaken. If the company or organisation refuses to do one, or to voluntarily disclose the results, you should contact your WHS committee or representative, or the relevant statutory authority.

Health & Safety Checklist

- Know the safety aspects of your studio/classroom/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 other emergencies.
- Be aware of any disability, injury or any other factors that may affect the capacity of students or yourself, and implement appropriate modifications.
- Strictly observe policies regarding children and your role in the absence of parents i.e. Duty of Care.
- Understand that wilful damage to equipment and disobeying health and safety regulations could result in grounds for dismissal.
- Understand that communication is important—between students, parents, colleagues, senior staff.

Good management and risk planning will reduce incidents in the dance studio and workplace.

