



**RADIANCE ACADEMY
TOOWOOMBA**
Where dancers shine!

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Staff Policy and Procedures Document 10

PROFESSIONAL BUSINESS PRACTICE FOR DANCE STUDIOS

Do's

- We do follow statutory and legal requirements
- We do ensure we talk to staff, parents and students in a professional and accountable manner
- We do follow the [Code of ethics for dance teachers](https://ausdance.org.au/articles/details/code-of-ethics-for-dance-teachers) (https://ausdance.org.au/articles/details/code-of-ethics-for-dance-teachers) when we interact with students.
- We do display or distribute the Code of Ethics for Dance Teachers and the [Parent's code of behaviour](https://ausdance.org.au/articles/details/parents-code-of-behaviour). (https://ausdance.org.au/articles/details/parents-code-of-behaviour)
- We do display and distribute your fee structures.
- We do ensure our staff have the Queensland [Working with Children Check](https://www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation) and know the local mandatory reporting requirements. We do plan for a [child safe environment](https://www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation). (https://www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation)
- We do offer problem-solving strategies for conflict resolution
- We do use suggested methods for conflict resolution in the dance teaching environment.
- We do recognise problems, discuss the issues and suggest problem-solving strategies and if needed, employ a mediator. We do observe privacy and intellectual property laws
- We do follow [Australian privacy laws and principles](https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles) (https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles)
- We do keep parent-teacher interviews private
- We do get written permission to release reports, examination results or other information
- Get written permission from students or parents/carers to use photographs or recordings (notice boards, publications, web pages, etc.)

- We do advertise our services and achievements accurately
- We do only use promotional material that contains factual statements which we can verify
- We do avoid misleading terms such as “Principal Instructor” when there is only one instructor
- We do show professional integrity
- We do give fair and balanced assessments of the benefits of other dance styles based on factual information
- We do use effective and flexible teaching skills to create a productive learning environment .
- We do use professional standards to attract new students
- We do acknowledge that being professional also means understanding the pedagogy of teaching and that an understanding of dance technique does not guarantee a supportive teacher.
- We do avoid scheduling events/performances at the same time as other institutions or studios where at all possible.

Don'ts

- We don't mislead or exaggerate our achievements
- We don't criticise or make comparisons with other studios/schools
- We don't go outside our scope of practice